



A. Implementation of school health prog.
 15 ULBs (13 non KMA & 2 KMA) has not yet started implementation of school health prog.
 We may write to the said ULBs for implementation by 24-02-10, otherwise the prog. will stand as automatically cancelled.

Draft letter is enclosed for signature.

B. 6 ULBs not yet started Adolescent Health care prog. We may write to the ULBs to implement by 24-02-10, otherwise the prog. will stand as automatically cancelled.

Draft letter is enclosed for signature.

[Signature]
 05.02.10

h
 5/2/2010.

Health Dept.

P.M, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. VII)/ 9.793 (6)

Dt. .. 05.02.2010

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

To : The Chairman

..... Municipality

Sub. : Implementation of Adolescent Health Care Programme under Health Component of KUSP.

Sir,

I am to refer to this office earlier communication bearing memo no. CMU-94/2003(Pt. VII)/2219(10) dt. 09/10.12.2009 on the subject mentioned above. From this office record, it is learnt that Adolescent Health Care Programme has not yet been started by your ULB.

You are requested to start the training of Adolescents by 24th February, 2010 with an intimation along with Training Plan indicating date and venue to the undersigned well in advance. In absence of receipt of such information latest by 24.02.2010, AA&FS already accorded to you will stand as automatically cancelled.

Thanking you.

Yours faithfully,

Kw
Project Manager, CMU

Memo No. .. CMU-94/2003(Pt. VII)/ 9.796 (6) / 1(2)

Dt. .. 05.02.2010

Copy forwarded to :

1. HO / AHO, Municipality
2. AFC, Municipality

Kw
Project Manager, CMU

Memo No. CMU-94/2003(Pt. VII)/ 2793(6)

Dt. .. 05.02.2010
०४

List of Municipalities:

1. Garulia
2. Hooghly-Chinsurah
3. Champdany
4. Rajpur-Sonarapur
5. Barrackpore
6. Khardah

Sub. : Further Requirement of logistics for (a) School Health Programme & (b) Adolescent Health programme.

(a) AA & FS has been accorded to 92 ULBs (24 KMA & 68 Non-KMA ULBs) during FY 2009-10 in respect of School Health Programme. In addition to, School Health Programme piloted in 6 ULBs during FY 2008-09, are also to implement the said programme during the FY 2009-10 , out of which we have already accorded approval for 2 ULBs.

Total estimated requirement for the logistics are as under:

| ULBs | School Health Card | Referral Card | Nirdeshika |
|-------------------------------|--------------------|------------------------|---|
| Total requirement | 6,86,000 | 28,000 | 30,000 |
| Interim Work Order placed for | 3,40,000 | 15,000 | 16,000 |
| Further requirement | 72,000 1,70,750 | Nil 7500 | Nil Bengali 2012 + Hindi 5000 |

(b) AA& FS accorded for Adolescent Health Care Programme in 26 KMA ULBs.

Total estimated requirement for the logistics are as under:

| Requirement | Booklets of Adolescent | |
|-------------------------------|------------------------|---------|
| | Bengali | Hindi |
| Total requirement | 7000 | 2000 |
| Interim Work Order placed for | 3000 | 500 |
| Further requirement | 1000 | 100 500 |

Office of CMU may be instructed to keep ready "further requirement" of the logistics as detailed in the tables above.

Submitted.

PE M put up in file

16/10/09

PE

15.10.09

PD, GMV



Sub. : Status Report on AA&FS accorded to the ULBs towards implementation of Adolescent Health Care Programme.

This is to state that Adolescent Health Care Programme was piloted in 4 KMA ULBS namely Budge Budge, South Dum Dum, Kalyani and Chandernagore during the year 2007-08 & 2008-09.

This programme have been extended subsequently to other KMA ULBs during FY 2009-10. Till date out of 36 ULBs, 26 have been imparted training and AA&FS accorded for an amount of Rs. 74.25 lakhs.

Submitted for kind perusal.

P. M, CMW

Goswami
9.9.09

| Extension of Adolescent Health Care Programme | | | |
|---|-------------------|--|--------------------------|
| Sl. No. | Name of ULBs | AA & FS accorded with letter no. & date | AA& FS accorded (in Rs.) |
| Dist. : North 24 Parganas | | | |
| 1 | Bhatpara | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 2 | Barrackpore | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 3 | Bidhannagar | Not interested | |
| 4 | Baranagar | (Pt. VII)/1861 dt. 07.09.09 | 180000.00 |
| 5 | Barasat | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 6 | Dum Dum | Not interested to implement | |
| 7 | Garulia | (Pt. VII)/1242 dt. 28.08.09 | 180000.00 |
| 8 | Halisahar | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 9 | Kanchrapara | (Pt. VII)/1016(3) dt. 04.08.09 | 191000.00 |
| 10 | Khardah | (Pt. VII)/710 dt. 26/29.06.09 | 338000.00 |
| 11 | Kamarhati | Included in DPR | |
| 12 | Madhyamgram | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 13 | Naihati | (Pt. VII)/1242 dt. 28.08.09 | 180000.00 |
| 14 | New Barrackpore | Not interested to implement because of ICF | |
| 15 | North Barrackpore | Not interested | |
| 16 | North Dum Dum | (Pt. VII)/1242 dt. 28.08.09 | 180000.00 |
| 17 | Panihati | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 18 | Rajarhat Gopalpur | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 19 | South Dum Dum | (Pt. V)/1004 dt. 30.07.07 (Pt. VII)/104 dt. 24.04.09 | 345600.00 |
| 20 | Titagarh | did not attend on 08.09.09 (No) | |
| Dist. : South 24 Parganas | | | |
| 1 | Baruipur | Not interested | |
| 2 | Budge Budge | (Pt. VII)/3949 dt. 18.03.09 | |
| 3 | Maheshtala | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 4 | Pujali | Not interested to implement because of ICF | |
| 5 | Rajpur Sonarpur | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| Dist. : Howrah | | | |
| 1 | Bally | Not interested | |
| 2 | Howrah MC | (Pt. VII)/1016(3) dt. 04.08.09 | 186000.00 |
| 3 | Uluberia | (Pt. VII)/1016(3) dt. 04.08.09 | 186000.00 |
| Dist. : Nadia | | | |
| 1 | Gayeshpur | did not attend on 08.09.09 (No) | |
| 2 | Kalyani | (Pt. V)/1003 dt. 30.07.08 | |
| Dist. : Hooghly | | | |
| 1 | Baidyabati | (Pt. VII)/228(15) dt. 18.05.09 | 338000.00 |
| 2 | Bansberia | (Pt. VII)/1861 dt. 07.09.09 | 180000.00 |

| | | | |
|----|-------------------|--------------------------------|-------------------|
| 3 | Bhadreswar | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 4 | Chandannagar MC | (Pt. VI)/4203 dt. 11.03.08 | |
| 5 | Champdani | (Pt. VII)/1016(3) dt. 04.08.09 | 186000.00 |
| 6 | Hooghly Chinsurah | (Pt. VII)/1861 dt. 07.09.09 | 180000.00 |
| 7 | Konnagar | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 8 | Rishra | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| 9 | Serampore | (Pt. VII)/1242 dt. 28.08.09 | 180000.00 |
| 10 | Uttarpara Kotrung | (Pt. VII)/225(15) dt. 18.05.09 | 338000.00 |
| | Total | | 7424600.00 |



Sub. : Implementation of Adolescent Health Care Programme at Baidyabati Municipality under Health component of KUSP.

Placed herewith communication of the Chairman dt. 30.07.2009 intimating that the ULB is unable to implement Adolescent Health Care Programme due to non-availability of KUSP fund.

It is learnt that KUSP fund is not released to the said ULB due to some administrative difficulty. This is to mention here that, we have already accorded AA & FS for an amount of Rs. 3,38,000/- (Rupees Three lakhs thirty eight thousand) only to the ULB for implementation of Adolescent Health Care Programme vide this office communication bearing no. CMU-94/2003(Pt. VII)/228(15) dt. 18.05.2009.

May we consider release of fund to the said ULB for an amount of Rs. 77,000/- (Rupees Seventy seven thousand) only for the present for conduct of training programme for Adolescents. On receipt of progress on the status of training and after submission of at least 70% SOE of the released fund by the ULB to the Accounting Support Agency, further fund may be released for implementation of Adolescent Friendly Clinic Service.

This may be ~~cases~~^{traced} as special^a case.

Submitted for kind approval.

PM, CMU

[Signature]
02.09.09

As proposed.
A.O for n/a M / An
03/09/09

PP,

Fund ~~is~~ not released as intimated by
AO, CMU.



Health Ext.
h.

Satyajit Roy Bhawan : 2632-3605
2632-1259
Fax : 91-33-2632-0443

OFFICE OF THE MUNICIPAL COUNCILLORS BAIDYABATI
P. O. - SHEORAPHULI, DIST. - HOOGHLY, PIN - 712 223

Ref No.

Date 30/7/09

To
Mr. Arnab Roy
Project Director, CMU.



Sub: Non implementation of Adolescent Health Care Programme under Health Component of KUSP.

Sir, I like to inform you that due to non-availability of KUSP fund, we at present unable to implement Adolescent Health Care Programme under Health Component of KUSP.

This is for your information and necessary action plan. The above programme was scheduled to start from 1st August '2009.

Yours faithfully

30/7/09

Chairman
Baidyabati Municipality



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

Memo No. CMU-94/2003(Pt. VII)/ 228

Dt. .. 18.05.2009

**From : Arnab Roy
Project Director, CMU**

**To : The Chairman
Bhatpara / Barrackpore / Barasat / Halisahar /
Madhyamgram / Panihati / Rajarhat-Gopalpur /
Maheshtala / Rajpur-Sonarpur / Baidyabati / Bhadreswar
Konnagar / Rishra / Uttarpara-Kotrung Municipality**

Sub. : Implementation of adolescent Health Care Programme under Health component of KUSP.

Ref. : Your communication in this regard followed by sensitization training of HO/AHO on 17.04.2009.

Sir,

Pursuant to your communication under reference and sensitization training of HO and/or AHO held on 17.04.2009, a plan for implementation of Adolescent Health Care programme at your ULB for this FY has been drawn up.

Objective of adolescent health care programme

1. To promote awareness of adolescents (13 to 19 years) on RCH, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS and women rights.
2. To provide adolescent health care support (for adolescents aged 10 to 19 years) through adolescent friendly clinic.

Methodology

1. Awareness programme be conducted initially for 500 nos. of adolescents.
2. Adolescent friendly clinic be established at one Health Administrative Unit of your ULB or any other suitable place once in a week, after completion of training of at least 400 nos. of adolescents.

Activities

| Item | Action by | Time Frame |
|--|---|-------------------------|
| Identification of adolescents who will participate in the awareness programme | ULB | June, 2009 |
| Preparation of schedule and conduction of awareness training programme in batches, one batch consisting of 25 nos. of participants, thus covering 500 adolescents. Each awareness training programme will be of 2 days duration. | CMU, ULB | July to September, 2009 |
| Development of training materials | Already developed by CMU. To be collected by ULB from CMU | - |

Contd. to P-2.

D: Dr. Goswami\KUSP\Letter Head\ULB\411.doc

| Item | Action by | Time Frame |
|--|-----------|---|
| Development of pre & post evaluation questionnaire for the adolescent of awareness training programme | CMU, ULB | July, 2009 |
| Development of KABB questionnaire for adolescents attending adolescent friendly clinic | CMU, ULB | September 2009 |
| Establishment of adolescent friendly clinic to be held once in a week at one Health Administrative Unit or any other suitable place manned by Doctor (HO / AHO / MO) and the grass root level workers concerned. Initially the clinic will run for one year. During clinic sessions at least 4 FTSs will be trained up by the Doctor on counselling methodology. These FTSs will in turn be able to conduct adolescent clinics independently along with medical professional in the long run. | ULB | September 2009 and will continue upto March 2010 for FY 2009-2010. To continue clinic services further AA&FS is to be obtained for next FY 2010-2011 |

COST ESTIMATE

- A) Awareness training of adolescents for age group 13 to 19 years (1 Batch will consists of 25 adolescents)

| Item of Expenditure | Amount (in Rs.) |
|---|------------------|
| Training materials @ Rs. 20/- x 30 | 600.00 |
| Tea & tiffin @ Rs. 25/- x 30 x 2 | 1,500.00 |
| Mobiliser fees @ Rs. 10/- x 25 | 250.00 |
| Trainers fees @ Rs. 200/- x 2 x 2 | 800.00 |
| Contingency @ Rs. 100/- per day x 2 | 200.00 |
| Mobility support to the participants @ Rs. 10/- per day x 25 x 2 | 500.00 |
| TOTAL | 3,850.00 |
| Cost for 20 Batches | 77,000.00 |

Contd. to P-3.

B) Establishment of adolescent friendly clinic

| Item of Expenditure | Amount (in Rs.) |
|---|--------------------|
| For provisioning of drug : Folifer, Albendazole, Norfloxacin, Doxycycline, Fluconazole, Metronidazole, Decolic - U - Tablet | 2,00,000.00 |
| Fee for Medical Professional attending adolescent clinic @ Rs 200 - per clinic per day for 28 weeks | 5,600.00 |
| Hemoglobin testing for 5,000 estimated adolescent @ Rs. 5/- (Baseline and terminal Hemoglobin estimation) Rs. 5/- x 5,000 x 2 | 50,000.00 |
| Provision of stationeries and contingent expenses @ Rs. 200 - per day x 28 clinics | 5,600.00 |
| TOTAL | 2,61,200.00 |
| Say ...Rs. 2,61,000.00 | |

Administrative Approval & Financial Sanction is hereby accorded for Rs. 3,38,000/- (Rupees Three lakhs thirty eight thousand) only for the present being the total training and establishment of adolescent friendly clinic.

You are requested to meet up the expenditure out of the KUSP Fund available with you. Procurement of medicine is to be done following the DFID norms. Item wise total quantity of medicine may be estimated by HO-AHO and be purchased in 2 installments, depending upon the consumption pattern.

Work plan, training schedule for each of the month is to be submitted to this office by 15th June, 2009 and physical progress is to be submitted by 10th of each following month.

The expenditure is to be booked under the A/C head "Support to Health Sector - Adolescent Care". You are also requested to ensure submission of Statement of Expenditure (SOE) in this regard in each month through Accounting Support Agency accordingly.

Thanking you.

Yours faithfully,

Project Director, CMU

Encl: Reporting Formats

Contd. to P-4.



Sub: Supply of Booklet on Adolescent-
Health Care Programme in Hindi

500 (five hundred) nos. of booklet
on Adolescent-Health Care Programme
in Hindi are required to be
supplied to the ULBs at the earliest.
Hence, printing of 500 nos. of
booklet in Hindi may be
undertaken.

Submitted for kind approval.

~~S. S. S. S.~~
29.07.09

PM, CMU



Sub. : Requirement of logistics for (a) School Health Programme & (b) Adolescent Health programme.

(a) School Health Programme have been piloted in 7 ULBs i.e Pujali, Kamarhati, Kalyani, Taki, Arambag, Tarakeswar and Siliguri. Following the piloting, CMU issued letter to the rest 118 ULBs (37 KMA & 81 Non-KMA ULBs). So far, 65 ULBs submitted list of schools along with enrolment of students. In the mean time, AA&FS has already been accorded by CMU for 19 ULBs. Total estimated requirement for the logistics are as under:

| ULBs | School Health Card | Referral Card | Nirdeshika |
|--|--------------------|---------------|------------|
| Total requirement | 6,86,000 | 28,000 | 30,000 |
| Out of total, immediate requirement is | 3,40,000 | 15,000 | 16,000 |

Office of CMU may be instructed to keep ready "immediate requirement" of the logistics as detailed in the table above. At the same time the logistics may be sent to the Non-KMA ULBs for which distribution list may be obtained from Health Expert, CMU.

(b) Adolescent Health Care Programme have been piloted in 4 KMA ULBs i.e. Budge Budge, South Dum Dum, Pujali and Kalyani. Following piloting CMU issued letter to the rest 36 ULBs towards implementation of Adolescent Health Care Programme. AA&FS already accorded for 16 ULBs. 4 ULBs are awaiting Trainers training by CMU which will be conducted during August, 2009 as the ULBs are busy with JE programme. Total estimated requirement for the logistics are as under:

| ULBs | No. of Booklets |
|---|-----------------|
| Booklet on Adolescent Health Care Programme | 9200 |
| Out of total, immediate requirement is | 2600 |

Office of CMU may be instructed to keep ready "immediate requirement" of the logistics as detailed in the table above.

Time to time further supply of the above mentioned logistics will be intimated by the undersigned.

Submitted.

PM, CMU

[Signature]
16.07.09

Sub. : Sensitization meeting on Adolescent Health Care Programme and School Health Programme under health component of KUSP.

After piloting Adolescent Health Care Programme in 4 ULBs and School Health Programme in 7 ULBs, letter had been issued by CMU for obtaining interest of the ULBs toward implementation of the programmes.

Number of ULBs have expressed their willingness in this regard. Sensitization meeting on both the programmes is schedule on 16.04.09 at Conference Hall, SUDA wherein Health Officer and Assistant ^{Health} Officer of 16 ULBs will participate. Following logistic support may be provided by CMU during sensitization meeting:

| Sl. No. | Required Item | Quantity |
|---------|-------------------------------|----------|
| 1 | Note pad & pen | 35 each |
| 2 | Working tiffin | 40 nos. |
| 3 | Tea / Coffee & Drinking water | - |

Office of CMU may be requested for supply of the above mentioned logistics.

Submitted.

~~PM, CMU~~

9

PE M. arrange.

07/04/09

07.04.09

PE.

Sub. : Deployment of Medical Expert to monitor training of adolescents under Adolescent Health Care Programme at Kalyani Municipality.

This is to state that adolescent Health care programme is extended at Kalyani Municipality vide this office communication bearing memo no. CMU-94/2003(Pt. V)/1003 dt. 30.07.2007. Training for 500 nos. of adolescents is to be completed, (a) one batch consisting of 25 nos. of participants, where each batch of training programme is of 2 days duration. Out of 20 training programmes, 11 programmes have already been completed by the ULB.

Hiring of services of the Medical Expert may be utilized for rest of the 9 batches of the training programme. The cost involvement for such hiring of services will be as under :

| (Amount in Rs.) | |
|--|------------------|
| Fee for external Medical Expert on adolescent care @ Rs. 500/- per day for 18 days | 9,000.00 |
| Mobility support for Medical Expert @ Rs. 200/- per day for 18 days | 3,600.00 |
| TOTAL | 12,600.00 |

Hiring of services of the Medical Expert was also approved in the previous training programme. *(Appears Twelve Thousand Six hundred only)*

The expenditure for the purpose will be borne by CMU and expenditure is to be booked under the A/C head "SHS - Adolescents Care".

Submitted for favour of kind approval.

PD, CMU

8/1

801040
04.01.08



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. V)/1003

Dt. .. 30.07.2007

From : Arnab Roy
Project Director, CMU

To : The Chairman
Kalyani Municipality
P.O. - Kalyani,
Dist.- Nadia,
PIN - 741 235.

Sub. : Implementation of adolescent Health Care Programme in Kalyani Municipality under Health component of KUSP.

Ref. : Your communication bearing no. 4532/KM dt. 02.07.2007.

Sir,

Pursuant to your communication under reference and discussion with Health Officer, a plan for implementation of Adolescent Health Care programme at Kalyani Municipality for one year, has been drawn up for your ULB.

Objective of adolescent health care programme

1. To promote awareness of adolescents (13 to 19 years) on RCH, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS and women rights.
2. To provide adolescent health care support (for adolescents aged 10 to 19 years) through adolescent friendly clinic.

Methodology

1. Awareness programme will be conducted initially for 500 nos. of adolescents.
2. Adolescent friendly clinic will be established at one Health Administrative Unit of your ULB once in a week, after completion of training of at least 400 nos. of adolescents.

Activities

| Item | Action by | Time Frame |
|--|--------------------------|---------------------------|
| Identification of adolescents who will participate in the awareness programme | ULB | August, 2007 |
| Preparation of schedule and conduction of awareness training programme in batches, one batch consisting of 25 nos. of participants, thus covering 500 adolescents. Each awareness training programme will be of 2 days duration. | CMU, ULB | August to September, 2007 |
| Development of training materials | Already developed by CMU | - |

Contd. to P-2.



| Item | Action by | Time Frame |
|---|-----------|---------------------------------|
| Development of pre & post evaluation questionnaire for the adolescent of awareness training programme | CMU, ULB | August, 2007 |
| Development of KABB questionnaire for adolescents attending adolescent friendly clinic | CMU, ULB | September to October, 2007 |
| Establishment of adolescent friendly clinic to be held once in a week at one Health Administrative Unit, manned by Doctor (HO / AHO / MO) and the grass root level workers concerned. Initially the clinic will run for one year. During clinic sessions at least 4 FTSs will be trained up by the Doctor on counselling methodology. These FTSs will in turn be able to conduct adolescent clinics independently along with medical professional in the long run. | ULB | December, 2007 to January, 2008 |

COST ESTIMATE

- A) Awareness training of adolescents for age group 13 to 19 years (1 Batch will consists of 25 adolescents)

| Item of Expenditure | Amount (in Rs.) |
|---|------------------|
| Training materials @ Rs. 30/- x 30 | 900.00 |
| Tea & tiffin @ Rs. 25/- x 30 x 2 | 1,500.00 |
| Mobiliser fees @ Rs. 10/- x 25 | 250.00 |
| Trainers fees @ Rs. 200/- x 2 x 2 | 800.00 |
| Contingency @ Rs. 100/- per day x 2 | 200.00 |
| Mobility support to the participants @ Rs. 5/- per day x 25 x 2 | 250.00 |
| TOTAL | 3,900.00 |
| Cost for 20 Batches | 78,000.00 |

Contd. to P-3.



B) Establishment of adolescent friendly clinic

| Item of Expenditure | Amount (in Rs.) | |
|---|-----------------|--------------------|
| For provisioning of drug (Folifer, Albendazole, Norfloxacin and Metronidazole) Medicine estimated for 7,000 clients which is 50% of total estimated adolescents Folifer - 7,00,000 tabs Albendazole - 14,000 tabs Norfloxacin - 70,000 tabs Metronidazole - 70,000 tabs Decolic - U - Tablet (mefenamic acid - 250 mg. + diclofenac HCL - 10 mg.) - 50,000 tabs | 9,00,000.00 | |
| Fee for Medical Professional attending adolescent clinic @ Rs. 200/- per clinic per day for 52 weeks | | 10,400.00 |
| Hemoglobin testing for 5,000 estimated adolescent @ Rs. 5/- (Baseline and terminal Hemoglobin estimation) Rs. 5/- x 5,000 x 2 | | 50,000.00 |
| Provision of stationeries and contingent expenses @ Rs. 200/- per day x 52 clinics | | 10,400.00 |
| TOTAL Say ...Rs. 9,70,000.00 | | 9,70,800.00 |

Administrative Approval is accorded for the total adolescent health care programme and Financial Sanction is accorded for Rs. 4,01,000/- (Rupees Four lakhs one thousand) only for the present being the total training cost for Rs. 78,000/- and one third of clinic cost for Rs. 3,23,000/-. You are requested to meet up the expenditure out of the KUSP Fund available with you. Procurement of medicine is to be done following the DFID norms. Total quantity of medicine may be purchased in 2 to 3 installments, depending upon the consumption pattern.

Work plan, training schedule for each of the month is to be submitted to this office by 16th August, 2007 and physical progress is to be submitted by 10th of the each following month.

An undertaking as per prescribed proforma enclosed is to be forwarded to the undersigned, if agreeable.

Expenditure may be incurred only after sending the said undertaking. The expenditure is to be booked under the A/C head "Support to Health Sector - Adolescent Care". You are also requested to ensure submission of Statement of Expenditure (SOE) and Utilisation Certificate (U.C.) in this regard in each month through Accounting Support Agency accordingly.

Thanking you.

Encl: As stated

Yours faithfully,

Project Director, CMU

Contd. to P-4.



Memo No. CMU-94/2003(Pt. V)/1003/1(5)

Copy forwarded for kind information to :

1. Principal Secretary, Dept. of Municipal Affairs
2. PS to MIC, MA & UD
3. Directorate of Local Bodies
4. Director, SUDA
5. Jt. Director, ILGUS

Dt. .. 30-07-07

Project Director, CMU

Dt. .. 30.07.2007

Memo No. CMU-94/2003(Pt. V)/1003/2(2)

Copy forwarded for kind information to :

1. Asstt. Health Officer, Kalyani Municipality
2. AFC, Kalyani Municipality

Project Director, CMU

Dt. .. 30.07.2007

Memo No. CMU-94/2003(Pt. V)/1003/3(4)

Copy forwarded for kind information to :

1. Project Manager, CMU
2. Financial Advisor, CMU
- ✓ 3. Health Expert, CMU
4. Accounting Support Agency

Project Director, CMU

Sub. : Extension of Adolescent Health Care Programme in three ULBs namely South Dum Dum, Kalyani and Chandernagar during FY 2007-08 under Health component of KUSP.

Placed below are the communication of (a) Chairman, South Dum Dum Municipality bearing no. SDDM/UHIP dt. 04.07.2007 (b) Chairman, Kalyani Municipality bearing no. 4532/KM dt. 02.07.2007 and (c) Mayor, Chandernagar Municipal Corporation bearing no. IA/3M/2007/134 dt. 28.06.2007 on the above mentioned subject.

Adolescent care programme (girls aged 10 to 19 years) piloted at Budge Budge Municipality and shared the experiences with other ULBs, amongst which the above mentioned three ULBs expressed interest in implementing adolescent health care programme in their respective ULBs.

The plan on conduct of awareness training programme for adolescents in batches and establishment of adolescent friendly clinic may be adopted in line with the previous programme held at Budge Budge Municipality.

Objective of adolescent health care programme

1. To promote awareness of adolescents (13 to 19 years) on RCH, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS and women rights.
2. To provide adolescent health care support through adolescent friendly clinic.

Methodology

1. Awareness programme will be conducted initially for 500 nos. of adolescent at each ULB level.
2. Adolescent friendly clinic will be established at one Health Administrative Unit of each ULB once in a week, after completion of training of at least 400 nos. of adolescents.

| Item | Action by | Time Frame |
|---|--------------------------|---------------------------------|
| Identification of adolescents who will participate in the awareness programme | ULB | August, 2007 |
| Preparation of schedule and conduction of awareness training programme in batches, one batch consisting of 25 nos. of participants, thus covering 500 adolescents. Each awareness training programme will be of 2 days duration. | CMU, ULB | August to September, 2007 |
| Development of training materials | Already developed by CMU | - |
| Development of pre & post evaluation questionnaire for the adolescent of awareness training programme | CMU, ULB | August, 2007 |
| Development of KABB questionnaire for adolescents attending adolescent friendly clinic | CMU, ULB | September to October, 2007 |
| Establishment of adolescent friendly clinic to be held once in a week at one Health Administrative Unit, manned by Doctor (HO / AHO / MO) and the grass root level workers concerned. Initially the clinic will run for one year. During clinic sessions at least 4 FTSs will be trained up by the Doctor on counselling methodology. These FTSs will in turn be able to conduct adolescent clinics independently along with medical professional in the long run. | ULB | December, 2007 to January, 2008 |

Contd. to P-2.

COST ESTIMATE

**A) Awareness training of adolescents (1 Batch will consists of 25 adolescents)
Unit cost of one batch**

| Item | Cost (in Rs.) |
|--|--------------------|
| Training materials @ Rs. 30/- x 30 | 900.00 |
| Tea & tiffin @ Rs. 25/- x 30 x 2 | 1,500.00 |
| Mobiliser fees @ Rs. 10/- x 25 | 250.00 |
| Trainers fees @ Rs. 200/- x 2 x 2 | 800.00 |
| Contingency @ Rs. 100/- per day x 2 | 200.00 |
| Mobility support to the participants @ Rs. 5/- per day x 25 x 2 | 250.00 |
| TOTAL | 3,900.00 |
| Cost for 20 Batches x 3 ULBs | 2,34,000.00 |

B) Establishment of adolescent friendly clinic

| Item | Cost (in Rs.) |
|---|--------------------|
| For provisioning of drug (Folifer, Albendazole, Norfloxacin and Metronidazole) Medicine estimated for 7,000 clients which is 50% of total estimated adolescents Folifer – 7,00,000 tabs Albendazole – 14,000 tabs Norfloxacin - 70,000 tabs Metronidazole – 70,000 tabs Decolic – U – Tablet (mefenamic acid – 250 mg. + diclofenac HCL – 10 mg.) – 50,000 tabs | 9,00,000.00 |
| Fee for Medical Professional attending adolescent clinic @ Rs. 200/- per clinic per day for 52 weeks | 10,400.00 |
| Hemoglobin testing for 5,000 estimated adolescent @ Rs. 5/- (Baseline and terminal Hemoglobin estimation) Rs. 5/- x 5,000 x 2 | 50,000.00 |
| Provision of stationeries and contingent expenses @ Rs. 200/- per day x 52 clinics | 10,400.00 |
| TOTAL | 9,70,800.00 |
| Say ...Rs. 9,70,000.00 | |
| Cost for 3 ULBs Rs. 29,10,000.00 | |

The expenditure with regard to "A" & "B" will be incurred by respective ULB.

C) Deployment of Medical Expert (wherever needed)

| Item | Cost (in Rs.) |
|--|------------------|
| Fee for external Medical Expert on adolescent care @ Rs. 500/- per day x 10 programmes x 2 days | 10,000.00 |
| Mobility support for Medical Expert @ Rs. 200/- per day x 10 programmes x 2 days | 4,000.00 |
| TOTAL | 14,000.00 |

The expenditure with regard to "C" will be incurred by CMU.

Contd. to P-3.



Hence, the Grand Total is Rs. 31,58,000.00 (Rupees Thirty one lakhs fifty eight thousand) only.

Administrative Approval may be accorded to the ULBs concerned for the total programme and Financial Sanction be accorded for the training programme in full and one third of estimated cost in respect of establishment of adolescent friendly clinic during FY 2007-08.

Deployment of Medical Expert will be done by CMU as and when required.

Draft letters for the said ULBs are enclosed which may be issued, if approved.

Submitted for favour of kind approval.

PN/CMU
PD, CMU

Goswami
30.07.07

PD may like to see A approve.

ko
31/7/07

Approved
ay
31/7

PN
Dr. Goswami

Sub. : Organising awareness training of adolescents and Purchase of additional item of drug under Adolescents Health Care Programme at Budge Budge Municipality.

Placed below is the communication of Chairman, Budge Budge Municipality bearing no. 334 dt. 08.05.2007 and 398 dt. 17.05.2007 on the above mentioned subjects, which speaks for itself.

Adolescents Health Care Programme has been piloted at Budge Budge Municipality where 20 nos. of adolescent training programme have been conducted covering 500 nos. of adolescents in total and adolescents' friendly clinic has been established once in a week, from where counselling and treatment are being provided.

It has been observed by the Municipality that the trained adolescent girls are more aware towards accessing services of the clinic. The ULB felt that extension of training to more nos. of adolescents would create not only awareness amongst them but also improve health seeking behavior.

Under the circumstances stated above, the plan on conduction of awareness training in 40 batches, each batch containing 25 adolescents. The duration of each training programme will be for two days for each batch. The said training will be conducted during the period June – July and Sept. – October, 2007. The cost involvement for the purpose will remain same as was approved earlier which is as under :

A) Awareness training of adolescents (1 Batch will consists of 25 adolescents)

Unit cost of one batch :

(Amount in Rs.)

| | |
|---|--------------------|
| Training materials @ Rs. 30/- x 30 | 900.00 |
| Tea & tiffin @ Rs. 25/- x 30 x 2 | 1,500.00 |
| Mobiliser fees @ Rs. 10/- x 25 | 250.00 |
| Trainers fees @ Rs. 200/- x 2 x 2 | 800.00 |
| Contingency @ Rs. 100/- per day x 2 | 200.00 |
| Mobility support to the participants @ Rs. 5/- per day x 25 x 2 | 250.00 |
| TOTAL | 3,900.00 |
| Cost for 40 Batches | 1,56,000.00 |

No additional fund will be required for the purpose. The expenditure as mentioned above will be met out of the savings fund approved in respect of procurement of Medicine for adolescents' friendly clinic.

B) Deployment of Medical Expert to monitor the above mentioned training programme on behalf of CMU

Hiring of services of Medical Expert was also approved in the previous training programme. The services of the said Medical Expert may be utilized for one day of each of the two days training schedule. Hence, the cost involvement for the proposed training programme will be as under :

(Amount in Rs.)

| | |
|--|------------------|
| Fee for external Medical Expert on adolescent care @ Rs. 500/- per day for 40 days | 20,000.00 |
| Mobility support for Medical Expert @ Rs. 200/- per day for 40 days | 8,000.00 |
| TOTAL | 28,000.00 |

The expenditure for hiring of services of Medical Expert will be borne by CMU and expenditure is to be booked under the A/C head "SHS – Adolescents Care".

Contd. to P-2.

C) Purchase of Anti Spasmodic drug by the ULB for adolescents

This is to mention here that adolescent friendly clinic has been started functioning since 01.04.2007. It has been observed by the Health Officer, Budge Budge Municipality that many of the adolescents attending clinic make complaint of painful menstruation for which no Anti Spasmodic drug has been kept in provision. Hence, the ULB has proposed to procure Anti Spasmodic drug for symptomatic relief of dysmenorrhoea (painful menstruation).

For the purpose no additional fund will be required which will be accommodated from the fund already sanctioned to the ULB.

This has also a reference of the discussion held on the subject in the meeting on date participated by the Chairman, Budge Budge Municipality, Project Manager, CMU, Engineering Expert, CMU, Health Officer, Budge Budge Municipality and the undersigned at the chamber of Project Manager.

Submitted for favour of kind approval with regard to :

- A) Conduct of awareness training of adolescents (additional batches),
- B) Deployment of Medical Expert to monitor the adolescent training programme,
- C) Purchase of Anti spasmodic drug by the ULB

A Draft letter in this regard addressed to the Chairman, Budge Budge Municipality is enclosed which may be issued, if approved.

Notes above.

It was reported that

For part-A

~~we~~ we have to bear no financial liability.

For part-B

we have to bear Rs 28 thousand only.

x As this is an ongoing programme, in my opinion this will be one of the effective work

we may agree to the proposal and communicate the concerned ULB. Submitted.

~~pd.~~

by
25/5/07

Proposals at Part A B & C prepage and above are approved along with the financial proposal for Part B. above as at x.

P.M
Dr. Goswami

by
25/5/07

by
25/5/07



Memo No. CMU - 242/2005(Pt.-II)/ 382

Date...01.06.09

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

Sub: Supply, Printing and delivery of booklets for Adolescent Health in Hindi & Bengali.

Ref: Your Offer No. NIL, Dated.. 22/05/2009.

Sir,


Your offer for the work for supply, printing and delivery of booklets for Adolescent Health in Hindi & Bengali version has been accepted by me on behalf of CMU. You are accordingly requested to please take up the works according to the specification, terms and conditions and rates etc. stated below.

| Sl. No. | Item | Rate per Unit (Rs.) | Qty. | Amount (Rs.) |
|---------|---|--|--|--------------|
| 1. | Printing of booklet for Adolescent Health Care Programme of following specification: i) Size : Demai - ¼ ii) Paper : 18" x 23"- 90 GSM Maplitho iii) Page : 34 including Cover Pages vi) Colour : Cover & back page 4-colour off-set printing 250 GSM with lamination v) Binding: Centrally stitching. | Bengali 9.90.00 & Hindi 14.84.00 | Bengali 8000 pcs. & Hindi 500 pcs. | 86,620.00 |

Terms & Conditions:

- Delivery : Within 20 days from the date of receipt of this order.
Payment : After delivery.
Taxes : The above price is inclusive of all taxes and duties.
Delivery Charges : Free of cost.
Submission of IT PAN No., VAT No. & PT Enrolment No. } Payment shall be made on production of copies of documents through which IT PAN No., VAT No. & PT Enrolment Number have been issued by the respective authorities.
I.T. Deduction at source : As per rules.

Yours faithfully,


(Arnab Roy)
Project Director, CMU

Copy forwarded to:

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


Project Director, CMU

Sub: Implementation of Adolescent Health Care under Health component of KUSP.

One of the recommendation of the study conducted by KUSP describes – “a special clinic for adolescent be organized in the Sub-Centre that would link educational and vocational opportunity and counselling to better adolescent health and their access to service”. Based on the said recommendation, component of adolescent care has been included in the work plan during FY 2005-06. Accordingly, All India Institute of Hygiene and Public Health (AIHH&PH) was contacted for providing necessary support towards need assessment of adolescent, health care, health facilities, health status of adolescent, training of Health Officer and Asstt. Health Officer and time to time monitoring of training of grass root level functionaries imparted by HO / AHO.

Though AIHH & PH responded initially but subsequently remained absolutely silent in this regard in spite of couple of reminders.

Now, it is felt that the adolescent health care programme be piloted in Budge Budge Municipality, as this municipality had successfully implemented the adolescent health care awareness programme under IPP-VIII.

Objective of adolescent health care programme

1. To study the Knowledge, Attitude Behaviour and Belief (KABB) on HIV / AIDS among the adolescent (15 – 19 years).
2. To promote awareness of adolescent on RCH, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS.
3. To provide adolescent health care support through adolescent friendly clinic.

Methodology

1. Development of questionnaire for studying the knowledge attitude, behaviour and belief on HIV / AIDS.
2. Awareness programme will be conducted initially for 500 nos. of adolescent of Budge Budge Municipality.
3. KABB study will be conducted for those 500 nos. of adolescent.
4. Adolescent friendly clinic will be established at Health Administrative Unit once in a week.

| Item | Action by | Time Frame |
|---|-----------|-------------------------------------|
| Development of questionnaire for KABB study | CMU, ULB | December, 06 |
| Identification of adolescents who will participate in the awareness programme | ULB | Mid December, 06 to Mid January, 07 |
| Preparation of schedule and conduction of awareness training programme in batches, one batch consisting of 25 nos. of participants, thus covering 500 adolescents. Each awareness training programme will be of 2 days duration. | CMU, ULB | Mid January, 07 to March, 07 |
| Development of training materials | CMU | December, 06 |
| Development of pre & post evaluation questionnaire for the adolescent of awareness training programme | CMU, ULB | December, 06 |
| Scrutiny, compilation of data and analysis of KABB study. | CMU, ULB | April to May, 07 |
| Establishment of adolescent friendly clinic to be held once in a week at Health Administrative Unit, manned by Doctor (HO / AHO / MO) and the grass root level workers concerned. Initially the clinic will run for one year. During clinic sessions at least 4 FTSS will be trained up by the Doctor on counselling methodology. These FTSS will in turn be able to conduct adolescent clinics independently along with medical professional in the long run. | ULB | Mid February, 07 to March, 08 |

COST ESTIMATE

**A) Awareness training of adolescents (1 Batch will consists of 25 adolescents)
Unit cost of one batch**

| | |
|---|------------------|
| Training materials @ Rs. 30/- x 30 | 900.00 |
| Tea & tiffin @ Rs. 25/- x 30 x 2 | 1,500.00 |
| Mobiliser fees @ Rs. 10/- x 25 | 250.00 |
| Trainers fees @ Rs. 200/- x 2 x 2 | 800.00 |
| Contingency @ Rs. 100/- per day x 2 | 200.00 |
| Mobility support to the participants @ Rs. 5/- per day x 25 x 2 | 250.00 |
| TOTAL | 3,900.00 |
| Cost for 20 Batches | 78,000.00 |

B) Establishment of adolescent friendly clinic

| | |
|--|---------------------|
| For provisioning of drug (Folifer, Albendazole, Norfloxacin and Metronidazole) Medicine estimated for 7,000 clients which is 50% of total estimated adolescents Folifer - 7,00,000 tabs.@32.50 per pack of 15 tabs, cost for 46000 packs | 1495000.00 |
| Albendazole - 14,000 tabs.@11.90per tab | 166000.00 |
| Norfloxacin - 70,000 tabs.@41.50 per 10 tabs, | 290500.00 |
| Metronidazole - 70,000 tabs.@6.00 per 10 tabs | 42000.00 |
| Hemoglobin testing for 13,000 estimated adolescent @ Rs. 5/- (Baseline and terminal Hemoglobin estimation) Rs. 5/- x 13000 x 2 | 1,30,000.00 |
| Provision of stationeries and contingent expenses @ Rs. 200/- per day x 52 clinics | 10,400.00 |
| TOTAL | 21,33,900.00 |

C) Deployment of Medical Expert

| | |
|---|------------------|
| Fee for external Medical Expert on adolescent care @ Rs. 500/- per day x 20 programmes x 2 days | 20,000.00 |
| Mobility support for Medical Expert @ Rs. 200/- per day x 20 programmes x 2 days | 8,000.00 |
| TOTAL | 28,000.00 |

Hence, the Grand Total is Rs.22,39,900.00 (Rupees Twenty Two Lakhs Thirty Nine Thousand Nine Hundred)

Apropos discussion with HO, it has been learnt that the Chairman , Budge Budge Municipality has kindly agreed to inaugurate the piloting of Adolescent Health Care programme on 24.01.2007. Draft letter for the said ULB is enclosed which may be issued , if approved.

Submitted for favour of kind approval.

PD, CMV

17/1

17.01.07



Sub. : Implementation of Adolescent Health Care under Health component of KUSP - Clearance of the proposal submitted by All India Institute of Hygiene & Public Health, Kolkata.

One of the recommendations of study conducted by Interim Support Consultants describes – “A special clinic for Adolescents organized in the Sub-Centre that would link educational & vocational opportunity and counselling to better Adolescent Health and their access to services.” Based on their recommendations component of Adolescent Care has been included in the work plan for FY 2005 – 06.

Preliminary discussion on the subject was held with Dr. Raut, Prof. & Head, Dept. of Epidemiology, AIIH & PH during Health Officers’ training in public health. Subsequently, a letter was issued to the Director, AIIH & PH to prepare proposal on the subject matter.

During visit of Ms Silke Seco, Human Development Advisor, DFID at Kolkata on 16.08.2005, the issue was discussed and support of AIIH & PH was appraised (Back to Office report of Silke Seco, dated 17.08.2005* enclosed).

Dr. D.K. Raut was contacted and this issue was discussed in details with him. A proposal on Adolescent Care has been developed by Dr. Raut and re-tuned on the basis of comments of Ms. Silke. The final proposal along with cost estimate submitted by Dr. Raut was forwarded to Ms. Silke who sent clearance through e-mail (copy enclosed).

The salient features of the said proposal are as under :

- a) Health care need assessment of Adolescent – Awareness on RTIs / STIs, HIV / AIDS (KABP Study).
- b) Assessment of Health status of Adolescent, treatment seeking behaviour and utilisation of Health care services.
- c) Assessment of status of Health care facilities for provision of services for the Adolescent.
 - Study will be conducted in slums of 4 ULBs.
 - 150 BPL Adolescents would be selected from each ULB on random basis from groups of school going and school drop out.
 - Health status of all the Adolescent under study will be assessed.
 - Status of existing health facilities of municipality will be assessed.
 - Existing status of Govt. agency and NGOs be assessed for linkage.
 - Submission of report by AIIH & PH.
 - Time frame for a, b, c is around two months.
- d) Training of Health Officer, Asstt. Health Officer, Medical Officer of 10 ULBs on Adolescent Health – be conducted by AIIH & PH.
 - Implementation of Adolescent care will be piloted in 10 ULBs out of 40.
 - 30 nos. of HO, AHO & Medical Officer will be trained in two batches, each batch of 15 participants for 3 days duration.
 - Around one month will be taken by AIIH & PH to plan and organize the above training.
- e) Facilitator’s guide and training manual for HHW on Adolescent Health will be developed in Bengali by AIIH & PH.
- f) Training of grass root level functionaries will be rendered by the already trained HO, AHO & Medical Officer.
 - Faculty of AIIH & PH will monitor and supervise the HHWs training as and when required.

Summary of the budget submitted by AIIH & PH is as under :

| For Sl. No. | Items | Cost Estimate (In Rs.) |
|-------------|--|------------------------|
| a, b, c | Assessment of health care need, health status of Adolescents, status of health care facilities @ Rs. 1,44,480/- x 4 ULBs | 5,77,920.00 |
| d | Training of trainers @ Rs. 2,17,000/- x 2 batches | 4,34,000.00 |
| e | Preparation of training manual for HHWs | 95,000.00 |
| f | Monitoring & supervision of HHWs training (10 programmes) | 56,000.00 |
| | Total | 11,62,920.00 |

Contd. to P-2.

*CP-①

*CP-②

*CP-③

The budget details were scrutinized, returned and the present cost arrived at by AIIH & PH, is considered rational.

It is strongly felt that we should take advantage of expertise of National Institute based at Kolkata like AIIH & PH.

If the proposal agreed in principle, it is suggested that the entire process may be taken up in two phases like :

- A) First Phase – Assessment phase where study as spelled out above at a, b, c will be conducted. The estimated cost is Rs. 5,77,920/- which may be released in favour of Director, AIIH & PH.
- B) Second Phase – Training Phase comprising of training of trainers, preparation of training manual for HHWs and monitoring & supervision of HHWs training. The cost estimate is Rs. 5,85,000/- which may be released to AIIH & PH before undertaking the training phase. The second phase will be initiated after getting the study report of assessment.

In this connection it is to^{be} mentioned that DFID has agreed in principle for the overall Adolescent Care project proposal submitted by AIIH & PH.

Submitted for favour of kind perusal and clearance.

P.D, CMU

J. D. S. Ram
20.12.05

The above proposal may be seen.
The proposal may be approved.

Amul
21/12

Secretary,
A.A. Deptt.

U.O NO:- CMU-94/2003(PT-III)/199
Date:- 21.12.2005

Please discuss when I visit CMU next.
I require a lot of briefing.

Amul
6/1/06

PD
KUSP

Disamb.

Appnd. Amul
19/4/00

Dr. Goswami

n.a.pl-
Amul
20/4