

# OFFICE OF THE COUNCILLORS

## Haldibari Municipality

P.O.-Haldibari Dt.-Coochbehar

Pin-735122

Memo No:...../107

Date:23/03/2011

**ORDER**



In view of the expiry of present contract on 31.03.2011 the services of Dr. Paresh Nath Saha, Health officer attached to Community Based Primary Health Care is hereby renewed w.e.f. 02.04.2011 on contract on existing terms and conditions during 1<sup>st</sup> engagement.

(Gouranga Nag)  
Chairman

Memo no. 137 (1)/107 dt. 23.03.2011 Haldibari Municipality  
Copy forwarded to:-

- ✓ 1. The Project Director, Health wing, SUDA for information and necessary action.
2. Dr. Paresh Nath Saha, Health Officer for compliance.
3. The Executive Officer, Haldibari Municipality.
4. The Head Clerk, Haldibari Municipality.
5. The Accountant, Haldibari Municipality.
6. The Sanitary Inspector, Haldibari Municipality.

*(Signature)* 23.3.11  
(Gouranga Nag)  
Chairman

Haldibari Municipality

# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No.....

Date.....

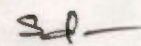
To  
Sri Sandip Narayan Dey.  
S/o. Samarendra Narayan Dey.  
Vil. - Uttar Para; P.O. - Haldibari; Dist. - Coochbehar.



### Sub. - Engagement of Sanitary Inspector.

Selection committee of Health & Family Welfare committee of Haldibari Municipality selected you in the post of Sanitary Inspector of M & S cell of Community Based Pry. Health Care Services. This selection has been gained approval of B.O.C. meeting held on 22/05/2010. Your engagement is purely contractual basis which renewable in the basis of your satisfactory performance in every year. You will be given a contractual pay @ Rs. 5,500/- (Rupees Five Thousand Five Hundred only.) per month.

You may join the post on 01/06/2010 or within 07/06/2010 if you agree with the above terms & conditions.

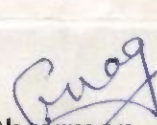
  
Chairman  
Haldibari Municipality

Memo No. 427(v)/107.

Date. 25.05.10.

### Copy To :-

- 1) The Joint Secretary, Municipal Affairs Department  
Writers Buildings', Kolkata - 1.  
Recruitment made as per your letter no. - 111. MA/C-10/3S-55/2005. Dt. - 02/02/07
- 2) The Director, SUDA
- ✓ 3) The Project Director, Health Wing, SUDA.
- 4) The Health Officer, CBPHCS, Haldibari Municipality.
- 5) The Accountant, Haldibari Municipality.

  
Chairman  
Haldibari Municipality  
25.5.10



2085-4539-580

# OFFICE OF THE COUNCILLOR

HALDIBARI MINICIPALITY

P.O: HALDIBARI. Dist.: COOCHBEHAR

Ref. no. 428/107

Date. 03.05.2010

To,

The Director  
State Urban Development Agency  
ILGUS Bhawan, HC Block  
Saltlake, Kolkata



Sir/Madam,

The Post of Sanitary Inspector Was Sanctioned vide letter no 111-MA/C-10/3S-55/2005 Dt. 02.02.2007 under CBPHCS. Accordingly we have make a wide publicity for application for the post. The date of Interview is fixed on 14.05.2010.

Accordingly you are requested to depute your representative on 14.05.2010.

Your Sincerely

  
Chairman  
Haldibari Municipality  
3.5.10

**OFFICE OF THE COUNCILLOR****HALDIBARI MINICIPALITY****P.O: HALDIBARI. Dist.: COOCHBEHAR**Ref. no. 428/107Date. 03.05.2010

To,

The Director  
State Urban Development Agency  
ILGUS Bhawan, HC Block  
Saltlake, Kolkata


PO(H)

Sir/Madam,

The Post of Sanitary Inspector Was Sanctioned vide letter no 111-MA/C-10/35-55/2005 Dt. 02.02.2007 under CBPHCS. Accordingly we have make a wide publicity for application for the post. The date of interview is fixed on 14.05.2010.

Accordingly you are requested to depute your representative on 14.05.2010.

Your Sincerely

  
Chairman

Haldibari 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/14/08/46**

**Date 06.05.2010..**

**From : Director, SUDA**

**To : The Jt. Director  
Directorate of Local Bodies, Jalpaiguri Divn. &  
e.o. Jt. Director, SUDA.**

**Sub. : Interview for selection of Sanitary Inspector of Management &  
Supervision Cell under Community Based Primary Health Care Services.**

**Sir,**

Enclosed kindly find herewith the copy of communication of the Chairman, Haldibari Municipality bearing no. 428/107 dt. 03.05.2010 with regard to selection of Sanitary Inspector of Management & Supervision Cell under Community Based Primary Health Care Services, to be held on 14.05.2010.

You are requested to represent SUDA in the said interview board.

Thanking you.

Yours faithfully,

**Encl. : As stated.**

**SUDA-Health/14/08/46/1(2)**

**CC**

- 1. Director, Directorate of Local Bodies**
- 2. Chairman, Haldibari Municipality**

*o/c*  
**Director, SUDA  
Dt. .. 06.05.2010**

**Director, SUDA**

Filed  
23.4.10

STD. - 03561  
FaX. - 263 312  
263 264

# OFFICE OF THE COUNCILLORS

HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122



Ref. No.....

Date.....

## Advertisement Notice

Health & Family Welfare Committee of Haldibari Municipality will recruit a Sanitary Inspector on contractual pay Rs. 5,500/- per month. Candidates having H.S. Pass & Course Certificate & 2 Yrs. experience in the related field may be applied within 03/05/2010 in plain paper with all testimonials. Detailed may be obtained in office during office hours.

*S.P.*  
Chairman  
Haldibari Municipality

Memo No... *401 (vi) / 10.7*

Date... *17.04.10*

### Copy forwarded to for wide publicity :-

- 1) The Editor, Uttar Banga Sambad, Siliiguri.
- ✓ 2) The project Director, Health Wing, SUDA.
- ✓ 3) The District Magistrate, Coochbehar.
- 4) The B.D.O., Haldibari.
- 5) The B.L. & L.R.O., Haldibari.
- 6) Office Notice Board.

*S.P.*  
Chairman  
Haldibari Municipality  
*17.4.10*



OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY  
P.O. HALDIBARI : DIST. COOCH BEHAR.

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

TO  
Dr. Paresh Nath Saha,  
Health Officer,  
Haldibari Municipality.



Sub.:- Extension of Health Officer under CBPHC.  
Haldibari Municipality.

You are aware of the fact that your contract for the post of Health Officer will expired on 30.09.09. As you are performed your duty with full satisfaction of the authority, Your contract is renewed from 02.10.09 to 31.03.2010 with previous terms and conditions. Now your dearness allowances will 47% of the existing basic pay.

Sd/-  
Chairman

Haldibari Municipality.

Memo No. 968/107 Dt. 24.09.09

- Copy to :-
1. The Project Director, Health Wing, SUPA.
  2. The Executive Officer, Haldibari Municipality.
  3. The Accountant, Haldibari Municipality.
  4. The Sanitary Inspector, Haldibari Municipality.

Grag 24.9.09  
Chairman

Haldibari Municipality.





PD (14)  
3/1/10

STD. - 03561  
FaX. - 263 312  
263 264

# OFFICE OF THE COUNCILLORS

HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No. 1438/Comm-Health

Date. 23.10.08



To  
The Director  
State Urban Development Agency  
Health Wing, ILGUS Bhawan

Ref - Suda-Health/63 ULEs/08/16/209(63)

Sub. - Enhancement of Honarium of grass root level Health  
functionary workers under CBPHCS in respect of Haldibari Municipality.

Madam,

With referance of the above I am to seek your kind permission for  
allowing the grass root level Health worker in the enhance Honarium with effect from  
1/4/2008.

Necessary action in this respect is awaiting.

Yours Faithfully,

*Guag*  
Chairman 23.10.08

Haldibari Municipality  
Haldibari Municipality



Central Advertisement will  
be done by SUDA for  
post 2 No.

# OFFICE OF THE COUNCILLORS

HADIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122



Ref. No.....

Date.....

To  
The Secretary  
Municipal Affairs Deptt.  
Govt. of West Bengal



PO(H)  
19/11

## Sub. - Community Based Primary Health Care Centre at Haldibari.

Sir,

This is to state that 45 days training of 11 Nos. H.H.W. have been successfully completed. As per guide line 3 nos. of sub-centre require to be opened. For functioning the sub centre MBBS doctor and trained nurse necessary. But being a rural based town MBBS doctor and trained nurse are not available. Local rural hospital fails to spare doctor and nurse due to shortage of required numbers.

Under this situation we want to have immunization training the 11 Nos. of trained H.H.W. Permission for the same is required.

Again for opening of 3 Nos. of sub-centre 3 Nos. of HHW require to upgrade in the post of F.P.S. Procedure for such up gradation require to have in this office.

In such a situation you are requested to arrange for doctor and trained nurse and accord the above permission for opening of the sub centres under the project Community Based Primary Health Care Services early.

Memo No. 1133(i)/H.H.W.

dt. 16.11.07.

Copy To :-

Yours Faithfully

- ✓ 1) The director  
SUDA; Ilgus Bhawan,  
Salt Lake.

*Guag*  
Chairman  
Haldibari Municipality  
16.11.07

(For information and taking necessary action please)

*Guag*  
Chairman  
Haldibari Municipality  
Cooch Behar  
16.11.07



# OFFICE OF THE COUNCILLORS

HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No.....

Date.....

To,  
M/s. Ghosh Medical Hall  
Wholesale Medicine Dealer  
D.B.C. Road  
P.O. & Dist. - Jalpaiguri.

**Sub. - Acceptance cum supply order of Medicines of CBPHCS under Haldibari Municipality**

Ref. - N.I.Q. No. - 1419/107, Dt. - 15/10/2008.

In reference to above quotation your quoted rate is hereby accepted by the under signed on behalf of Board of Councillors, Haldibari Municipality for a year. You are hereby asked to supply the medicine for 1st quarter for 3nos. Sub-Centres of CBPHCS under this Municipality at an early date.

Sl. No.	Particulars of Medicines	Accepted Rate	Name of the Company	Quantity to be Supplied
1)	Tab. Antacid	@ Rs. 3.30/- per 9 tab strip	Nicholas/Lycon	8000 Tab
2)	Tab Ranitidine 150	@ Rs. 3.60/- per 10 tab strip	Kapranil/lycon	3000 Tab
3)	Tab Domperidon	@ Rs. 4.30/- per 10 tab	Sandoz/kopran	500 Tab
4)	Tab Bromohexine hydro 8	@ Rs. 1.80/- per 10 tab	Kansas/Lab.	500 Tab
5)	Tab Chlorpheniramine 4 Melate	@ Rs. 69/- per 1000 tab	Axo Lab.	10 X 1000
6)	Tab IFA (Large) 200 mg; 0.5 mg.	@ Rs. 164/- per 1000 tab	Raihsab	10 X 1000
7)	Tab IFA (Small) 60 mg; 0.1 mg.	@ Rs. 137/- per 1000 tab	Rishab	10 X 1000
8)	Vit 'A' Solution 2.5 Lac lu	@ Rs. 52/- per bottle	Cotac ph.	30 Bottle
9)	Tab Albendazole 400	@ Rs. 3.90/- per tab	Biochem	1500 Tab
10)	Tab Metronidazole 400	@ Rs. 4.70/- per 10 tab	Onida/RPL	3000 Tab
11)	ORS Citrate	@ Rs. 4.40/- per sachet	Cipla /Zinith	1500 sachet
12)	Tab Dicyclomine 20	@ Rs. 3.50/- per 10 tab	Kansas	500 Tab
13)	Tab Paracetamol 500 mg.	@ Rs. 3.80/- per 10 tab	Lykon Lab	8000 Tab
14)	Tab Ibuprofen 400 mg.	@ Rs. 4.60/- per 10 tab	Lykon/Rpl	500 Tab



# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No.....

(Page - 2)

Date.....

Sl. No.	Particulars of Medicines	Accepted Rate	Name of the Company	Quantity to be Supplied
15)	Tab Cotrimoxazole (Adl)	@ Rs. 6.50/- per 10 tab	RPL/ Geno	4000 Tab
16)	Tab Cotrimoxazole (kid)	@ Rs. 4.70/- per 10 tab	Cokat / RPL	2000 Tab
17)	Chloramphenicol Apli	@ Rs. 4.80/- per 10 Applicap	Jyoti	1000 Applicap
18)	Absor Cotton	@ Rs. 17.60/- per pack	Bengal Surgical	10 Pkt
19)	Absorbent Gauze	@ Rs. 48/- per pack	ESCO Industries	10 Pkt.
20)	Benzyl Benzoat Cot 25 %	@ Rs. 36/- per bottle	IDH / Lycon	30 bottle
21)	Promididone Iodine ointment 5%	@ Rs. 12.90/- per 15gm tube	Indkus	300 Tube
22)	Antibiotic Powder	@ Rs. 9.80/- per Packet	Zenith	210 Pkt
23)	Tab. Ciprobloxacin 500	@ Rs. 18/- per 10 tab	Morphen / NPJL	3000 Tab
24)	Tab Aziltironycin 250	@ Rs. 36/- per 6 tab	Morphene	60 Tab
25)	Tab. Deriphylin Ret 150	@ Rs. 4.20/- per 10 tab.	Gemen Reninds	300 tab
26)	Tab Cefixime 200 mg	@ Rs. 126/- per 10 tab	Wockhand / Morphene	50 Tab
27)	Tab Cefixime cloxaci 200	@ Rs. 132/- per 10 tab	NPIL / Khamdelwall	30 Tab
28)	Sy Salbutamol	@ Rs. 19.90/- per bottle	Standard Drug	45 bottle
29)	Tab B.Complex (Loose)	@ Rs. 116/- per 1000 tab	Pharma	10 X 1000
30)	Tab Folic Acid 5 mg.	@ Rs. 190/- per 1000 tab	IDH	5 X 1000
31)	Merbromin 20 mg	@ Rs. 78/- per pack	IDH	24 pkts
32)	Cap Ampoxin 500 mg.	@ Rs. 34.90/- per 10 cap.	Labroten/NPIL	2100 Cap.
33)	Tab Amoxyki kid 250mg.	@ Rs. 15.80/- per 10 tab	Laborata/Morphene	1000 Tab
34)	Cotton 400 gm.	@ Rs. 52/- per roll	Bengal Surgical	10 Rolls
35)	Gauze	@ Rs. 29/- per 10 pack	Baroda Surgical	3 Pkt
36)	Savlon	@ Rs. 148/- per 1000ml.	INTAS	6 Bottle



# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No.....

(Page - 3)

Date.....

Sl. No.	Particulars of Medicines	Accepted Rate	Name of the Company	Quantity to be Supplied
37)	M.C. Paint 10 ml.	@ Rs. 2.90/- per pack	IDH	240 Pkt
38)	Oral Contraceptive pill	@ Rs. 2.08/- per pack	Latex	2100 Pkt
39)	Codom Ultra Sensitive	@ Rs. 16.60/- per 10pc. pack	DKT	210 Pkt
40)	Doctor's B.P. Machine	@ Rs. 576/- per piece.	Japan	1 Pc.

sd/-

Chairman  
Haldibari Municipality

Memo No. - 1516 (vi) / 107

Date - 15.11.08

### Copy Forwarded To :-

- 1) The Project Director,  
Health Wing SUDA,  
She is requested to release the fund for payment the bill.
- 2) The Executive Officer,  
Haldibari Municipality
- 3) The Health Officer,  
Haldibari Municipality
- 4) The Accountant,  
Haldibari Municipality
- 5) The Accounts Asst.  
Health Wing, Haldibari Municipality
- 6) The Store Keeper,  
Health Wing, Haldibari Municipality

Chairman  
Haldibari Municipality  
Chairman  
Haldibari Municipality  
15.11.08



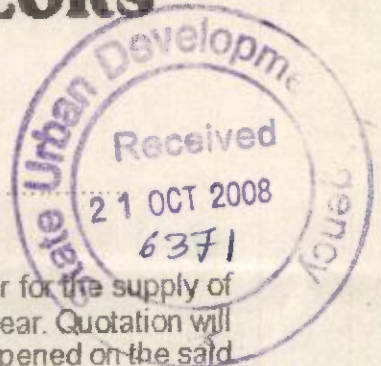
*Tech Notices*  
263 264

# OFFICE OF THE COUNCILLORS

HALDIBARI MUNICIPALITY

P.O. - Haldibari • Dist. - Coochbehar

Pin. - 735122



Ref. No. ....

Date .....

### Quotation Notice

Sealed quotation are invited from the bonafide medicine supplier for the supply of undermentioned medicines for 3nos. Sub-centres under CBPHC for a year. Quotation will be received on or before 27-10-2008 upto 2.00 p.m. and same will be opened on the said date. At the time of submission of quotation Drug Licence have to be enclosed.

Under signed preserves the right to accept any quotation and may reject all the quotations without assigning any reason.

### Required List of Medicine :-

Sl. No.	Product	Strength	Rate to be Quoted	Company Name
1)	Combined Gastric Antacid	Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500mg.	10 Tablet / Strip (Aluminium Foil) Rate -	
2)	Ranitidine	150 mg.	DO Rate -	
3)	Dom Peridone	10 mg / Tab	DO Rate -	
4)	Bromhexine Hydrochloride	8 mg / Tab	DO Rate -	
5)	Chlorpheniramine maleate	4 mg / Tab	DO Rate -	
6)	Tablet IFA (large)	Ferous Suphate 180 mg. & Folic Acid 0.5 mg/ Tab	DO Rate -	
7)	Tablet IFA (Small)	Ferous Suphate 60 mg. & Folic Acid 0.1 mg/Tab	DO Rate -	
8)	Vit. 'A' Solution	2 lac IU/5 ml	60 ml / bottle Rate -	
9)	Albendazole	400mg / Tab	1 Tab / Strip Rate -	
10)	Metronidazole	400mg / Tab	10 Tab / Strip Rate -	
11)	ORS Citrate	Each sachet of 28.5 gm containing Sodium Chloride 12.3%. Dextrose 70.2% Pot. Chloride 5.3% Sodium Citrate 10.2%	Sachet Rate -	

*03/11/08*

*Does not relate to SHMUM*  
*P.O. Health*  
*May like to see.*  
*1M*  
*29/10/08.*



# ● OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No.....

Date.....

(Page - 2)

Sl. No.	Product	Strength	Rate to be Quoted	Company Name
12)	Dicyclomine	20 mg /Tab	10 Tablet / Strip Rate -	
13)	Paracetamol	500 mg /Tab	10 Tablet / Strip Rate -	
14)	Ibuprofen	400 mg /Tab	10 Tablet / Strip Rate -	
15)	Co Trimoxazole (Adult)	Sulphamethoxazole 400mg & Trimethoprim 80mg / Tab	10 Tablet / Strip Rate -	
16)	Co Trimoxazole (Paediatric)	Sulphamethoxazole 200mg & Trimethoprim 40mg / Tab	10 Tablet / Strip Rate -	
17)	Chloramphenicol Eye Aplicap	1% w/w in aplicap Each aplicap to contain 250 mg of oint.	Aplicap Rate -	
18)	Absorbent Cotton	100 gm each	1 pkt of 100 gm. Rate -	
19)	Absorbent Gauze Sterilised in pkts	Containing 10 pcs X 10cm separately in polypack	1 set of 10 pcs. of gauze Rate -	
20)	Benzyl Benzoate lotion	25% /100ml.	100 ml bottle Rate -	
21)	Povidone Iodine oint.	5%	5 gm tube Rate -	
22)	Antibiotic Powder	Neomycin 3400 unit polymixin B Surphate 5000 unit & Bacitracin 400 unit	10 gm pack Rate -	
23)	Tablet Cipro Floxacin	500 Mg	10 Tablet / Strip Rate -	
24)	Tablet Azithromycin	250 Mg	10 Tablet / Strip Rate -	
25)	Tablet Deriphyllin Retard	150 Mg	10 Tablet / Strip Rate -	
26)	Tablet Cefixime	200 Mg	10 Tablet / Strip Rate -	



# OFFICE OF THE COUNCILLORS

HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No. ....

(Page - 3)

Date.....

Sl. No.	Product	Strength	Rate to be Quoted	Company Name
12)	Tablet Cefixime with cloxacflion (Cefixl 200)	200 mg	10 Tablet / Strip	
	Salbutamol Syp.(100ml.)	100 ml	Rate/Bottle	
	Tablet B. Comlex		Rate/Strip	
	Tablet Folic Acid	5 mg	Rate/Strip	
	Merbromin Powder		Rate/Pack	
	Ampoxin Plus (500)		Rate/Strip	
	Tablet Amoxycillon Kid (250)		Rate/Strip	
	Cotton		Rate/Pack	
	Gauze		Rate/Pack	
	Savlon	100 ml	Rate/Bottle	
	M.C. Paint		Rate/Bottle	
	Oral Contraceptive pill (Mala 'D')		Rate/Strip	
	Condom (Good Quality ultra Sensetive)	3 + 10's Packet	Rate/Package	
	1pc. Doctor's B.P. machine importated (Made in Japan)		Rate/Piece	

*Sd/-*  
Chairman

Haldibari Municipality

Memo No. 1419(vj)/107.

Date 15.10.08

Copy To :-

- 1) The Director (Health Wing), SUDA
- 2) The Executive Officer, Haldibari Municipality
- 3) The Health Officer, Haldibari Municipality
- 4) The Accountant, Haldibari Municipality
- 5) The B.D.O., Haldibari
- 6) Office Notice Board.

*Guaq*  
Chairman 15.10.08

Haldibari Municipality  
Haldibari Municipality



STD. - 03561  
FaX. - 263 312  
(C) 263 264

# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No. ....

To  
The Electrical Measuring Instrument  
12/1, Suren Sarkar Road  
Kolkata - 700010



Sub. - Few defective and damaged items were detected after checking the delivered items as per challan no. - 03(22)2008, dated 12/03/2008.

Dear Sir,

I regret to inform you that following items were found defective as mentioned bellow against the above mentioned challa no.

### ITEMS

- 1) 1 B.P. Instrument
- 2) 1 Pc. Baby weighing machine
- 3) 1 container of 10 nos. comparator tubes checked and few tubes were found broken

I shall be much obliged, if you please look after this matter to take necessary action at the earliest convenience for fresh replacement.

Thanking You

Yours Faithfully

*Paresh Nath Saha*  
23.10.08

Dr. Paresh Nath Saha (M.B.B.S.)  
Health Officer  
Haldibari Municipality

Memo no. 1437 (53)/Health

dd. 23.10.08.

### Copy Forwarded To :-

- ✓ 1) To the Director, SUDA, Health Wing
- 2) Head Clerk, Haldibari Municipality



PO(H)  
1/12

STD. - 03561  
FaX. - 263 312  
① 263 264

# OFFICE OF THE COUNCILLORS HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar  
Pin. - 735122

Ref. No.....

Date.....

To  
Dr. Paresh Nath Saha  
M.B.B.s., General physician  
Hamkim Para, Near Zilla School  
P.O. & Dist. - Jalpaiguri  
Pin. - 735101



## Sub. - Appoint Letter for the post of Health Officer under, CBPHCS Project of Haldibari Municipality

As Per decession of the Selection Committee as well B.O.C. meeting You are hereby selected for the post of Health Officer of contractual basis with intial basic pay in the scale of Rs. - 8000 - 13500 /- plus Dearness pay as well as Dearness Allowances as is admissible on the date of the contractual appointment.

if You are agree with the terms and conditions as discussed at the time of interview you may join in the post within 7days on receipt of this order.

Sd/-  
Chairman  
Haldibari Municipality

Memo No. - 1080(iv)/107

Date - 27-9-08

### Copy Forwarded To :-

- ✓ 1) The Director, SUDA
- 2) The Executive Officer, Haldibari Municipality
- 3) The Accountant, Haldibari Municipality
- 4) The Sanitary Inspector, Haldibari Municipality

Guaq 27-9-08  
Chairman  
Haldiban Municipality  
Chairman  
Haldibari Municipality



Chhon  
To enter in  
computer  
4.6.08

STD. - 03561  
FaX. - 263 312  
263 264

# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

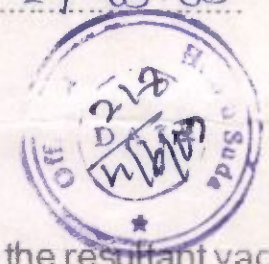
P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No. 640/Health

20(H) Date 27.05.08

To  
The Director  
Suda



Sub. - Engagement of FTS and Subsequent filling up of the resultant vacancies of regular HHWs from the panel candidates under C.B.P.H.C.S.

Re. - Your Memo No. - SUDA-Health/63ULBs/08/50(8) Dt. - 16/05/2008.

Madam,

In reference to your above memo the following trainee FTSs have already been engaged as Regular FTSs with effect from 19/05/08 at the under mentioned Sub-centre.

- 1) Smt. Jagari Nag for Sub-Centre - 1
- 2) Smt. Aparna Shil for Sub-Centre - 2
- 3) Smt. Ruma Paul for Sub-Centre - 3

The following paneled FTSs have been upgraded to regular HHWs in the resultant vacancies of the HHWs who have been upgraded to FTSs with effect from 19/05/2008.

- 1) Archana Kundu - for Ward No. 3
- 2) Rubi Sarkar - for Ward No. 8
- 3) Ratna Roy - for Ward No. 9

This is for her kind information and taking necessary action please.

Yours Faithfully  
Chairman

*Grag* 19.5.08  
Haldibari Municipality  
Chairman  
Haldibari Municipality  
Cooch Behar

Memo No. -

Date -

### Copy To:-

- 1) The Accountant, Haldibari Municipality  
He is advised to pay the honourium @ Rs. 1170/- to the FTSs & @ 1,000/- to the upgraded HHWs w.e.f. 19/05/2008.
- 2) The Sanitary Inspector, Haldibari Municipality
- 3) Office Notice Board.

Chairman

*Grag* 19.5.08  
Haldibari Municipality  
Chairman  
Haldibari Municipality  
Cooch Behar



**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/08/65

Date .....24.05.2008

From : Director, SUDA

To : The Chairman  
Haldibari Municipality

Sub. : Request for supply of additional nos. of Family Schedule & Survey Format  
in connection with Community Based Primary Health Care Services.

Ref. : Your communication bearing no. 538/Health dt. 12.02.2008.

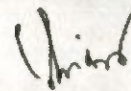
Sir,

This is to intimate you that as per project plan of Community Based Primary Health Care Services, approved by DHFW, no. of BPL population has been approved for 33% of the total population of your ULB as per 2001 census i.e. 4346 population or 869 families (approx). We have already supplied 1,300 nos. of Family Schedule and 1,200 nos. of Survey Format which are quite sufficient to serve the purpose.

Please bear with us.

Thanking you.

Yours faithfully,



Director, SUDA



STD. - 03561  
FaX. - 263 312  
(L) 263 264

# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No. 5.3.8/Health

Date..... 02. 5. 08



To  
The Project Officer  
Health Wing  
Suda

Dear Sir,

Our House hold Survey come to stand still due to exhausted of survey books  
You are therefore requested to kindly spare such 400 books.  
This for favour of your kind information please.

Yours Sincerely

*Signature*  
21/05/08  
Vice-Chairman  
Haldibari Municipality



STAMP

ILGUS BHARATI  
H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA  
Date 28.04.2008

Ref No: STDA-Health/DFID/08/07(26)

Director, STDA

The Mayor / Chairman  
Chandernagore / Bidhannagar /  
Asansol / English Bazar / Kharagpur /  
Baturhat / Bardsaha / Burdwan / Dum Dum / English Bazar / Bidhannagar /  
Budge Budge / Maheshbali / Rajpur Sonarpur /  
North Barrackpore / Rajarhat Gopalpur / Rajpara Kotrung Municipality /  
Ranaghat / Rishra / South Dum Dum / Titagarh / Uttarpara Kotrung Municipality /  
Sub: Implementation of Ayushmani Scheme in Urban Local Body  
having own functional Maternity Home.

Sir / Madam,

Dept. of Health & Family Welfare  
Implementation of Ayushmani Scheme in your Welfare ULB. In this regard, Guideline, Application Form, Empanelment Norm, Reporting Format and Reimbursement Claim Form had already been forwarded to you.  
In this connection, further, a copy of letter of Commissioner (FW) & Special Secretary, West Bengal, Dept. of Health & Family Welfare bearing DO no. H/179 FW/2008 dt. 9<sup>th</sup> April, 2008 is enclosed which speaks for itself.

You are requested to communicate with the CMOH concerned and submit filled in Application Form as to accredited/with the respective Form is requested to follow up with the respective CMOH.

Thanking you

A feedback may kindly be granted to the undersigned by 15<sup>th</sup> May, 2008.

Yours faithfully,

Sd/-

Director, STDA

Contd. to P-2

Tel/Fax No.: 359-3184

C Dr.



**SUDA**

14 o/c

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

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

Ref No SUDA-Health/63 ULBs/08/50(8)

Date .....16.05.2008

**From : Director, SUDA**

**To : The Chairman ✓  
Kaliyaganj / Haldibari / Dubrajpur / Taherpur /  
Chandrakona / Rampurhat / Egra / Taki Municipality**

**Sub. : Engagement of FTSs and subsequent filling up of the resultant  
Vacancies of regular HHWs from the panel candidates under  
Community Based Primary Health Care Services.**

**Sir,**

The Trainee First Tier Supervisors of your ULB have successfully completed the job orientation training held at SUDA during 12-16 May, 2008.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 19<sup>th</sup> May, 2008. The FTSs will be in position at the Sub-Centre for the purpose of strengthening primary health care activities. The job responsibility chart is enclosed. Each FTS is entitled to get Honorarium @ Rs. 1,170/- (Rupees one thousand one hundred seventy) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-FTS".

The resultant vacancies of the HHWs who have been upgraded to FTSs, are to be filled up from the panel candidates of HHWs with effect from 19.05.2008. These HHWs be suitably deployed accordingly as regular HHWs. Each of these HHWs is entitled to get Honorarium @ Rs. 1,000 (Rupees One thousand) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-HHW".

A feed back in respect of engagement of FTSs and newly engaged HHWs (along with their names) in the resultant vacancies is to be forwarded to the undersigned by 26.05.2008 for office records.

Thanking you.

**Encl. : As stated.**

o/c

**Yours faithfully,**

  
**Director, SUDA**

Contd. to P-2.



o/c

- 2 -

SUDA-Health/63 ULBs/08/50(8)/1(8)

Dt. .. 16.05.2008

Copy forwarded for kind information to :

DM, Uttar Dinajpur / Cooch Behar / Birbhum / Medinipur (West) /  
Medinipur (East) / North 24 Parganas District



Director, SUDA

SUDA-Health/63 ULBs/08/50(8)/2(6)

Dt. .. 16.05.2008

Copy forwarded for kind information to :

CMOH, Uttar Dinajpur / Cooch Behar / Birbhum / Medinipur (West) /  
Medinipur (East) / North 24 Parganas District



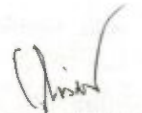
Director, SUDA

SUDA-Health/63 ULBs/08/50(8)/3(3)

Dt. .. 16.05.2008

Copy forwarded for kind information to :

1. Project Officer, Health, SUDA
2. Finance Officer, SUDA
3. Finance Officer, Health, SUDA



Director, SUDA



# OFFICE OF THE COUNCILLOR Haldibari Municipality

P.O. Haldibari, Dist. Cooch-Bihar

Memo No. - 408 / 107

Dated: 25.3.08

To,  
The Project Director,  
Health Wing,  
SUDA.



**SUB:** - Selection of F.T.S under CBPHC Services of Haldibari Municipality.

**REF:** - Memo No. of Director, SUDA, No. SUDA -Health/ 63 - ULBs/ 07/ 591 (44) Dated 12.12.2007.

Sir / Madam,

In reference to above memo the procedure of selection of First Tier Supervisor from amongst the regular H.H.W.S has already been completed after observing all formalities as laid down in above - mentioned memo. The pannel of the F.T. S has also been approved in the B.O.C meeting on 24.03.2008.

This is for your information and taking necessary action.

List of the F.T.S:

1. Smt. Jagari Nag - For Sub-centre No. 1,
2. Smt. Ruma Paul - For Sub-centre No. 2,
3. Smt. Aparna Shil - For Sub-centre No. 3.

Thanking You.

Your's faithfully,

Chairman

Chairman

Haldibari Municipality

25.3.08

# OFFICE OF THE COUNCILLORS

HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No.....

Date.....

## FINAL SCORE SHEET FOR SELECTION OF FTS.

Full Marks of Written/Viva Voice Test - 25+25= 50

Sl. No.	Name of the Regular HHW.	Viva	Written	Total	
1.	Smt. Ruma Paul	18	17	35	Selecto
2.	Smt. Jagadisi Nag	19	19	38	Selecto
3.	Smt. Ralpama Ghosh	15	16½	31½	
4.	Smt. Aparina Shil	19	20	39	Selecto
5.	Smt. Manjusree Datta	15	14½	29½	

*(Signature)*

Signature of the members of the Selection Committee

Amit Rakshit

Ananta Bannan  
18.3.08

*(Signature)*  
Chairman  
18.3.08  
Haldibari Municipality

Nilakundee

*(Signature)*  
Sajib Kumar Lahiri  
18/3/08



OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY  
P.O. HALDIBARI : DIST. COOCHBEHAR.



Memo No. 353 (vii)/107.

Date 11.03.08

*Mr. Lahari  
will attend*

To  
The District Magistrate, Coochbehar.  
The A.C.M.O.H. Mekliganj.  
The Secretary, IRCS, Haldibari Block Committee.  
Sri Ananta Barman, Councillor In Charge of Health.  
The Chairperson, CDS, Haldibari Municipality.  
✓ The Director, SUDA.  
The B.M.O.H. Haldibari Rural Hospital.

*AO (H)*



Sub: - selection of FTS.

Sir/Madam,

As per Govt. guide line First Tier Supervisor (FTS) amongst the Regular HHWS have to be selected. To select the same the interview will be held on 18.03.08 at 11.00a.m. through a written test and viva voice in the chamber of the undersigned. Being a member of the selection committee you are requested to attend on the said date and time positively. The District Magistrate, Coochbehar and The Director, SUDA may send their representative in his/her absence.

Yours faithfully.

*Guaq*  
Chairman *11.3.08*  
Haldibari Municipality.  
Haldibari Municipality



**SUDA**

o/e/m

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/63 ULBs/07/671

Ref No. ....

Date ..... 14.02.2008

From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA

To : The Chairman  
Haldibari Municipality

Sub. : Training of HHWs in connection with Community  
Based Primary Health Care Services.

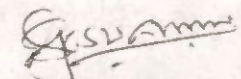
Sir,

This is to intimate you that Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA will be visiting to your ULB to impart training to regular HHWs including panel candidates on Family Schedule, Baseline Survey Format and HMIS on 23<sup>rd</sup> - 24<sup>th</sup> February, 2008. No training fee is to be provided by you to Shri Lahiri.

You are requested kindly to make necessary arrangement for his accommodation on the above mentioned dates.

Thanking you.

Yours faithfully,



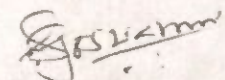
Project Officer

Dt. ... 14.02.2008

SUDA-Health/63 ULBs/07/671/1(1)

CC

Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA



Project Officer



**SUDA**

o/c 14

**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/Accts./07/627**Date **15.01.2008****From : Director, SUDA****To : The Chairman  
Haldibari Municipality****Sub. : Payment of Honorarium and Salaries in connection with  
Community Based Primary Health Care Services.****Sir,**

Reference is invited to your communication bearing memo no. 41/Health dt. 10.01.2008 on the above mentioned subject.

The expenditure in respect of payment towards Honorarium of HHWs and contractual pay of the personnel engaged in M & S Cell can be met up from the existing fund of CBPHC available with you. The Statement of Expenditure is to be submitted accordingly.

You are also requested to expedite submission of SOEs since October, 2007 at the earliest.

Thanking you.

Yours faithfully,

**Director, SUDA****Dt. .. 15.01.2008****SUDA-Health/63 ULBs/Accts./07/627/1(2)**

Copy forwarded for information and necessary action to :

Accountant &amp; AFC, Haldibari Municipality

  
**Director, SUDA**

STD. - 03561  
FaX. - 263 312  
263 264

# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari ● Dist. - Coochbehar

Pin. - 735122

Ref. No. 41/Health.

Date 10.01.08

To  
The Director  
State Urban Dev Agency  
Salt Lake - Kol. - 91




PO(H)  
11/1

Dear Madam,

The fund under the head of salary and honorarium for Community Based Pny. Health Care Service of Haldibari Municipality has been exhausted. Fund under the head of furniture, drug and contingency is lying with the hands of Municipality.

You are therefore requested to kindly accord your kind permission for allowing salaries and honorarium from the above mentioned.

Yours Sincerely

  
Chairman 10.1.08  
Haldibari Municipality  
Cooch Behar





Shan  
Water  
connection

STD. - 035 61  
FaX. - 263 312  
263 264

# OFFICE OF THE COUNCILLORS

## HALDIBARI MUNICIPALITY

P.O. - Haldibari • Dist. - Coochbehar

Pin. - 735122

Ref. No. SS/Health

Date 16.01.08

PO(H)  
✓  
2/1

To  
The Director  
State Urban Development  
Health Wing  
ILGUS Bhawan, Salt lake; Kol. - 91

Dear Madam,

The Account No. of Community Based Primary Health Care Services of Haldibari has been changed from 3666 with Jpg. Central Co. Bank Ltd. to A/c. No. 30288638190 of State Bank of India, Haldibari Branch.

This is for favour of your kind information please.

Yours Sincerely

  
Chairman, 16.1.08  
Haldibari Municipality,  
Cooch Behar

STD : 03681  
Phone : 263264  
Fax : 263312

# OFFICE OF THE COUNCILLORS

## Haldibari Municipality

P. O.—Haldibari ● Dist.—Coochbehar

Pin—735122

Ref No 1074/107

Date 24.10.07

To  
The Director,  
State Urban Development Agency.  
Kolkata -



PO(A)  
24/10

Dear Madam,

We have recruited 11 (eleven) nos. of H.M.W whose 6 (six) months tenure of works to <sup>be</sup> completed on 10.11.07. As per guideline vide memo no. Health -53/06/75 Dt. 19.09.06 3 (three) nos. of H.M.W. to be upgraded to P.T.S.

Necessary permission and upgradation procedure may kindly be communicated to the office of the undersigned early.

Yours sincerely,

*[Signature]* 24.10.07  
Chairman

Haldibari Municipality.

Completed 24/10  
vide Letter no  
591 dt. 12.12.07



# OFFICE OF THE COUNCILLORS

## Haldibari Municipality

P. O.—Haldibari ● Dist.—Coochbehar

Pin—735122

Ref No 1074/107

Date 24.10.07

To  
The Director,  
State Urban Development Agency,  
Kolkata -



Dear Madam,

We have recruited 11 (eleven) nos. of H.H.W whose 6 (six) months tenure of works to <sup>be</sup> completed on 10.11.07. As per guideline vide memo no. Helath -53/06/76 Dt. 19.09.06 3 (three) nos. of H.H.W. to be upgraded to F.T.S.

Necessary permission and upgradation procedure may kindly be communicated to the office of the undersigned early.

Yours sincerely,

*Chag* 24.10.07  
Chairman  
Haldibari Municipality,  
Cooch Behar

**SUDA**

13 OK  
**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/07/328**

**Date .....14.08.2007**

**From : Director, SUDA**

**To : The Chairman  
✓Dinhata / Haldibari / Mathabhanga /  
Mekhliganj / Tufanganj Municipality**

**Sub. : Ensuring involvement of CMOH and District Health Office in  
implementation of Community Based Primary Health Care Services.**

**Sir,**

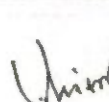
Enclosed, kindly find herewith a copy of communication bearing no. HFW/CFW/331/HS-1003/07 dt. 31<sup>st</sup> July, 2007 of the Project Director, HSDI, Commissioner, FW & Special Secretary, Dept. of Health & Family Welfare, addressed to the Chief Medical Officer of Health of all the districts.

This is for your kind information and necessary action.

Thanking you.

**Enclo. : As stated.**

Yours faithfully,



**Director, SUDA**



CUSTOMER SERVICE REPORT

Customer Name:		Call No.	Address:		Machine Sr. No.		Tel/Fax No.:		
Engineer Arrival		Date	Call completion		Fault code		Location code		
Cause code		Remedy code		Counter Reading		Time to Repair (hh:mm)		Spares Required Next Call	
Part No.		Remarks		Spares used /reqd. this Call		Part No.		Quantity	
Unit Price		Amount		Estimated cost of Repair (taxes extra)		Machine Status		Engineer Arrival Time	
OK		Not OK		Approved		Commitment Met		MTR. Reading for Billing	
Customer's Signature & Seal		Engineer Details		Name:		Employee Code:		Signature:	
Customer's Signature		Remarks:		How do you rate your experience with Canon during this service:-		<input type="checkbox"/> POOR <input type="checkbox"/> AVERAGE <input type="checkbox"/> GOOD <input type="checkbox"/> EXCELLENT		Our Canon machine is working to our satisfaction. The Meter Reading of this report can be used for Billing purpose.	

14 C/C  
**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/07/135(10)

Date .....11.06.2007

**From : Director, SUDA**

**To : The Chairman**

✓ **Haldibari / Mirik / Tarakeshwar / Haldia / Kharar / Khirpai /  
Taherpur / Bongaon / Basirhat / Habra Municipality**

**Sub. : Procurement of Drugs for Sub -Centres under Community  
Based Primary Health Care Services.**

**Sir,**

To implement clinics services from the Sub-Centres, it is high time to procure drugs for Sub-Centres as per approved list which is enclosed.

Procurement is to be done by the ULB concerned through their Procurement Committee already constituted for the purpose, following the Government procurement norms. Fund already placed with the ULB is to be utilized for the purpose. Further fund will be released on submission of requisition as per proforma already provided only after acceptance by SUDA at least 70% of SOE of earlier fund released to you.

The expenditure is to be booked under the A/C head --"Drug". Statement of Expenditure (SOE) is to submitted by 10<sup>th</sup> of the following month and Utilisation Certificate (UC) at the end of each quarter.

You are requested to undertake such procurement at the earliest so that the primary health care services could be extended to the beneficiaries.

Thanking you.

**Encl. : As stated.**

**Yours faithfully,**

*U. S. Ghosh*  
15/6/07

**Director, SUDA**

**Contd. to P-2.**



- 2 -

SUDA-Health/63 ULBs/07/135(10)/1(7)

Dt. .. 11.06.2007

Copy forwarded for kind information to :

CMOH, Cooch Behar / Darjeeling / Hooghly / Medinipur (East) /  
Medinipur (West) / Nadia and North 24 Parganas District

*Chind*  
15/6/07  
Director, SUDA

SUDA-Health/63 ULBs/07/135(10)/2(10)

Dt. .. 11.06.2007

Copy forwarded for kind information to :

AFC, Haldibari / Mirik / Tarakeshwar / Haldia / Kharar / Khirpai /  
Taherpur / Bongaon / Basirhat / Habra Municipality

*Chind*  
15/6/07  
Director, SUDA

SUDA-Health/63 ULBs/07/135(10)/3(1)

Dt..11.06.2007

Copy forwarded for kind information to :

Finance Office, SUDA

*Chind*  
15/6/07  
Director, SUDA

**OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY.  
P.O. Haldibari, Dist. Cooch Behar.**



Memo No:

Date: \*

To  
Sri Pankaj Sarkar  
S/o Sri Subhash Sarkar  
Vill : Purbapara  
P.O. Haldibari  
Dist. Cooch Behar.

12 JUN 2007  
PO (H)  
11/6




Sub:- Engagement as Accounts Assistant.

As per recommendation of Selection Committee of Health & Family Welfare Committee of Haldibari Municipality you have been selected as Accounts Assistant of M & S cell of Community Based Primary Health section of this office with a fixed contractual pay of Rs. 5,000/- (Rupees five thousand) only per month on purely contractual for one year renewable for another year on satisfactory performance. The job responsibility of your post as follows :-

- \* Responsible for maintaining Accounts of the section.
- \* To maintain A/cs Ledger through Double Entry System.
- \* To maintain separate Cash Book - head of A/cs for each type of expenditure is to be recorded in the Cash Book quoting voucher no., narration of the expenditure stating the name of the party to whom paid & cheque no. etc.
- \* To scrutinised all the bills submitted by the parties for placement before the next competent authority for passing the order.
- \* To prepare Statement of Expenditure (SOE) and Utilisation Certificate (UC) along with a summary sheet, Sl.No. Vr.No. & date, Classification of head of expenditure and the involved amount by 7<sup>th</sup> of the following month to the next competent authority for onward transmission to SUDA by 10<sup>th</sup> of the said month.
- \* To perform any other duty as will be assigned by the Accountant and any other competent authority.

If you are agree with the above terms and conditions you are requested to report for duty to the undersigned within 7 days from the date of receipt of this letter.

  
Chairman,  
Haldibari Municipality.

Memo No: 641(iv)/107.

Date: 07.06.07.

Copy To:

1. The Joint Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata - 1, recruitment made as per your letter No. 111-MA/C-10/3S-55/2005, Dt. 02.02.07.
- ✓ 2. The Director, S U D A .
3. The Accountant, Haldibari Municipality. He is advised to pay the contractual pay from Health Account.
4. The Sanitary Inspector, Haldibari Municipality. He is advised to make over all supervision of the section.

  
Chairman,  
Haldibari Municipality.  
7.6.07  
Haldibari Municipality  
Cooch Behar



**OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY.  
P.O. Haldibari, Dist. Cooch Behar.**

Memo No:

Date:


To  
Sri Anand Agarwalla  
S/o Sri Brij Mohan Agarwalla  
Vill : Sadanandapara  
P.O. Haldibari,  
Dist. Cooch Behar.

Sub:- Engagement as Computer Assistant.

As per recommendation of Selection Committee of Health & Family Welfare Committee of Haldibari Municipality you have been selected as Computer Assistant of M & S cell of Community Based Primary Health section of this office with a fixed contractual pay of Rs. 5,000/- (Rupees five thousand) only per month on purely contractual for one year renewable for another year on satisfactory performance. The job responsibility of your post as follows :-

- To maintain computerized filling system of the section.
- To prepare all the reports and returns of the section.
- To enter data as and when received from different offices.
- To perform any other duty as will be assigned by the office.

If you are agree with the above terms and conditions you are requested to report for duty to the undersigned within 7 days from the date of receipt of this letter.

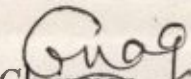
  
Chairman,  
Haldibari Municipality.

Memo No: 642 (iv) / 07.

Date: 07.06.07

Copy To:

1. The Joint Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata - 1, recruitment made as per your letter No. 111-MA/C-10/3S-55/2005, Dt. 02.02.07.
- ✓ 2. The Director, S U D A .
3. The Accountant, Haldibari Municipality. He is advised to pay the contractual pay from Health Account.
4. The Sanitary Inspector, Haldibari Municipality. He is advised to make over all supervision of the section.

  
Chairman,  
Haldibari Municipality.  
07.6.07  
**Haldibari Municipality**  
Cooch Behar



**OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY.  
P.O. Haldibari, Dist. Cooch Behar.**

Memo No: \_\_\_\_\_

Date: \_\_\_\_\_

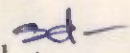
To  
Sri Parthapratim Dhar  
S/o Late Hemendra nath Dhar  
Vill : Melarmath  
P.O. Haldibari  
Dist. Cooch Behar.

Sub:- Engagement as Multipurpose Helper-cum-S.K.Clerk.

As per recommendation of Selection Committee of Health & Family Welfare Committee of Haldibari Municipality you have been selected as Multipurpose Helper-cum-S.K.Clerk of M & S cell of Community Based Primary Health section of this office with a fixed contractual pay of Rs. 5,000/- (Rupees five thousand) only per month on purely contractual for one year renewable for another year on satisfactory performance. The job responsibility of your post as follows :-

- \* To dispatch and receive office correspondence and maintain office records in appropriate files.
- \* To make list for necessary indents, collection and maintenance of stock and supply of Legistics.
- \* To perform outdoor as messenger.
- \* To perform any other duty as will be assigned by the office.

If you are agree with the above terms and conditions you are requested to report for duty to the undersigned within 7 days from the date of receipt of this letter.

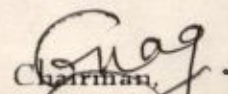
  
Chairman,  
Haldibari Municipality.

Memo No: 643(iv)/107.

Date: 07.06.07.

Copy To:

1. The Joint Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata - 1, recruitment made as per your letter No. 111-MA/C-10/3S-55/2005, Dt. 02.02.07.
- ✓ 2. The Director, S U D A .
3. The Accountant, Haldibari Municipality. He is advised to pay the contractual pay from Health Account.
4. The Sanitary Inspector, Haldibari Municipality. He is advised to make over all supervision of the section.

  
Chairman,  
Haldibari Municipality  
7.6.07  
Haldibari Municipality  
Cooch Behar



**OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY.  
P.O. Haldibari, Dist. Cooch Behar.**

Memo No:

Date:

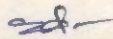
To  
Sri Manash Roy Basunia  
S/o Sri Bhupendra nath Roy Basunia  
Vill: New Babupara  
P.O. Haldibari  
Dist. Cooch Behar.

Sub:- Engagement as Health Assistant.

As per recommendation of Selection Committee of Health & Family Welfare Committee of Haldibari Municipality you have been selected as Health Assistant of M & S cell of Community Based Primary Health section of this office with a fixed contractual pay of Rs. 5,000/- (Rupees five thousand) only per month on purely contractual for one year renewable for another year on satisfactory performance. The job responsibility of your post as follows :-

- Your duty will be assigned by the over all supervision of Sanitary Inspector.

If you are agree with the above terms and conditions you are requested to report for duty to the undersigned within 7 days from the date of receipt of this letter.

  
Chairman,  
Haldibari Municipality.

Memo No: 644 (iv)/107.

Date: 07.06.07

Copy To:

1. The Joint Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata - 1, recruitment made as per your letter No. 111-MA/C-10/38-55/2005, Dt. 02.02.07.
- ✓ 2. The Director, S U D A .
3. The Accountant, Haldibari Municipality. He is advised to pay the contractual pay from Health Account.
4. The Sanitary Inspector, Haldibari Municipality. He is advised to make over all supervision of the section.

  
Chairman,  
Haldibari Municipality.  
7.6.07  
**Haldibari Municipality  
Cooch Behar**

# OFFICE OF THE COUNCILLORS

Haldibari Municipality

P.O. - HALDIBARI • Dist. - COOCHBEHAR

Pin - 735122

Ref. No. 562/107

Date 22.05.07



25 MAY 2007

To  
The Project Director  
Health wing  
S U D A.

Dear Madam,

In reference to memo No. 111-MA/C-10/3S-55/2005 Dt. 2.2.07 of Joint Secy. M.A. Deptt. Where in Computer Asstt., Accounts Asstt., Multipurpose helper cum S.K. Clerk & health assistant one no. each category have to be recruited by the Health & Family welfare committee. The date of interview has been fixed on 06.06.07 at 10-00am at Municipal premises.

You are requested to depute your nominee in the selection committee on the interview date.

Yours sincerely

*Chandra*  
Chairman

Haldibari Municipality.

Cooch Behar



**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/07/103(3)**

Date .....**23.05.2007**

**From : Director, SUDA**

**To : The Chairman**  
**Haldibari / Tarakeshwar / Taherpur Municipality**

**Sub. : Procurement of Furniture and Equipment for Sub -Centres  
under Community Based Primary Health Care Services.**

Sir,

On completion of Honorary Health Workers' training for 45 days , you have engaged regular HHWs and have identified premises for 3 (three) nos. of sub-centres for implementation of primary health care services under CBPHC.

The minimum no. of clinics which are to be held in each of the sub-centres are as under :

- Ante natal / Post natal care & Family Welfare clinic – once / twice per month
- Immunisation Clinic – once per month
- Growth Monitoring Clinic – once per month
- Treatment Clinic by Doctor – once in a week
- Health Awareness programme – twice per month

To implement such clinic services from the sub-centres , it is high time to equip the sub-centres with necessary Furniture and Equipment as per approved list which are enclosed at Annexure –I & II respectively.

Procurement is to be done by the ULB concerned through their Procurement Committee already constituted for the purpose, following the Government procurement norms. Fund already placed with the ULB is to be utilized for the purpose. Further fund will be released on submission of requisition as per proforma already provided only after acceptance by SUDA at least 70% of SOE of earlier fund released to you.

**Contd. to P-2.**

OK

- 2 -

The expenditure is to be booked under the A/C head –“Furniture / Equipment” separately as will be applicable. Statement of Expenditure (SOE) is to submitted by 10<sup>th</sup> of the following month and Utilisation Certificate (UC) at the end of each quarter.

You are requested to undertake such procurement at the earliest so that the primary health care services could be extended to the beneficiaries.

Thanking you.

Enclo. : As stated.

SUDA-Health/63 ULBs/07/103(3)/1(3)

CMOH, Burdwan / Hooghly / Nadia District

SUDA-Health/63 ULBs/07/103(3)/2(3)

AFC, Haldibari / Tarakeshwar / Taherpur Municipality

SUDA-Health/63 ULBs/07/103(3)/3(1)

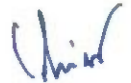
Finance Office, SUDA

Yours faithfully,




Director, SUDA

Dt. .. 23.05.2007



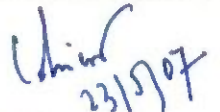
Director, SUDA

Dt. .. 23.05.2007



Director, SUDA

Dt. .. 23.05.2007



Director, SUDA



OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY  
P.O. HALDIBARI : DIST. COOCHBEHAR.



Memo No. \_\_\_\_\_

16 MAY 2007

Date \_\_\_\_\_

NOTICE

Undermentioned Regular HHW are hereby asked to report in the office of the Community Based Primary Health Centre of Haldibari Municipality on <sup>10</sup>09-05-2007 at 11.00 A.M. Each of HHW will be paid honarium Rs.1000/- (One Thousand) monthly from the date of their joining.

Job responsibility of each HHW will be appraised to the individual HHW on <sup>10</sup>09.05.2007.

<u>Sl.No.</u>	<u>Name of the HHW</u>	<u>Operational Area.</u>
1.	Manjusree Dutta	Ward No.- 1
2.	Ferdousi Khhanom Prodhan	Ward No.- 2
3.	Ruma Paul	Ward No.- 3
4.	Sunanda Sarkar	Ward No.- 4
5.	Debjani Chakraborty	Ward No.- 5
6.	Kalpana Ghosh(Sarkar)	Ward No.- 6
7.	Pampa Pul(Mitra)	Ward No.- 7
8.	Aparna Shil (Uplift from Panned candidate due to resignation of Sakuntala Rajak)	Ward No.- 8
9.	Jagari Nag(Das)	Ward No.- 9
10.	Rekha Roy	Ward No.-10
11.	Dipali Sarkar	Ward No.-11

*Sd/-*  
Chairman

Community Based Primary Health Centre.  
Haldibari Municipality.

Memo No. 496 (iii)/07.

Dt. 10.05.07.

Copy to:-

- ✓ 1. The Director, State Urban Development Agency, (with ref. in her letter SUDA/Health/63 ULB/07/51 Dt. 04.05.2007.)
2. The Sanitary Inspector, Haldibari Municipality, (With a direction to explain the job responsibility of each HHW.)
3. The Municipal Office Notice Board.

*Sd/-*  
Chairman


Community Based Primary Health Centre.  
Haldibari Municipality.

**SCORE SHEET OF PANNED HHW OF  
HALDIBARI MUNICIPALITY**



SL NO.	NAME OF THE HHW	SCORE OF THE PRE-EVALUATION 30	SCORE OF POST EVALUATION 40
1.	Smt. Manjusree Dutta	21	40
2.	Ferdausli Prodhari	25	40
3.	Ruma Paul	26	40
4.	Suzanda Sarkar	24	39
5.	Debjani Chakraborty	25	39
6.	Kalpna Ghosh Sarkar	25	40
7.	Pampa Paul ( Mitra)	25	40
8.	Sakuntala Rajak	21	Resign
9.	Jagari Nag ( Das)	26	40
10.	Rekha Roy	25	40
11.	Depali Sarkar	20	40

SL NO.	NAME OF THE HHW	SCORE OF THE PRE-EVALUATION 30	SCORE OF POST EVALUATION 40
1.	Smt. Aparna Shil	19	36
2.	Smt. Archana Kendu	26	39
3.	Smt. Rubi Sarkar	25	40
4.	Smt. Ratna Roy	17	40
5.	Smt. Satyabati Sarkar	37	40

  
**Chairman**  
**Haldibari Municipality**  
**Coch Bihar**



**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/07/51**Date **04.05.2007****From : Director, SUDA****To : The Chairman  
Haldibari Municipality****Sub. : Commencement of functioning of regular HHWs under Community  
Based Primary Health Care Services.****Ref. : Your communication bearing no. 447/107 dt. 02.05.2007.**

Sir,

With reference to above, the following activities are to be undertaken by your ULB :

- The names of regular candidates (Eleven nos.) only is to be listed and put up in the notice board of ULB, asking them to function as HHW with effect from 8<sup>th</sup> May, 2007 and inform Director, SUDA accordingly with regard to date of joining of HHWs.
- The Chairman of the ULB is to allocate the area of operation for each HHW.
- One HHW will cover a population not exceeding 1,000 BPL contained in a single ward. A ward having less than 1,000 BPL population will have one HHW.
- The HHW shall be responsible for Primary Health Care of BPL families under her jurisdiction and be responsible for both public health and health statistical data collection for the entire population within the ward.
- The ward Councillor will monitor and supervise the activity at ward level.
- HHW Kit bag along with contents provided by SUDA is to be given to all the regular HHWs only.
- To start with, HHW will conduct baseline survey of the allotted BPL families as per the proforma already provided by SUDA, to be checked and scrutinized by HO / MO / SI, who will compile the data ward-wise and ULB-wise.
- Job responsibility of the HHW (working hours 12-00 Noon to 4-00 P.M. of each working day) is :
  - fortnightly home visit to each BPL families,
  - motivate the community to avail health services – collection of data and filling up of Family Schedule,
  - treatment of minor ailments at door step, distribution of drugs for three days maximum,
  - registration of pregnancy within 12 weeks,
  - identification of danger signs of pregnancy and its referral,
  - act as depot holder of ORS, Nirodh, OCP, Iron Folic Acid tablet etc.,
  - counselling on child nutrition and immunization,

**Contd. to P-2**

- counselling adolescents for physical, psychological and nutritional growth,
  - promotion of IEC activities including group discussion with the community on awareness generation towards Primary Health Care, Public Health and National Health Programmes,
  - assisting implementation of ongoing National Health Programmes.
  - preparation and submission of fortnightly HMIS report,
  - ensure community participation.
- Honorarium for HHWs will be @ Rs. 1,000/- per HHW per month with effect from the date of commencement of their work.

Furthermore, the following preliminary activities be initiated simultaneously so that primary health care services can be provided to the community.

- Accommodation for 3 (three) nos. of Sub-Centres are to be identified.
- Suitable accommodation for Sub-Centre be in municipal / community building or Club / CBO accommodation. **Preference should be given for municipal / community accommodation.**
- The Sub-Centre should preferably contain one room (size = 10' x 8') for setting up clinical room and covered waiting space for the beneficiaries, toilet and water facilities.
- The Sub-Centre is to be located in such a way that maximum number of BPL population could have easy access to it.
- As per Project proposal, the service charge (rental) should not exceed Rs. 1,000/- per month per Sub-Centre which includes electricity, water & sweeping / cleaning charges. These rental charges will only be applicable for the Sub-Centre accommodated in Club / CBO accommodation. There will be no rental charges for the Sub-Centre accommodated in municipal / community accommodation.

Further instruction will follow in due course. A feed back on the above mentioned activities be forwarded to the undersigned.

Thanking you.

Yours faithfully,

Director, SUDA

Dt. .. 04.05.2007

SUDA-Health/63 ULBs/07/51/1(1)

C.C.

DM, Cooch Behar

o/e

Director, SUDA

Dt. .. 04.05.2007

SUDA-Health/63 ULBs/07/51/2(1)

C.C.

CMOH, Cooch Behar

Director, SUDA

Dt. .. 04.05.2007

SUDA-Health/63 ULBs/07/51/3(2)

C.C.

1. Finance Officer, SUDA

2. Finance Officer, Health Wing, SUDA

Director, SUDA



STD - 03561

© 263-312

263-264

# OFFICE OF THE COUNCILLORS

Haldibari Municipality

P.O. - HALDIBARI • Dist. - COOCHBEHAR

Pin - 735122

Ref. No. 447/107.

Date 02.05.07.

To  
The Project Director  
Health Wing, SUDA.



Madam,

Training of regular and panned H H W have been completed on 13/4/2007 with uttar satisfication of trainers and this office as well. The pre evaluation and post evaluation score of Individual trainee is here by enclosed in order to have further Instruction in this respect.

*Anag*  
Chairman, 2.5.07

Haldibari Municipality

**Haldibari Municipality**  
Cooch Behar

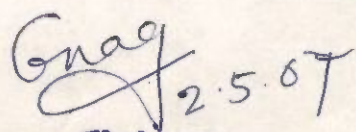
Enclosed:-

Score sheet of Pre evaluation & post evaluation  
of Individual trainee of HHW.

## SCORE SHEET OF PANNELED HHW OF HALDIBARI MUNICIPALITY

SL NO.	NAME OF THE HHW	SCORE OF THE PRE-EVALUTION 30	SCORE OF POST EVALUTION 40
1.	Smt. Manjusree Dutta	21	40
2.	Ferdaushi Prodhan	27	40
3.	Ruma Paul	26	40
4.	Sananda Sarkar	24	39
5.	Debjani Chakraborty	25	39
6.	Kalpana Ghosh Sarkar	25	40
7.	Pampa Paul ( Mitra)	25	40
8.	Sakuntala Rajak	24	Resign
9.	Jagari Nag ( Das)	26	40
10	Rekha Roy	23	40
11.	Depali Sarkar	20	40

SL NO.	NAME OF THE HHW	SCORE OF THE PRE-EVALUTION 30	SCORE OF POST EVALUTION 40
1.	Smt. Aparna Shil	19	36
2.	Smt. Archana Kundu	26	39
3.	Smt. Rubi Sarkar	25	40
4.	Smt. Ratna Roy	17	40
5.	Smt. Satyabati Sarkar	37	40

  
 2.5.07  
**Chairman**  
**Haldibari Municipality,**  
**Cooch Behar**



# OFFICE OF THE COUNCILLORS

Haldibari Municipality

P.O.- HALDIBARI Dist.- COOCHBEHAR

Pin - 735122

Date -



Memo No. -

## SITUATION VACANT

Haldibari Municipal Health and Family Welfare Committee will recruit candidates of the following posts on Contractual basis, initially for a year and renewal for another year on satisfactory performances. Interested candidates may submit their applications in the Haldibari Municipal office on or before 30/04/2007. Before submitting application, applicant should Carefully go through the following conditions: -

SN	Category of Staff	Educational qualification	Experience	Age as On 1.4.07	No. of post	Contractual Pay
1	Computer Asstt.	Graduate from a recognized university and Course of Computer technology	Knowledge in M.S office, Tally 7.2 etc.	GEN - 37 yrs. OBC - 40 yrs. SC/ST-42 yrs	1 (one)	Rs. 5000/- p.m.
2	Accounts Asstt.	B. Com passed from a recognized university	Adequate experience in handling accounts independently and knowledge of accounting system	GEN - 37 yrs. OBC - 40 yrs. SC/ST-42 yrs	1 (one)	Rs. 5000/- p.m.
3	Multipurpose Helper cum S.K clerk	Graduate from a recognized university	Adequate Knowledge and experiences in office works	GEN - 37 yrs. OBC - 40 yrs. SC/ST-42 yrs	1 (one)	Rs. 5000/- p.m.
4	Health Assistants	Madhyamik	Adequate Knowledge and experience in community based Health programme for two years	GEN - 37 yrs. OBC - 40 yrs. SC/ST-42 yrs	1 (one)	Rs. 5000/- p.m.

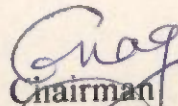
Note: - Single applicant allows to apply in a single post. Applicant should write the name and post in which he/she apply in the front side on the envelop. Application may submit in plain paper containing full address, educational qualification, name and post where applicant will apply, details of experience at the respective field.

Copy forwarded to:-

Memo no. 408 ~~xx~~/107

dt. 17.04.07

1. The D.M. Cooch Behar.
2. The Project Director, Health Wing, SUDA.
3. The C.M.O.H. Cooch Behar.
4. The A.C.M.O.H. Mathabhanga & Mekligunj Subdivision.
5. All Councillors, Haldibari Municipality.
6. The B.D.O., Haldibari.
7. The B.M.O.H. Haldibari Rural Hospital.
8. The Executive Officer, Haldibari Municipality.
9. The Secretary, I R C S, Haldibari.
10. Office Notice Board.

  
Chairman 17.4.07  
Health & Family Welfare Committee  
And  
Haldibari Municipality



OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY  
P.O. HALDIBARI : DIST. COOCHBEHAR.



Memo No. 341 (F) / 107.

Date 07.04.07.

From :- Chairman,  
Health & Family Welfare Committee,  
Haldibari Municipality.

PP (H)  
L  
144

To  
The District Magistrate or His Representative.  
The A.C.M.O.H. Mekhliganj sub-Division.  
✓ The Director, S U D A or His Representative.  
Sri Ananta Barman, Councillor-In-Charge, Health.  
The B.M.O.H. Haldibari Rural Hospital.  
The Secretary, I R C S, Haldibari Block Committee.  
The Chairperson, C D S, Haldibari Municipality.

Sub.:- Meeting of Health & Family Welfare Committee,  
Haldibari Municipality.

sir / Madam,

A meeting of the health & family welfare committee of Haldibari Municipality will be held on 11.04.2007 at 3.00 P.m. in the chamber of the undersigned to discuss the following agenda.

As a member of the said committee you are requested to remain present in the meeting.

Agenda :-

1. To fix-up the date of Interview for  
recruitment of engagement of contractual  
employees.

Yours faithfully,

2. Misc.

[Signature]  
Chairman, 7.4.07  
Health & Family Welfare Committee,  
Haldibari Municipality,  
Cooch Behar.



**SUDA**

o/e  
**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/06/273**

Date ..... **28.02.2007**

**From : Director, SUDA**

**To : The Chairman  
Haldibari Municipality**

**Sub. : Rent for the premises of Monitoring & Supervision Cell of Community Based Primary Health Care Services (CBPHC).**

**Ref. : Your communication bearing no. 125/107 dt. 06.02.2007.**

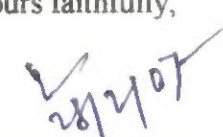
Sir, :

With reference to above, I am to inform you that as the dormitory hall is the property of the municipality and the Municipal Authority is the implementing agency of this HHW programme under CBPHC, rent for the said hall can not be allowed.

Please, bear with us.

Thanking you.

Yours faithfully,

  
**Director, SUDA**

6641

# OFFICE OF THE CHAIRMAN

Haldibari Municipal  
P.O. - HALDIBARI • DIST. - COOCHBEHAR  
Pin - 735122

The building  
is the property of  
the municipality and  
the municipal authority  
is the implementing agency  
of the HAW programme.  
So we should not  
allow the proposal.  
We are agreed.  
The agreement  
of the

Ref. No. 125/107

Date 06.02.07

To  
The Director,  
State Urban Development Agency,  
ILGUS Bhavan, Kolkata - 91.

PO (H)  
let in shms.  
7/2/07

Madam,

We have a dormitory Hall having its capacity of six nos. of bed. This hall begets average monthly Rs. 3,000/- (Three Thousand) only.

Now we have dropped the dormitory hall and office of monitory and supervision cell of Community Based Pry. Health centre of Haldibari Municipality operated from this hall.

In view of this you are requested to approve monthly rent of Rs. 3000/- for accomodation of the above cell in our said hall.

Yours faithfully,

*Signature* 6.2.07  
Chairman  
Haldibari Municipality,  
Haldibari Municipality  
Coochbehar



PO(H) ✓

STD - 03561  
Fax - 263-312  
263-264

# OFFICE OF THE COUNCILLORS

Haldibari Municipality

P.O. - HALDIBARI • Dist. - COOCHBEHAR

Pin - 735122

Ref. No. 95/107.

Date 27.01.07.

To  
The Director  
SUDA.



Sub:- Honorary Health Workers (HHWs) training under Community Based Primary Health Care Services.

Ref:- Your No. SUDA-Health/63/ULBs/06/239 Dt. 17.01.07.

Madam,

In reference to above letter I would like to inform you that the training programme of HHW including panel candidates will be started on and from 5th Feb'07.

I would request you to depute your Monitoring officer to visit the training centre.

Yours faithfully,

*Gnaq*  
Chairman, 27.1.07  
Haldibari Municipality.  
Coochbehar

STD - 03561  
Fax - 263-312  
0263-264

# OFFICE OF THE COUNCILLORS

Haldibari Municipality  
P.O. - HALDIBARI Dist. - COOCHBEHAR  
Pin - 735122

Ref. No. 95/107.....

Date 27.01.07.....

To  
The Director  
SUDA.

PO (H)  
27/1

Sub:- Honorary Health Workers (HMWs) training under Community Based Primary Health Care Services.

Ref:- Your No. SUDA-Health/63/ULEs/06/239 Dt. 17.01.07.

Madam,

In reference to above letter I would like to inform you that the training programme of HMW including panel candidates will be started on and from 5th Feb'07.

I would request you to depute your Monitoring officer to visit the training centre.

Yours faithfully,

*Gnaq*  
Chairman, 27.1.07  
Haldibari Municipality  
Haldibari Municipality  
Coochbehar



STD - 03561  
Fax -263-312  
☎ 263-264

# OFFICE OF THE COUNCILLORS

Haldibari Municipality  
P.O. - HALDIBARI • Dist. - COOCHBEHAR  
Pin - 735122

Ref. No. .... 1150 / 107 .....

Date..... 09.12.06.....

To  
The Director.  
State Urban Development Agency.  
I L G U S Bhawan.  
Salt Lake City, Kolkata - 91.

5324  
15 DEC 2006  
13/12  
15 DEC 2006  
DEC 2006

Madam,

Haldibari Municipality is going to initiate Community Health Service within it's jurisdiction. This operation needs to have some furniture and room where doctor and other assistants function. This Municipality has no spareable room for this purpose. The Health & Family Welfare Committee of Haldibari Municipality ~~xxx~~ resolved to seek financial help for construction of a room for smooth operation of the scheme.

Madam, you are requested to sanction fund at least Rs. 2,00,000/- (Two Lakhs) for construction of room to be used for Community Health Service of Haldibari Municipality.

Awaiting positive response.

Yours faithfully,

*Enag*  
Chairman 9.12.06  
Haldibari Municipality.  
Haldibari Municipality  
Coochbehar



Meeting of Health & Family Welfare,  
Haldibari Municipality.

Date:- 8.12.2006

Time:- 3.00 pm

Name and Signature of the members present:-

- 1. Gouranga Maji Gmaj 8.12.06
- 2. Dr. T. Manoj (M.D.H.) TManoj 8/12/06
- 3. Amit Rakshit Secy. Red Cross AR 8/12/06
- 4. Sakuntala Ruyak Chair person (C.D.S)
- 5. Ananta Bannan. Councillor in charge, Health. Ananta 8/12/06
- 6. Dr. Rabind Islam Gayen ACPH Mathabanga SMC RIslam 8/12/06

শ্রী জোরাম্ নন্দ সভাপতি, (স্বাস্থ্য পরিষদ সভাপতি) সভাপতিত্বে, স্বাস্থ্য পরিষদ সভার সভাপতিত্বে সভার কার্যক্রম সম্পন্ন হইয়াছে।

সভার আলোচ্য বিষয়সমূহ উপস্থাপিত আলোচনাসমূহ সভাপতিত্বমূলক নিম্নলিখিত সিদ্ধান্ত গৃহণ করা হইয়াছে।

১/ HHW বোর্ড আলোচনাসমূহী পরিষদে আলোচনায় স্বাস্থ্যসেবা বিষয়ে নিম্নলিখিত কার্যক্রম নিম্ন Screening Committee গঠন করা হইল।

- ১) শ্রী জোরাম্ নন্দ
- ২) শ্রী অনন্ত বর্মন
- ৩) ডাঃ কুমারস্বামী স্বাস্থ্য
- ৪) শ্রী অক্ষিত বসু
- ৫) শ্রীমতি সত্যজিৎ বসু

আলোচনায় স্বাস্থ্যসেবা বিষয়ে ২৫/১২/২০০৬

(২) ৩য় সন্ধ্যা ২.৩০ ঘটিকা শ্রী ও স্বাস্থ্য পরিষদ সভা হইল।

২/ HHW বোর্ড নিম্নলিখিত কার্যক্রম আলোচনা ২৫/১২/২০০৬  
স্বাস্থ্য পরিষদে Interview করা হইয়াছে।



विषय:-

एक संस्था द्वारा - HNW प्रकार की वस्तु  
 मरिचक 3 Furniture & Equipments प्रकार  
 की वस्तुओं को जो जो संस्था को देना  
 है। इस पर विचार करना है।  
 यह भी Director, SDA-28 को देना  
 है। जो जो वस्तुएं हैं वे हैं।  
 जो जो वस्तुएं हैं वे हैं।  
 जो जो वस्तुएं हैं वे हैं।

जो जो वस्तुएं हैं वे हैं।  
 जो जो वस्तुएं हैं वे हैं।

6/25/04  
 SDA-28



14

Government Of West Bengal  
Office of the Block Medical Officer Of Health  
Haldibari Rural Hospital  
Cooch Behar  
-----

NO...../

DATE...../07

/ O R D E R /

As per proposal made by the undersigned in connection with the ~~XXXXXX~~ trainers training held at Kolkata and as per memo no.59/107 date 15.01.2007 of Chairman Municipality, Haldibari, Cooch Behar the following M.O. & Nursing Personnels are hereby released from their duties from this unit on 16.01.07 at after-noon.

They are directed to attend the said training programme on the ~~the~~ scheduled date time and venue.

Sl. No.	Name of the M.O./Nursing Personnels	Designation
1.	Dr. Bipul Chandra Roy,	M.O. Haldibari Rural Hospital.
2.	Smt. Rinku Dutta,	Nursing Staff (G.N.M)
3.	Smt. Mithu Rani Dhal,	-do-

*[Signature]*  
Block Medical Officer Of Health  
Haldibari Rural Hospital  
Haldibari, Cooch Behar.

Memo No. ....41...../1(6)/BMOH/HDB/07 ;

Dated, Haldibari the. ....16/01/2007

Copy forwarded for information to :-

1. Dr. Bipul Ch. Roy, M.O, Haldibari R. Hospital.
- 2-3. Smt. Rinku Dutta, GNM/Smt. Mithu Rani Dhal,  
G.N.M, Haldibari Rural Hospital.
4. The Principal, Training institution, SUDA,  
Salt lake, Kolkata.
5. The Chairman, Haldibari Municipality, HDB.
6. The Office Copy.

*[Signature]*  
Block Medical Officer Of Health  
Haldibari Rural Hospital  
Haldibari, Cooch Behar.



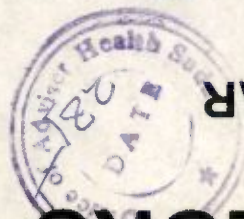
# OFFICE OF THE COUNCILLORS

Haldibari Municipality

P.O. - HALDIBARI • Dist. - COOCHBEHAR

Pin - 735122

STD - 03561  
Fax - 263-312  
① 263-264



Ref. No. 39/107

Date 10.1.07

To  
Dr. Shiban Goswami,  
Project Officer,  
Health Wing,  
S. U. D. A.

Sub: - Forwarding names of trainers in connection with  
ensuing training of HHWs of Haldibari Municipal-  
ity under Community Based Primary Health Care  
Services.

Ref.: - Your Memo No. SUDA-Health/63/UBS/06/217(15)  
Dt. 29.12.2006.

Madam,

In reference to your above memo I would like to inform you  
that the BMOH, Haldibari Rural Hospital sponsored the following  
names as trainer vide his memo no. 14/13/BMOH/HDB/07 Dt. 06.01.2007.

1. Dr. Bupul Chandra Roy - G.D.M.O.
2. Smt. Mithu Rani Dhal - G.N.M. (Gr. II) Nurse.
3. Smt. Rinku Dutta - G. N. M. (Gr. II) Nurse.

Moreover we are sponsoring the name of our Sanitary  
Inspector Sri Sarabindu Ghosh as one of the trainer.  
Now you are requested to inform us the date of  
training well in advance.

Yours faithfully,

CHAIRMAN  
10.1.07  
Haldibari Municipality  
Cooch Behar



# OFFICE OF THE COUNCILLORS

Haldibari Municipality  
P.O. - HALDIBARI • Dist. - COOCHBEHAR  
Pin - 735122

Ref. No. 1207/107.....

Date 26.12.06.....

To  
The Project Director,  
Health Wing, SUDA.



Bear Sir,

I am sending herewith the following names of regular H H W and panel candidates as selected according to merit of interview that took place on 17.12.2006 for favour of your kind information and necessary approval please.

Enclosed:-

1. List of regular HHW.
2. List of Panel candidates.
2. ~~xxxx~~ A copy resolution of selection committee.

Yours sincerely,

26.12.06  
Chairman  
Haldibari Municipality.  
Haldibari Municipality  
Coochbehar



# Meeting of the Health & Family Welfare Committee.

Date: 21.12.06

Time: :

## Members Present:

<u>Sl. No.</u>	<u>Name of the members</u>	<u>Designation</u>	<u>Signature</u>
1.	Amit Rakshit	Secy Redcross	AR
2.	Dr. Rabul Islam Bazeen	ACM of MTSBMKJ	DR
3.	Dr. Prady Kumar Saha	SUDA Representative H.O. Jal. Municipality	PS
4.	Dr. Jagannath Majhi	P.M.H. H.N.B. P. M.H.	JM
5.	Anant Barman	Councillor in charge Health	AB
6.	Gouranga Nag	Chairman, HM.	G Nag 21.12.06

Sri Gouranga Nag, Chairman of the Health & Family Welfare Committee & Chairman Haldibari Municipality took the Chair & initiate the processing of final selection of HHW (Regular) and panned candidates.

Comperative statement prepared as per score sheet submitted by the members present. As per merit of the score sheet the following candidates have been selected as Honorary Health Worker (Regular) & Panned candidates chronologically.

### List of the HHW (Regular)

1. Smt. Manjussree Dutta w/o Uttam Dutta - W.No. 1
2. Smt. Ferdousi Khanom Brodhan w/o Sajidul Hoque Brodhan W.No.
3. Smt. Ruma Paul w/o Uttam Paul - W.No. 3
4. Smt. Sunanda Sarkar w/o Sumit Ranjan Sarkar W.No.
5. Smt. Debjani Chakraborty w/o Jagan Chakraborty W.No.
6. Smt. Kalpana Ghosh (Sarkar) w/o Gouri Sarkar - W.No. 6
7. Smt. Pampa Paul (Mitra) w/o Ranjan Mitra W.No. 7



8. Smt. Sakuntala Rajak w/o Jogindar Rajak W.No. 8
9. Smt. Jagani Nag (Das) w/o Prasanna Das W.No. 9
10. Smt. Rekha Roy w/o Mridul Roy W.No. 10
11. Smt. Dipali Sarkar w/o Khoran Sarkar W.No. 11

List of the Panned Candidates.

1. Aparna Shil w/o Santu Shil W.No. 3
2. Archana Kundu w/o Bikash Kundu W.No. 5
3. Rubi Sarkar w/o Mintu Sarkar W.No. 7
4. Ratna Roy w/o Kalipada Roy W.No. 1
5. Satyabati Sarkar w/o Gobinda Sarkar W.No. 6

This house shouldest the responsibility upon the Chairman, Health & Family Welfare Committee & Chairman, Hadibasi Municipality to go ahead for termination of all rest processing.

Lastly extend thanks to all members present in the meeting.

Wing  
Chairman. 21.12.86



# Meeting of the Health & Family Welfare Committee.

Date: 21.12.06

Time: -

## Members Present:

S.No.	Name of the members	Designation	Signature
1.	Amit Rakshit	Secy Red Cross	AR
2.	Dr. Rabiul Islam Bazar	Asst. of MSBKT	DSe
3.	Dr. Prady Kumar Saha	SUDA Representative H.O. - Tal. Municipality	Prady
4.	Dr. Ananta Kumar Mandal	Asst. Comm. H.O. Tal. Municipality	AM
5.	Ananta Kumar	Councillor in charge Health	AK
6.	Gouranga Nag	Chairman, HM	G Nag 21/12/06

Sri Gouranga Nag, Chairman of the Health & Family Welfare Committee & Chairman Haldibari Municipality took the Chair & initiate the processing of final selection of HHW (Regular) and panned candidates.

Comparative statement prepared as per loose sheet submitted by the members present. As per merit of the loose sheet the following candidates have been selected as Honorary Health Worker (Regular) & Panned candidates chronologically.

### List of 100 HHW (Regular)

1. Smt. Manjusree Dutta W/o Uttam Dutta - W.No. 1
2. Smt. Ferdousi Khanom Brodhan W/o Sajidul Hoque Brodhan - W.No. 2
3. Smt. Ruma Paul W/o Uttam Paul - W.No. 3
4. Smt. Sunanda Sarkar W/o Sumit Ranjan Sarkar - W.No. 4
5. Smt. Debjani Chakraborty W/o Jagan Chakraborty - W.No. 5
6. Smt. Kalpana Bishak (Sarkar) W/o Gousi Sarkar - W.No. 6
7. Smt. Pampa Paul (Mitra) W/o Ranjan Mitra - W.No. 7



8. Smt. Sakuntala Rajak w/o Jogindar Rajak W.No. 8
9. Smt. Agani Nag (Das) w/o Prason Das W.No. 9
10. Smt. Rekha Roy w/o Mohid Roy W.No. 10
11. Smt. Dipali Sarkar w/o Khoran Sarkar W.No. 11

List of the Panelled Candidates.

1. Aparna Shil w/o Samtu Shil W.No. 3
2. Archana Kundu w/o Bikash Kundu W.No. 5
3. Rubi Sarkar w/o Mintu Sarkar W.No. 7
4. Ratna Roy w/o Kalipada Roy W.No. 1
5. Satyabati Sarkar w/o Gobinda Sarkar W.No. 6

This house shoulder the responsibility upon the Chairman, Health & Family Welfare Committee & Chairman, Hadibasi Municipality to go ahead for termination of all next processing.

Lastly extend thanks to all members present in the meeting.

21/12/06  
Chairman.



STD - 03561

Fax -263-312

☎ 263-264

**OFFICE OF THE COUNCILLORS**

Haldibari Municipality

P.O. - HALDIBARI | Dist. - COOCHBEHAR

Pin - 735122

Ref. No. 1207/107.....

Date..... 26.12.06.....

To

The Project Director,  
Health Wing, SUDA.

02 JAN 2007

Dear sir,

I am sending herewith the following names of regular H H W and panel candidates as selected according to merit of interview that took place on 17.12.2006 for favour of your kind information and necessary approval please.

Enclosed:-

1. List of regular HHW.
2. List of panel candidates.
3. ~~List~~ A copy resolution of selection committee.

Yours sincerely,

*[Signature]*  
Chairman 26.12.06  
Haldibari Municipality.

PO(A)  
✓  
21/07

STD - 03561

Fax -263-312

① 263-264

**OFFICE OF THE COUNCILLORS**

Haldibari Municipality

P.O. - HALDIBARI • Dist. - COOCHBEHAR

Pin - 735122

Ref. No. .... 1198/107 .....

Date..... 22.12.06 .....

**N O T I C E**

As per interview held on 21.12.2006 the following candidates have been selected as M H W (regular) & panned candidate of Haldibari Municipality. The period of training will be informed latter on.

<u>Name of the selected candidate of M H W (regular)</u>	<u>Ward No.</u>
1. Manjusree Dutta	1.
2. Ferdousi Khanon Prodhan	2.
3. Rima Paul	3.
4. Sunanda Sarkar	4.
5. Debjani Chakraborty	5.
6. Kalpani Ghosh (Sarkar)	6.
7. Pampa Paul (Mitra)	7.
8. Sakuntala Rajak	8.
9. Jagari Nag (Das)	9.
10. Rekha Roy	10.
11. Ms Dipali Sarkar	11.

<u>Name of the panned</u>	<u>Ward No.</u>
1. Aparna Ghil	3
2. Archana Kundu	5
3. Mibi Sarkar	9
4. Ratna Roy	1
5. Satya Bati Sarkar	6.

Chairman  
22.12.06



Health & Family Welfare Committee.

cha

\* Chairman  
United 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/63 ULBs/06/212**Date .....**11.12.2006****From : Dr. Shibani Goswami  
Project Officer, Health, SUDA****To : The Chairman  
Jalpaiguri Municipality****Sub. : Selection of HHWs in Haldibari Municipality under Community Based  
Primary Health Care Services in 63 Non-KMA ULBs .****Sir,**

You may be aware that Community Based Primary Health Care Services has been launched in 63 Non-KMA ULBs. Selection of HHWs is one of the preliminary activities of the said programme. Interview of the candidates for selection of Honorary Health Workers (HHWs) of Haldibari Municipality is scheduled on 21<sup>st</sup> December, 2006 at 11.00 A.M. in the chamber of the Chairman, Haldibari Municipality.

You are requested kindly to depute Dr. Pralay Kr. Saha, Health Officer, Jalpaiguri Municipality to attend the above mentioned selection process in Haldibari Municipality as representative of State Urban Development Agency, Dept. of Municipal Affairs. A suggested proforma for interview of the candidates is enclosed.

TA & DA bill as per norms is to be claimed by Dr. Saha and the expenditure thereof may be met out of IPP-VIII (Extn.) fund under the A/C head "O & M - TA".

Thanking you.

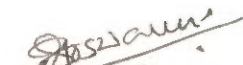
Yours faithfully,

  
**Project Officer**

Dt. .. 08.12.2006

**SUDA-Health/63 ULBs/06/212/1(1)**

CC

**Chairman, Haldibari Municipality**  
**Project Officer**

Dt. .. 08.12.2006

**SUDA-Health/63 ULBs/06/212/2(1)**

CC

**Dr. Pralay Kr. Saha, Health Officer, Jalpaiguri Municipality**  
**Project Officer**

Dt. .. 08.12.2006

**SUDA-Health/63 ULBs/06/212/3(1)**

CC

**Director, SUDA – for kind information apropos discussion held on date.**  
**Project Officer**



# OFFICE OF THE COUNCILLORS

Haldibari Municipality  
P.O. - HALDIBARI • Dist. - COOCHBEHAR  
Pin - 735122



Ref. No. 1128 5755/107/H4 FW.



Date 30.11.06

PO (H)  
L  
7/11

From:- Chairman,  
H & F W Committee,  
Haldibari Municipality.

To  
The District Magistrate, Cooch Behar  
The A.C.M.O.H, Mekliganj sub division  
The Secretary, IRCS, Haldibari Block Committee  
Sri Ananta Barman, Councillor-in-charge of health  
The Chairperson, CDS, Haldibari Municipality  
The Director, SUDA  
The B.M.O.H, Haldibari ~~Marks~~ Rural Hospital

Sub:- Meeting of Health & Family Welfare Committee, Haldibari  
Municipality.

Sir/Madam,

A meeting of the Health & Family Welfare Committee of Haldibari municipality will be held on 08.12.06 at 3.00 p.m. in the chamber of the undersigned to discuss the following agenda.

A member of the said committee you are requested to remain present in the meeting.

Agenda:-

1. To form a selection sub-committee.
2. To fix-up the date of Interview for recruitment of HHWS
3. Misc.

*[Signature]*  
Chairman, 30.11.06

H & F W Committee  
Haldibari Municipality.

**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/06/ 135

Date .....12.10.2006

From : Director, SUDA

To : The Chairman

Haldibari... Municipality

o/c

**Sub. : Constitution of Procurement Committee for procurement of items to be undertaken by the ULB in connection with Community Based Primary Health Care Service in 63 Non-KMA ULBs.**

Sir,

A Procurement Committee is constituted at Municipal Level comprising of the following members for procurement of items to be undertaken by the Municipality in connection with Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Sl. No.	Members	Designation
1.	Chairman of the ULB	Chairman
2.	Chairman in Council Health	Member
3.	Health Officer	Member
4.	ACMOH	Member
5.	Executive Officer	Member – Convenor
6.	Finance Officer	Member

The list for the items i.e. furniture and equipment for training purpose and furniture for Management & Supervision (M & S) Cell, to be procured by the ULB for the present are enclosed indicating the specification, quantity for each of the items to be procured and the total cost limit. The other lists for procurement will be forwarded to you in due course.

Procurement is to be done by the Municipality through the said Procurement Committee maintaining the Government norms. Fund already placed with your Municipality under the HHW Scheme is to be utilized for such procurement. The expenditure is to be booked under the A/C head "Equipment and Furniture" as the case may be. Statement of Expenditure (SOE) and Utilisation Certificate (UC) be submitted accordingly as per Financial Guideline already forwarded to you.

Contd. to P-2.



- 2 -

Since, the training of Honorary Health Workers (HHWs) is to be initiated by you shortly and office of M & S Cell is to set up to implement the activities under the said scheme, procurement is to undertaken by you at the earliest to speed up the entire process of implementation.

Thanking you.


Encl. : As stated.

SUDA-Health/63 ULBs/06/135/1(1)

CC

Finance Officer, SUDA

Yours faithfully,

  
Director, SUDA

12.10.2006

  
Director, SUDA

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

o/e

Ref No. **SUDA-Health/63 ULBs/06/122**

Date ..... **05.10.2006**

From : **Director, SUDA**

To : **The Chairman  
Haldibari Municipality**

**Sub. : Release of 1<sup>st</sup> installment of fund worth Rs. 2,11,000.00 towards  
expenditure in connection with Community Based Primary Health  
Care Service in 63 Non-KMA ULBs.**

**Sir / Madam,**

An A/C payee demand draft bearing no. 320222 dt. 03.10.2006, on SBI, Salt Lake for an amount of Rs. 2,11,000/- (Rupees Two lakhs eleven thousand) only is released to meet up concomitant expenditure in connection with Community Based Primary Health Care service in 63 Non-KMA ULBs.

You are requested kindly to send your authorized representative along with money receipt to collect the said draft from the A/C section of SUDA.

Financial guideline is enclosed herewith. You are also requested kindly to submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) as laid down in the said guideline.

Yours faithfully,



**Director, SUDA**

**SUDA-Health/63 ULBs/06/122/1 (1)**  
**CC**  
**Cashier, SUDA**

**05.10.2006**



**Director, 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/06/76 *o/c*Date 19.09.2006

From : Director, SUDA

To : The Chairman

Haldibasi Municipality**Sub. : Grass root level manpower & health facilities under Community Based Primary Health Care Service in 63 Non-KMA ULBs.**

Sir,

Apropos project proposal with regard to community based primary health care service in 63 Non-KMA ULBs, approved by the Dept. of Health & Family Welfare, the grass root level manpower & health facilities admitted for your ULB is indicated in the table below :

No. of HHWs (Regular)	1 <sup>st</sup> Panel for replacement of HHWs to be upgraded to FTSs	2 <sup>nd</sup> Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training	No. of Sub-Centres	No. of FTSs
11	3	2	16	11	3	3

**N.B. : HHW = Honorary Health Worker, FTS = First Tier Supervisor**

- During selection of HHWs, no. of regular candidates & both the 1<sup>st</sup> & 2<sup>nd</sup> panel candidates are to be strictly adhered to. The list of both the panel candidates are to be prepared serially on merit basis. Guideline for selection of HHWs is enclosed.
- Total no. of regular HHWs and the panel candidates should undergo job orientation training.
- After completion of training only the regular HHWs are to be engaged.
- No. of Sub-Centres as specified in the table are to be identified more or less centrally to the BPL population to be served under that particular Sub-Centre to facilitate easy access.
- FTSs for Sub-Centre are to be selected for amongst the HHWs working at least for six (6) months. Detail guideline will be issued in due course.
- Working hours of grass root level manpower will be from 12 Noon to 4 P.M.

Contd. to P-2.

- 2 -

- Honorarium for grass root level manpower are as under :

Grass root level manpower	HHW	FTS
Honorarium per person per month (Amount in Rs.)	1,000/-	1,170/-

You are requested kindly to take necessary action with regard to selection of HHWs and identification of accommodation for Sub-Centres.

Yours faithfully,

*Thirum*  
19/9/06  
Director, SUDA

19.09.2006

SUDA-Health/63 ULBs/06/761(1)

Copy forwarded for kind information to :

District Magistrate, Cochin District

*Thirum*  
19/9/06  
Director, SUDA





© : 03561 -230477

# THE JALPAIGURI CENTRAL CO - OPERATIVE BANK LTD.

H.O. - TEMPLE STREET  
P. O. & Dist. JALPAIGURI - 735 101  
Haldibari Branch. Phone. 953584-263283



Chairman Phone No.231573

Fax No. 231573

Date .12/9/2006

Ref No.....

This is to certify that Haldibari Municipality  
opened a new SB Account on 2.8.06 in name of H.H.W Scheme  
Haldibari Municipality bearing A/c no 3666.

*A*  
12/9/06  
Accountant  
Jal. Central Co-op. Bank Ltd.  
Haldibari Br.

OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY  
P.O. HALDIBARI : DIST. COOCH BEHAR.

Memo No. 823/107

Date 12.09.06

To  
The Director,  
S U D A.

Sub.: - Community based primary health care services  
in 63 Nos. K M A ULBS implementation of.

Ref.: - Memo No. SUDA-Health/63 ULBS/06/13(5) Dt.10.08.06.

Madam,

In reference to above I am furnishing herewith the following particulars as desired by you for your information and taking necessary action.

- a) List of Ward wise BPL population.
- b) Municipal map showing Ward boundary along with No. of BPL Population.
- c) Resolution of 1st. meeting constituting the MHFWC.
- d) Certificate of the Bank regarding opening of the Bank Account.

*Guag*  
Chairman 12.9.06  
Haldibari Municipality.



STD - 03561  
Fax - 263-312  
©263-264

# OFFICE OF THE COUNCILLORS

Haldibari Municipality  
P.O. - HALDIBARI • Dist. - COOCHBEHAR  
Pin - 735122

Ref. No. ....

Date.....

## LIST OF WARD WISE B.P.L POPULATION OF HALDIBARI MUNICIPALITY.

<u>WARD NO.</u>	<u>NO. OF B.P.L POPULATION.</u>
1	447 Nos.
2	524 Nos.
3	440 Nos.
4	681 Nos.
5	573 Nos.
6	855 Nos.
7	720 Nos.
8	696 Nos.
9	692 Nos.
10	511 Nos.
11	504 Nos.

*Guog*  
Chairman 11.9.08  
Haldibari Municipality.  
Cooch Behar





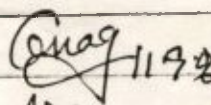
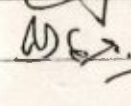
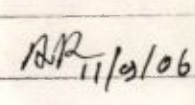
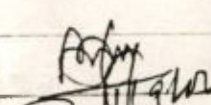
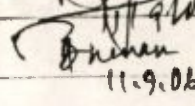


1st Meeting of Health & Family Welfare,  
Haldibari Municipality.

Date:- 11.09.06

Time:- 3 p.m.

Names & Signatures of the Members Present:-

<u>Sl.No.</u>	<u>Name.</u>	<u>Designation</u>	<u>Signature.</u>
1.	Gouranga Nag	Chairman	 11/9/06
2.	Dr. Rabiul Islam Gayen	ACMOH	 11/9
3.	Amit Rakshit	Secy. Red Cross	 11/9/06
4.	Dr. Bipul Chandra Sanyal	ACMOH	 11/9/06
5.	Ananta Barman	Councillor in charge Health	 11.9.06.
6/	Chair person C.D.S	Sakuntala Rajak	

Sri Gouranga Nag, Chairman of the Municipality tooks the Chair.

First he conveys his congratulations to all the members for attending in the meeting.

As per memo no. SUDA-Health/63 ULB/06/13(5) Dt. 10.8.06 a Committee of Health & Family Welfare, Haldibari Municipality is being formed with the following members

- (1) Chairman, Haldibari Municipality :- President.
- (2) Ananta Barman, Councillor-in-Charge Health, Member
- (3) Amit Rakshit, Secy. ~~Red~~ Red Cross :: Member
- (4) ACMOH, MTB & MER sub-dvn. :: Member.
- (5) Representative of D.M. - :: Member.
- (6) Health Officer, Municipality. (Vacant)
- (7) Sakuntala Rajak, President, C.D.S. Specially Co-opted.



- (8) Representative of SUDA - Specially Co-opted.  
(9) B.T.O. H. Haldibari Rural Hospital. Invitee.

As per guideline Health officer of the municipality will be the member secretary, as ~~was~~ the said post is vacant Chairman of the municipality will act the function of the member-secretary until the joining of Health officer.

Meeting ended with thanks to all present members.

Guaq 11.9.06  
President,

Attested  
Guaq 12.9.06  
Chairman  
Haldibari Municipality



OFFICE OF THE COUNCILLORS  
HALDIBARI MUNICIPALITY  
P.O. HALDIBARI : DIST. COOCHBEHAR .

PO (H)  
✓  
5/9

Memo No.

779 (5)/107

Date

26.08.06.

To  
The Director,  
State Urban Development Agency  
I L G U S BHAVAN  
HC Block, sector - II  
Bidhannagar, Kolkata- 91.



sir,

In pursuasion of the instruction of S.U.D.A vide Memo No.- SUDA/  
Health/63 ULBs/06/13(15) Dt.10.08.2006 a Municipal Level Health & Family  
Welfare Committee (MHFWC) has to be formed where your representative will  
be one of the <sup>Co-opted</sup> members of the said committee.

First meeting of the committee will be held on 11.09.2006 <sup>at 3 P.M</sup> at the  
premises of our Municipality. You are therefore, requested to attend in  
person for attending in the meeting as your representative.

Enclosed:-

A copy of Memo from SUDA bearing  
no.- SUDA-Health /63 ULBs/06/13(15)  
Dt.- 10.08.2006.

Yours faithfully,

*Chairman*  
Chairman  
Haldibari Municipality.  
Cooch Behar

*NO Enclosed Received*

*Prabhat*  
04.9.06

## 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/06/13(5)

Date 10.08.2006

From : Director, SUDA

To : The Chairman  
Dinhata / Tufanganj / Mathabhanga / Haldibari /  
Mekhliganj Municipality  
Dist. : Cooch BeharCOOCH BEHAR  
o/cSub. : Community based primary health care services in 63 Non-KMA ULBs -  
Implementation of.

Sir / Madam,

You may be aware that with the approval of Dept. of Health & Family Welfare, community based primary health care services in 63 Non-KMA ULBs has been launched in February, 2006. Dept. of Municipal Affairs has been vested with the responsibility of implementation of the said programme through SUDA. In this connection, a sensitization session with the chairperson of the ULBs concerned had been organized at SUDA on 16.06.2006 to discuss the programme and preliminary actions to be undertaken by the ULBs. Following to the said discussion session, a few information had been received from some of the ULBs. But the required information are still pending from a good no. of ULBs.

Pursuant to it you are requested to submit the following information to the undersigned by 24<sup>th</sup> August, 2006 :

- a) List of ward-wise BPL population.
- b) Municipal map showing ward boundary along with no. of BPL population.
- c) Constitution of Municipal Level Health & Family Welfare Committee (MHFWC) with the following members :
  - (1) Chairman of the Municipality : President
  - (2) Councillor-in-Charge of Health : Member
  - (3) Representative of District Magistrate : Member
  - (4) Representatives of local NGOs : Member
  - (5) ACMOH of Sub-Divisional Hospital : Member
  - (6) Health Officer of Municipality : Member - Secretary
  - (7) President, Community Development Society: Specially Co-opted
  - (8) Representative of SUDA : Specially Co-opted
  - (9) Superintendent of referral hospital : Invitee

A copy of the resolution constituting the said Committee is to be forwarded.

Contd. to P-2.



- d) Opening of a separate Bank A/C in the name of "HHW Scheme, ..... Municipality" where the joint signatory will be Chairman / Vice-Chairman and Finance Officer / Executive Officer.

After opening the Bank A/C, A/C No. & Name of the Bank is to be forwarded.

From this office record, status on information already submitted by the ULBs is tabulated hereunder :

ULBs	List of ward-wise BPL population (a)	Municipal map showing ward boundary along with no. of BPL population (b)	Constitution of MHFWC (c)	Opening of a separate Bank A/C (d)	Remarks
Dinhata	Yes	Yes	No	No	To submit (c) & (d)
Tufanganj	Yes	Yes	No	No	To submit (c) & (d)
Mathabhanga	Yes	Yes	No	No	To submit (c) & (d)
Haldibari	No	Yes	No	No	To submit (a), (c) & (d)
Mekhliganj	Yes	Yes	No	No	To submit (c) & (d)

On receipt of the required information of your ULB as detailed in the Remarks Column of the above Table, the next stage for implementation of the programme will be taken up consequently.

Thanking you.

Yours faithfully,

✓ *[Signature]*  
Director, SUDA

10.08.2006

SUDA-Health/63 ULBs/06/ 13(5)/1(1)

Copy forwarded for kind information to :

District Magistrate, Cooch Behar

✓ *[Signature]*  
Director, SUDA

10.08.2006

SUDA-Health/63 ULBs/06/ 13(5)/2(1)

Copy forwarded for kind information to :

CMOH, Cooch Behar

✓ *[Signature]*  
Director, SUDA

## 1. Ward wise Population &amp; BPL Population based on Survey under SJSRY

Ward No.	Male Population	Female Population	Total Population	No. of BPL Household	BPL Population
1			850		
2			1009		
3			1107		
4			1306		
5			1221		
6			1637		
7			1413		
8			1347		
9			1352		
10			986		
11			942		
<b>Total</b>			<b>13170</b>		<b>6643</b>

## 2. Whether there is any Infrastructure facilities available for Sub Centre to provide Health Care?

No

## 3. Location of Community Centre in the ULB : Adjacent to Municipal Office

## 4. Whether Family &amp; Health Care Committee has been formed ? Whether committee functions regularly ?

Yes

In Ward No. 3,6,7,9,10 and 11

## 5. Whether any standing committee formed in the ULB for health, education and Poverty alleviation?

No

## 6. Whether map showing ward demarcation with ward population has been prepared?

Yes

## 7. Is there any post of Health Officer/Medical Officer/Sanitary Inspector? Presently Filled or Vacant?

Health Officer

No

Medical Officer

No

Sanitary Inspector

Yes

Filled



STD - 03561  
Fax - 263-312  
0263-264

# OFFICE OF THE COUNCILLORS

Haldibari Municipality  
P.O. - HALDIBARI • Dist. - COOCHBEHAR  
Pin - 735122

Ref. No. .... 626/Sanitation



Date... 12.7.06

To  
The Director,  
State Urban Development Agency,  
ILGUS Bhavan, HC Block  
Sec - III Bidhannagar, Kolkata -91

PO(H)  
14/7  
Sampal  
12-7-06

52

Madam,

With reference to your letter no 67/2006/430(19) dt 22/6/06 I am sending herewith the requisite Information for Commencement of Community Health services at Our Municipality.

This for favour of your kind information please.

Yours faithfully,

*Prag*  
Chairman  
Haldibari Municipality  
Cooch Behar  
11.7.06

- ১) প্রতিটি ওয়ার্ডের মোট জনসংখ্যা এবং স্বর্ণজয়ন্তী : ১৩১৭০ (২০০১ এর জনগণনা অনুযায়ী)  
শহরী রোজগার সমীক্ষার ভিত্তিতে তৈরি  
ওয়ার্ডের বি.পি.এল জনসংখ্যা ৬৬৪৩।
- ২) স্বাস্থ্য পরিষেবা প্রদানের উদ্দেশ্যে সাব-সেন্টার : নাই  
খোলার জন্য পৌর এলাকাতে পৌরসভার বা  
অন্য কোনোও পরিকাঠামো আছে কি না ?
- ৩) পৌরসভাতে কমিউনিটি কেন্দ্র বা ঐ জাতীয় : ওয়ার্ড নং - ৩, ৬, ৭, ৯, ১০, ১১  
কোনও কেন্দ্র থাকলে তার অবস্থান
- ৪) পৌরসভাতে স্বাস্থ্য ও পরিবার কল্যাণ কমিটি : না  
গঠিত হয়েছে কি না ? ও সেই কমিটি (কাহাদেরকে নিয়ে কমিটি গঠিত হবে সে সম্পর্কে  
নিয়মিতভাবে সভা করছে কিনা ? কোনোরকম নির্দেশিকা না পাওয়ায় কমিটি গঠন  
করা সম্ভব হয়নি)
- ৫) পৌরসভাতে স্বাস্থ্য, শিক্ষা ও দারিদ্র্য সংক্রান্ত : হ্যাঁ।  
বিষয়ে স্ট্যান্ডিং কমিটি গঠিত হয়েছে কিনা ?
- ৬) ওয়ার্ডের জনসংখ্যা সহ পৌরসভার ওয়ার্ডের  
সীমানা চিহ্নিত করা মানচিত্র।
- ৭) পৌরসভাতে স্বাস্থ্য আধিকারিক / মেডিক্যাল : স্বাস্থ্য আধিকারিক ও মেডিক্যাল অফিসারের পদ না  
অফিসার / স্যানিটারি ইনসপেক্টর-এর কোন থাকায় পূর্ণ করা হয় নাই।  
পদ আছে কিনা ? যদি থাকে, তাহলে  
বর্তমানে পদগুলি পূর্ণ আছে কি না ? স্যানিটারি ইনসপেক্টর আছে।

ওয়ার্ড ভিত্তিক জনসংখ্যা

Ward No.	01	850
	02	1009
	03	1107
	04	1306
	05	1221
	06	1637
	07	1413
	08	1347
	09	1352
	10	986
	11	942

মোট জনসংখ্যা 13,170