

Draft order for engagement of Clerk-cum-Store Keeper by
the _____
under family welfare programme for urban slums - IPP-VIII

Shi/Smt. _____
_____ who has been selected by the Selection Committee
is hereby engaged as _____ on Part-time
basis at a consolidated and fixed honorarium of Rs. _____
_____ only per month on the
following terms and conditions :-

1. He/she will work as Part-time _____
purely on "No work no payment basis" for _____
months at _____ with effect from _____
2. His/her engagement of part-time _____ will
not entitle him/her to any right to any service of payment/
temporary of any other nature at any time in future.
3. Specific duties to be performed are :-
 - a) He/she will make office correspondence including
typing, keep the office records and perform other
associated official work,
 - b) He/she will make necessary indents, collections,
maintenance of stock and supply of medicines/FW &
MCH drugs and materials/vaccines and other items of
stores,
 - c) He/she will maintain cold chain of vaccine/sera and
regularly check in the date expiry of medicine, vacc-
ine etc.,
 - d) He/She will ensure timely despatch of monthly reports
and other reports and returns,
 - e) He/she will perform any other duty assigned by the
Health Officer or any other competent Municipal
authority.
4. The fixed honorarium will be paid on satisfactory perfor-
mance of allotted duties on "No work no payment" basis,
5. He/she will liable to dismissal without assigned any
reason and or without any notice if he/she fails to per-
form his/her duties properly or due to circumstances which
may not require her/her services.
6. He/she will also abide by the rules and instructions
which will be issued by the Municipal authorities from
time to time.

Mayor/Chairman,
Municipal Corpn./Municipality
Notified Area Authority

Draft order for engagement of 1st Tier Supervisor
by the _____
under Family Welfare Programme for Urban Slums (IPP-VIII)

Smt _____, who was selected as trainee 1st Tier Supervisor by the Selection Committee and has completed the training successfully, is hereby engaged as 1st Tier Supervisor on Part-time basis at a consolidated and fixed honorarium of Rs. 650/- (Rs. six hundred fifty) and contingency allowances at the rate of Rs. 70/- (Rupees seventy) per month on the following terms and conditions :-

- (1) She will work as part-time worker purely on "No work no payment" basis for _____ months w.c.f.
- (2) Her engagement as part-time 1st Tier Supervisor will not entitle her to any right to any service of permanent/temporary or any other nature at any time in future.
- (3) Specific duties to be performed are :
 - a) To monitor performance of the MIWs in a particular Sub-centre allotted to her.
 - b) To scrutinize entries in family folder by the Honorary Health Workers and to allot family schedules to MIWs every day.
 - c) To go out in the field to guide MIWs specially weaker ones in discharging their assigning duties.
 - d) To receive supply of vaccine and Sera from the HAU in Laminated Tharmocal container covered by ice cubes and to return the unused vaccine to HAU on the same day will provided in the same container.
 - e) To implement immunisation at per fixed schedule and to keep records for the same.
 - f) To maintain proper records of weight of the childred in he register, maintained for the purpose & to distribute nutrition packets.
 - g) To hold meetings and discussions with local women.
 - h) To compile weekly reports on performance of 5 blocks. and submit the same to 2nd Tier Supervisor on weekly meeting days.
 - i) To hold regular meetings with MIWs and discuss to solve field problems encountered by them.
 - j) To organise and implement MCH service at the Sub-centre level.

k) To perform any other duties assigned by the Health Officers.

- (4) The fixed honorarium will be paid on satisfactory performance of duties as specified above on "no work no payment" basis.
- (5) She will be liable to dismissal without assigning any reason and or without any notice if she fails to perform her duties properly.
- (6) She will also abide by the rules and regulations which will be issued by the Municipal authorities relating to IPP-VIII Health Programme.

Mayor/Chairman/Municipal Corporation/Notified Area Authority.



Office of the Chief of Health,
IPP-VIII, 'G' Block, 3rd Floor,
Unnayan Bhavan, Salt Lake,
Calcutta - 700 091.

**Calcutta
Metropolitan
Development
Authority**

No. 1993(17)/CMDA/Health/PW(US)/P-32/IPP-VIII/96. Dt. 12-12-96.

From : The Chief of Health,
IPP-VIII, CMDA.

To : The Mayor/Chairman,

Sub : Guideline for engagement of Second Tier
Supervisors under IPP-VIII Health Programme.

Sir,

The matter relating to engagement of part-time 2nd Tier Supervisor under IPP-VIII Health Programme with qualified candidates (preferably female) having working experience in the field of community based health activities with special emphasis on family welfare activities was under active consideration for some time past.

In consideration of above it has been decided to engage in the existing vacant posts of 2nd Tier Supervisor under IPP-VIII and subsequent vacancies in future in Health Administrative Units will be filled up from the candidates (preferably female) with the following minimum educational qualifications and working experience in the field of community based health activities :-

- A)(1) Passed School Final Examination from the Board/Body recognised by the Government.
- (2) Minimum age should be 35 (thirtyfive) years on the date of interview for final selection.
- B)(1) Candidates who have been doing community based health activities with special emphasis on similar out reach service delivery like IPP-VIII.
- (2) Having working experience as First Tier Supervisor in CUDP-III, CSIP, IPP-VIII for a period of 5 yrs. or more will be desirable.
- (3) The period of working experience may be relaxed in case of candidates with exceptional qualification/experience.

These posts are temporary part-time ~~one~~ and engagement will be made on honorary basis for a period not more than six months at a time with a fixed honorarium of Rs.850.00 (Rupees eight hundred fifty) only per month (since revised).

Dated :

The preliminary selection will be made at the level of the respective Municipal Bodies from amongst the intending candidates with requisite qualifications and experiences. Final selection from the preliminarily selected candidates will however be made by a Committee constituted for the said purpose by CMDA.

It is, therefore, requested kindly to forward within 21.12.97 the names of the preliminarily selected First Tier Supervisors as per enclosed proforma duly signed by the Mayor/Chairman to the undersigned for final selection to fill up the existing number of such vacancies at the earliest.

This order is issued in supersession of all earlier orders and guidelines on this subject.

Encl : Proforma.

[Signature]
Chief of Health,
IPP-VIII, CMDA.

12.12.97

No. 1993/1(20)/CMDA/Health/FW(US)/IPP-VIII/96. *[Signature]* Dated : 12-12-97.

Copy forwarded for information and necessary action to :-

1. The Secretary, CMDA & Project Director, IPP-VIII.
2. The Dy. Secretary (Programme), CMDA.

3. Dr. B. N. Tripathy Dy/Chief/Asstt. Chief/
Project Officer, IPP-VIII, CMDA.

[Signature]
Chief of Health,
IPP-VIII, CMDA.



**Calcutta
Metropolitan
Development
Authority**

Uttayan Bhavan, Bidhan Nagar, Calcutta-700 091

IPP-VIII Sector 'G'-Block, 3rd Floor

Memo No. _____/CMDA/Health/P-6 /IPP-VIII/FW(US)/96. Date _____ 1996.

FROM : CHIEF OF HEALTH,
IPP-VIII, C.M.D.A.

TO : THE CHAIRMAN/MAYOR,
_____ Municipality/
Municipal Corpn./Notified Area Authority.

SUB : Selection of Trainee 1st. Tier Supervisors from amongst the H.H.Ws. working under the H.A.U.s. established in different Municipalities/Municipal Corporation/Notified Area Authority under IPP-VIII Programme, C.M.D.A. /

S i r,

The HHWs working under HAUs, established in your Municipality/Municipal Corporation/Notified Area Authority will be completing six months or already completed six months experiences in field works.

As per the norms laid down for the purpose for 1st. Tier Supervisors, they are to be selected from amongst the HHWs who have at least six months working experience as HHW.

I would therefore request you kindly to select the/1st. Tier Supervisor @ 1 per Sub-centre from amongst the regular HHWs normally working in the same Sub-centre in respect of HAUs already established and no. of Sub-centres already functioning in your Municipality in consultation with the Local Co-ordination Committee constituted in connexion with implementation of IPP-VIII Health Programme in your Area.

While selecting the candidates for placement in training following criteria may kindly be taken into consideration :

A. Essential qualification

The age limit should be 35-years and above.

...(2)



D. Minimum Educational qualification

Class VIII passed and is able to read and write in Bengali.

C. Desirable qualifications.

- i) School Final and above.
- ii) Performance report in the post evaluation test after completion of IIIWs training.
- iii) Attendance and field activities.
- iv) Performance & compilation of Baseline Survey data and family schedule.
- v) Performance for maintaining records and registers, and
- vi) Aptitude for leadership.

(On selection, the list of the candidates may please be sent to this office for confirmation and arranging their training from this end) During the Training period they will draw Honorarium & contingency as IIIWs

They will be engaged as 1st tier Supervisors after successful completion of training. They will be entitled to draw honorarium at the rate of Rs.500/- (Rupees five hundred only) and contingency allowances at the rate of Rs 50/- (Rupees fifty only) per month with effect from the date of actual joining the post.

After engagement, the resultant vacancies of the IIIWs thus created will be filled up from the empanelled candidates normally from the same Block/Ward following the guide lines in this regard and after having confirmation from this end.

Encls:

1. Performance report of post evaluation test of IIIWs.

Yours faithfully

CHIEF OF HEALTH
IPP-VIII, CMDA.

Memo No. _____/CMDA/Health/G-95/IPP-VIII/FW(US)/95 dated _____ '95.

Copy forwarded for information and necessary action to:-

CHIEF OF HEALTH
IPP-VIII, CMDA.

DRAFT ORDER FOR ENGAGEMENT OF ATTENDANT/SWEEPER
BY THE
UNDER FAMILY WELFARE PROGRAMME FOR URBAN SLUMS
IPP-VIII

Shri/Smt. _____,
who has been selected by the Selection Committee is hereby
engaged as _____ on Part-Time basis at
a consolidated and fixed honorarium of Rs. _____
only per month on the following terms and conditions :

1. He/She will work as Part-Time _____ purely on
"No Work No Payment Basis" for _____ months
at _____ with effect from _____.
2. His/Her engagement of Part-Time _____ will not
entitle him/her to any right to any service of permanent/
temporary of any other nature at any time in future.
3. The fixed honorarium will be paid on satisfactory
performance of allotted duties on "No Work No Payment"
basis.
4. He/She will be liable to dismissal without assigning
any reason and/or without any notice if he/she fails
to perform his/her duties properly or due to
circumstances which may not require his/her services.
5. He/She will also abide by the rules and instructions
which will be issued by the Municipal Authorities
from time to time.

Mayor/Chairman,
Municipal Corpn. /Municipality
Notified Area Authority

Draft Order for engagement of Nurse to act as 2nd Tier Supervisor by the _____ under Family Welfare Programme for Urban slums (IPP-VIII).

S/m.

who has been selected by the Selection Committee is hereby engaged as _____ on part-time basis at a consolidated and fixed honorarium of Rs. _____ only per month on the following terms and conditions :-

1. She will work as part-time _____ purely on "no work no payment basis" for _____ months at _____ with effect from _____.
2. Her engagement as part-time _____ will not entitle her to any right to any service of permanent/temporary or any other nature at any time in future.
3. Specific duties to be performed are :-
 - a) To supervise and monitor the activities of Sub-centres, 1st Tier Supervisors as well as Honorary Workers as required,
 - b) To upgrade the skill and quality of services provided by the HHWs and F.T.S. as required under R.C.H. Programme,
 - c) To Immunise children & pregnant mothers with the help of F.T.S.,
 - d) To insert I.U.D. to the beneficiary mothers,
 - e) To perform ante natal & post natal check-up,
 - f) To maintain and supervise the cold chain of vaccines/sers, supply of medicine and equipments and regular monitoring of date expiry of Medicines, vaccines etc.,
 - g) To organise family planning camps,
 - h) To organise referral services to ESOPD, Maternity Homes/ Specialised Hospital within and outside the Municipal Bodies.
 - i) To assist Health Officer in compilation and timely despatch of reports and returns, in preparing charts and diagrams for display etc. and
 - j) To perform any other duty assigned by the Health Officer or any other competent Municipal Authority.
4. The fixed honorarium will be paid on satisfactory performance of duties as specified above on "no work no payment" basis.
5. He/she will be liable to dismissal without assigning any reason and or without any notice if he/she fails to perform his/her duties properly or due to circumstances which may not require his/her services.
6. He/she will also abide by the rules and instructions which will be issued by the Municipal Authorities from time to time.

Mayor/Chairman,
Municipal Corptn./ Municipality
Notified Area Authority.

Draft Order for engagement of Part-time Medical
Officers by the _____

Dr.....

who has been selected by the Selection Committee constituted under Memo No. 124/CMDA/Sectt.(Prog.) FW/USP-3/92 dt. 1.3.94 is hereby engaged as Medical Officer on Part-time basis at a consolidated and fixed fee of Rs. 1400/- (Rupees one thousand four hundred) only per month on the following terms and conditions :-

1. He/She will work as Part-time Medical Officer purely on "No work no payment basis" for _____ H.A.U. at _____ with effect from the day he/she reports for duty.
2. The minimum duty hours for him/her would be 4 (four) hours daily or till the work is finished, whichever is later, except Sundays and municipal holidays.
3. His/her duties will be as follows :-
 - (a) He/she will attend to patients on call from the HHWs at the residence of beneficiaries and visit all the sub-centres at least once/twice a week according to a pre-determined schedule to provide medical check-up and to supervise the immunisation and other activities of the Sub-centre.
 - (b) He/she will submit indents for the Sub-centre for supply of medicines, sera, vaccines, etc. from the stores of the H.A.U.
 - (c) The ambulatory cases requiring services of a specialist will be referred by him/her to the Extended Specialised O. P. D.s.
 - (d) Cases requiring hospitalisation or investigations will be referred either by the M.O. or by the Specialised Medical Officer of the Extended Specialised O.P.D. to the regional hospital/laboratory earmarked for the areas and
 - (e) Any other duty assigned from time to time by the Health Officer.
4. This engagement of Part-time Medical Officer will not entitle him/her to any right to any service of permanent/temporary or any other nature at any time in future.
5. He/she will be liable to dismissal without assigning any reason thereof and/or without any notice if he/she fails to perform his/her duties properly or due to circumstances which may not require his/her services.
6. He/she will also abide by the rules and instructions which will be issued by the Municipal authority from time to time.

Mayor/Chairman

Draft order for engagement of Part-time
Specialist Doctor by the Local Body under
FW(US) - IPP-VIII. in C.M.A.

Dr. _____

_____ who has been selected by the Selection Committee is hereby engaged as Specialist Doctor on part-time basis at a consolidated and fix honorarium of Rs.200.00 (Rupees two hundred) only per visit subject to the maximum of Rs.16,000/(Rupees sixteen thousand) only per month on the following terms and conditions:-

1. He/she will work as part-time Specialist Doctor for the ESOPD at _____ established under IPP-8 Health Programme in this municipality w.e.f. the day he/she reports for duty.

2. The minimum duty hours will be 4 (four) hours daily from 12 noon to 4 P.M. or till the work is finished whichever is latter.

3. His/her duties will be as follows :-

(i) He/she will attend the patients at the ESOPD for one day/two days a week, according to a pre-determined schedule to provide medical check-up and facilities and such other activities as may be required in this regard.

(ii) He/she will refer the cases requiring hospitalization/laboratory investigation to such Hospital/Laboratory earmarked for the area and

(iii) Any other duty that may be assigned from time to time, by the authority regarding the extension of specialist services to the beneficiaries under IPP-8 Health Programme.

4. This engagement as part-time Specialist Doctor

will not entitle him/her to any right for any service of permanent/temporary or any other nature at any time in future;

- (v) He/she will be liable to dismissal without assigning any reason thereof and/or without any notice, if he/she fails to perform his/her duties properly or due to circumstances which may not ~~be~~ require such services ;
- (vi) He/she will also abide by the rules and instructions which will be issued by the municipal authority from time to time.

MAYOR/CHAIRMAN

Municipal Corporation/Municipality

N. A. A.

snk/

RCH Sub- Project/ IPP-VIII(Extn)

Medical Officer (Part-Time)

Job Responsibilities

1. Will remain incharge of H.A.U, SCs & Command area.
2. Will visit/ attend SCs on rotation basis as per a pre-fixed schedule.
3. Will attend reffered cases by HHWs.
4. Will conduct/ supervise different service activities at the SCs viz. M.C.H (antenatal/ postnatal/ well baby etc.) Nutrition program (Weight Monitoring, Grading of Malnutrition etc.), Immunization, Treatment of referred cases, F.W, and the like.
5. Will undertake/ supervise simple clinical tests at SCs for determination of Anaemia ,Toxaemia of pregnant women.
6. Will collect blood slides of fever cases and arrange its despatch to earmarked laboratories foe detection of M.P.
7. Will refer the cases to E.S.O.P.D/ M.H.
8. Will take up in-house/ on the job training program of FTSS for administration of injectable immunizations/ drawing of blood slides.
9. Will draw the Action plans of the HAU/HP in regard to various service-components under the project.
10. Will visit field for the purpose of checking data-entry by HHWs in Family Schedule/Operational Research/Miscellaneous formats. At least 10% cross check per month is desirable.
11. Will remain responsible for collection/compilation/ transmission of HAU-report in prescribed proforma(s) in specified time to ULB & SUDA as per instruction.
12. Will render guidance to Health staff of the HAU in matters of medical & allied topics.
13. Will plan/ participate in various IEC-sessions on Health & F.W issues.
14. Will maintain liaison with people's Representatives, Community Leaders, C.B.Os and other concered organizations, Officials and people.
15. Will put up demands(indents) for Drugs, Vaccines for HAU to Health Officer, & maintain stock ledger.
16. Will receive assistance of STSS particularly in the matter of H.I.S and I.E.C programs.
17. Will perform any other duties assigned to him/ her by Authorities.

Draft order for engagement of 1st Tier Supervisor

by the _____

under Family Welfare Programme for Urban Slums (IPP-VIII)

Smt _____, who was selected as trainee 1st Tier Supervisor by the Selection Committee and has completed the training successfully, is hereby engaged as 1st Tier Supervisor on Part-time basis at a consolidated and fixed honorarium of Rs. 650/- (Rs. six hundred fifty) and contingency allowances at the rate of Rs. 70/- (Rupees seventy) per month on the following terms and conditions :-

- (1) She will work as part-time worker purely on "No work no payment" basis for _____ months w.c.f.
- (2) Her engagement as part-time 1st Tier Supervisor will not entitle her to any right to any service of permanent/ temporary or any other nature at any time in future.

- IPP VIII Exh. 500 list of First Tier Supervisor*
- (3) ~~Specific duties to be performed are:~~
- a) To monitor performance of the HHWs in a particular Sub-^{health post} centre allotted to her.
 - b) To scrutinize entries in family ^{schedule} folder by the Honorary Health Workers and to ~~allot family schedules to HHWs every day.~~
 - c) To go out in the field to guide HHWs specially weaker ones in discharging their assigning duties.
 - d) To receive supply of vaccine and Sera from the HAUHTP in ^{cold chain apparatus} laminated Tharmocal container covered by ice cubes and to return the unused vaccine to ^{HU} on the same day, ~~will provided in the same container.~~
 - e) To implement immunisation at per fixed schedule and to keep records for the same.
 - f) To maintain proper records of weight of the children ⁱⁿ ~~in the register, maintained for the purpose to suggest~~ distribute nutrition packets. ^{monitoring and register.}
 - g) To hold meetings and discussions with local women.
 - h) To compile weekly reports on performance of 5 blocks, and submit the same to ^{HU Concemed} 2nd Tier Supervisor on ~~weekly~~ ^{monthly} meeting days.
 - i) To hold regular meetings with HHWs and discuss to solve field problems encountered by them.
 - j) To organise and implement NCH service at the Sub-^{health post} centre level.

k) To perform any other duties assigned by the Health Officers. *Competent Authority*

- (4) The fixed honorarium will be paid on satisfactory performance of duties as specified above on "no work no payment" basis.
- (5) She will be liable to dismissal without assigning any reason and or without any notice if she fails to perform her duties properly.
- (6) She will also abide by the rules and regulations which will be issued by the Municipal authorities relating to IPP-VIII Health Programme.

e) She will render family planning / ~~services~~ immunisation services

m) She will maintain records / registers, cards etc. relating to sub-health post activities.

n) She will maintain ledger ^{ledger} stock of the sub health post. ~~including~~

Mayor/Chairman/Municipal Corporation/Notified Area Authority.



Office of the Chief of Health,
IPP-VIII, 'G' Block, 3rd Floor,
Unnayan Bhavan, Salt Lake,
Calcutta - 700 091.

**Calcutta
Metropolitan
Development
Authority**

No. 1333(17)/CMDA/Health/FW(US)/P-32/IPP-VIII/96. Dt. 12-12-96.

From : The Chief of Health,
IPP-VIII, CMDA.

To : The Mayor/Chairman,

Sub : Guideline for engagement of Second Tier
Supervisors under IPP-VIII Health Programme.

Sir,

The matter relating to engagement of part-time 2nd Tier Supervisor under IPP-VIII Health Programme with qualified candidates (preferably female) having working experience in the field of community based health activities with special emphasis on family welfare activities was under active consideration for some time past.

In consideration of above it has been decided to engage in the existing vacant posts of 2nd Tier Supervisor under IPP-VIII and subsequent vacancies in future in Health Administrative Units will be filled up from the candidates (preferably female) with the following minimum educational qualifications and working experience in the field of community based health activities :-

- A)(1) Passed School Final Examination from the Board/Body recognised by the Government.
- (2) Minimum age should be 35 (thirtyfive) years on the date of interview for final selection.
- B)(1) Candidates who have been doing community based health activities with special emphasis on similar out reach service delivery like IPP-VIII.
- (2) Having working experience as First Tier Supervisor in CUDP-III, CSIP, IPP-VIII for a period of 5 yrs. or more will be desirable.
- (3) The period of working experience may be relaxed in case of candidates with exceptional qualification/experience.

These posts are temporary part-time ~~one~~ and engagement will be made on honorary basis for a period not more than six months at a time with a fixed honorarium of Rs.850.00 (Rupees eight hundred fifty) only per month (since revised).

Dated :

The preliminary selection will be made at the level of the respective Municipal Bodies from amongst the intending candidates with requisite qualifications and experiences. Final selection from the preliminarily selected candidates will however be made by a Committee constituted for the said purpose by CMDA.

It is, therefore, requested kindly to forward within 21.12.97 the names of the preliminarily selected First Tier Supervisors as per enclosed proforma duly signed by the Mayor/Chairman to the undersigned for final selection to fill up the existing number of such vacancies at the earliest.

This order is issued in supersession of all earlier orders and guidelines on this subject.

Enclo : Proforma.

[Signature]
Chief of Health,
IPP-VIII, CMDA.

12.12.97

No. 1993/1(20)/CMDA/Health/FW(US)/IPP-VIII/96/A³² Dated : 12-12-97.

Copy forwarded for information and necessary action to :-

1. The Secretary, CMDA & Project Director, IPP-VIII.
2. The Dy. Secretary (Programme), CMDA.
3. Dr. B. N. Tripathy Dy/Chief/Asstt. Chief/
Project-officer, IPP-VIII, CMDA.

[Signature] 12/12/97
Chief of Health,
IPP-VIII, CMDA.

CMD

**Calcutta
Metropolitan
Development
Authority**

Unnayan Bhavan, Bidhan Nagar, Calcutta-700 091

IPP-VIII Sector 'G'-Block, 3rd Floor

Memo No. _____/CMDA/Health/T-6 /IPP-VIII/FW(US)/96. Date _____ 1996.

FROM : CHIEF OF HEALTH,
IPP-VIII, C.M.D.A.

TO : THE CHAIRMAN/MAYOR,
_____ Municipality/
Municipal Corpn./Notified Area Authority.

SUB : Selection of Trainee 1st. Tier Supervisors from amongst the H.H.Ws. working under the H.A.U.s. established in different Municipalities/Municipal Corporation/Notified Area Authority under IPP-VIII Programme, C.M.D.A.

S i r,

The HHWs working under HAUs, established in your Municipality/Municipal Corporation/Notified Area Authority will be completing six months or already completed six months experiences in field works.

As per the norms laid down for the purpose for 1st. Tier Supervisors, they are to be selected from amongst the HHWs who have at least six months working experience as HHW.

Trainee

I would therefore request you kindly to select the/1st. Tier Supervisor @ 1 per Sub-centre from amongst the regular HHWs normally working in the same Sub-centre in respect of HAUs already established and no. of Sub-centres already functioning in your Municipality in consultation with the Local Co-ordination Committee constituted in connexion with implementation of IPP-VIII Health Programme in your Area.

While selecting the candidates for placement in training following criteria may kindly be taken into consideration :

A. Essential qualification

The age limit should be 35-years and above.

...(2)



D. Minimum Educational qualification

Class VIII passed and is able to read and write in Bengali.

C. Desirable qualifications.

- i) School Final and above.
- ii) Performance report in the post evaluation test after completion of HIWs training.
- iii) Attendance and Field activities.
- iv) Performance & compilation of Baseline Survey data and Family schedule.
- v) Performance for maintaining records and registers, and
- vi) Aptitude for leadership.

(On selection, the list of the candidates may please be sent to this office for confirmation and arranging their training from this end) During the Training period they will draw Honorarium & contingency as HIWs

They will be engaged as 1st tier Supervisors after successful completion of training. They will be entitled to draw honorarium at the rate of Rs.500/- (Rupees five hundred only) and contingency allowances at the rate of Rs 50/- (Rupees fifty only) per month with effect from the date of actual joining the post.

After engagement, the resultant vacancies of the HIWs thus created will be filled up from the empanelled candidates normally from the same Block/Ward following the guide lines in this regard and after having confirmation from this end.

Enclo:

1. Performance report of post evaluation test of HIWs.

Yours faithfully

CHIEF OF HEALTH
IPP-VIII, CMDA.

Memo No. _____/CMDA/Health/G-95/IPP-VIII/FW(US)/95 dated _____ '95.

Copy forwarded for information and necessary action to:-

CHIEF OF HEALTH
IPP-VIII, CMDA.

DRAFT ORDER FOR ENGAGEMENT OF ATTENDANT/SWEEPER
BY THE
UNDER FAMILY WELFARE PROGRAMME FOR URBAN SLUMS
IPP-VIII

Shri/Smt. _____,
who has been selected by the Selection Committee is hereby
engaged as _____ on Part-Time basis at
a consolidated and fixed honorarium of Rs. _____
only per month on the following terms and conditions :

1. He/She will work as Part-Time _____ purely on
"No Work No Payment Basis" for _____ months
at _____ with effect from _____.
2. His/Her engagement of Part-Time _____ will not
entitle him/her to any right to any service of permanent/
temporary of any other nature at any time in future.
3. The fixed honorarium will be paid on satisfactory
performance of allotted duties on "No Work No Payment"
basis.
4. He/She will be liable to dismissal without assigning
any reason and/or without any notice if he/she fails
to perform his/her duties properly or due to
circumstances which may not require his/her services.
5. He/She will also abide by the rules and instructions
which will be issued by the Municipal Authorities
from time to time.

Mayor/Chairman,
Municipal Corpn. /Municipality
Notified Area Authority

Draft Order for engagement of Nurse to act as 2nd Tier Supervisor by the _____ under Family Welfare Programme for Urban slums (IPP-VIII).

Mr. _____

who has been selected by the Selection Committee is hereby engaged as _____ on part-time basis at a consolidated and fixed honorarium of Rs. _____ only per month on the following terms and conditions :-

1. She will work as part-time _____ purely on "no work no payment basis" for _____ months at _____ with effect from _____.
2. Her engagement as part-time _____ will not entitle her to any right to any service of permanent/temporary or any other nature at any time in future.
3. Specific duties to be performed are :-
 - a) To supervise and monitor the activities of Sub-centres, 1st Tier Supervisors as well as Honorary Workers as required,
 - b) To upgrade the skill and quality of services provided by the HHWs and F.T.S. as required under R.C.H. Programme,
 - c) To immunise children & pregnant mothers with the help of F.T.S.,
 - d) To insert I.U.D. to the beneficiary mothers,
 - e) To perform ante natal & post natal check-up,
 - f) To maintain and supervise the cold chain of vaccines/sers, supply of medicine and equipments and regular monitoring of date expiry of Medicines, vaccines etc.,
 - g) To organise family planning camps,
 - h) To organise referral services to ESOPD, Maternity Homes/ Specialised Hospital within and outside the Municipal Bodies.
 - i) To assist Health Officer in compilation and timely despatch of reports and returns, in preparing charts and diagrams for display etc. and
 - j) To perform any other duty assigned by the Health Officer or any other competent Municipal Authority.
4. The fixed honorarium will be paid on satisfactory performance of duties as specified above on "no work no payment" basis.
5. He/she will be liable to dismissal without assigning any reason and or without any notice if he/she fails to perform his/her duties properly or due to circumstances which may not require his/her services.
6. He/she will also abide by the rules and instructions which will be issued by the Municipal Authorities from time to time.

Mayor/Chairman,

Municipal Corptn./ Municipality
Notified Area Authority.

Draft Order for engagement of Part-time Medical
Officers by the _____

Dr.....

who has been selected by the Selection Committee constituted under Memo No. 124/CMDA/Sectt.(Prog.) FW/USP-3/92 dt. 1.3.94 is hereby engaged as Medical Officer on Part-time basis at a consolidated and fixed fee of Rs. 1400/- (Rupees one thousand four hundred) only per month on the following terms and conditions :-

1. He/She will work as Part-time Medical Officer purely on "No work no payment basis" for _____ H.A.U. at _____ with effect from the day he/she reports for duty.
2. The minimum duty hours for him/her would be 4(four) hours daily or till the work is finished, whichever is later, except Sundays and municipal holidays.
3. His/her duties will be as follows :-
 - (a) He/she will attend to patients on call from the HHWs at the residence of beneficiaries and visit all the sub-centres at least once/twice a week according to a pre-determined schedule to provide medical check-up and to supervise the immunisation and other activities of the Sub-centre.
 - (b) He/she will submit indents for the Sub-centre for supply of medicines, sera, vaccines, etc. from the stores of the H.A.U.
 - (c) The ambulatory cases requiring services of a specialist will be referred by him/her to the Extended Specialised O. P. D.s.
 - (d) Cases requiring hospitalisation or investigations will be referred either by the M.O. or by the Specialised Medical Officer of the Extended Specialised O.P.D. to the regional hospital/laboratory earmarked for the areas and
 - (e) Any other duty assigned from time to time by the Health Officer.
4. This engagement of Part-time Medical Officer will not entitle him/her to any right to any service of permanent/temporary or any other nature at any time in future.
5. He/she will be liable to dismissal without assigning any reason thereof and/or without any notice if he/she fails to perform his/her duties properly or due to circumstances which may not require his/her services.
6. He/she will also abide by the rules and instructions which will be issued by the Municipal authority from time to time.

Mayor/Chairman

snk/

Draft order for engagement of Part-time
Specialist Doctor by the Local Body under
FW(US) - IPP-VIII. in C.M.A.

Dr. _____

who has been selected by the Selection Committee is hereby engaged as Specialist Doctor on part-time basis at a consolidated and fix honorarium of Rs.200.00 (Rupees two hundred) only per visit subject to the maximum of Rs.16,000/(Rupees sixteen thousand) only per month on the following terms and conditions:-

1. He/she will work as part-time Specialist Doctor for the ESOPD at _____ established under IPP-8 Health Programme in this municipality w.e.f. the day he/she reports for duty.

2. The minimum duty hours will be 4 (four) hours daily from 12 noon to 4 P.M. or till the work is finished whichever is latter.

3. His/her duties will be as follows :-

(i) He/she will attend the patients at the ESOPD for one day/two days a week, according to a pre-determined schedule to provide medical check-up and facilities and such other activities as may be required in this regard.

(ii) He/she will refer the cases requiring hospitalization/laboratory investigation to such Hospital/Laboratory earmarked for the area and

(iii) Any other duty that may be assigned from time to time, by the authority regarding the extension of specialist services to the beneficiaries under IPP-8 Health Programme.

4. This engagement as part-time Specialist Doctor

will not entitle him/her to any right for any service of permanent/temporary or any other nature at any time in future;

- (v) He/she will be liable to dismissal without assigning any reason thereof and/or without any notice, if he/she fails to perform his/her duties properly or due to circumstances which may not ~~be~~ require such services ;
- (vi) He/she will also abide by the rules and instructions which will be issued by the municipal authority from time to time.

MAYOR/CHAIRMAN

Municipal Corporation/Municipality

N. A. A.

snk/

DFID Assisted HHW Scheme to 11 New Municipalities

Job Responsibilities

Municipal Management Cell (MMC)

Assistant Health Officer (AHO)

- Technical head for implementation of the programme
- Will function apropos direction of the Project Director and the Chairman
- Will be responsible for monitoring and supervision
- To organise training and capacity building programmes
- Liaison with Supdt. of Sub Division Hospital, Chairman of the ULB, Project Director and Central Co-ordinating Cell (CCC) at SUDA
- Timely submission of Reports & Returns to the ACMOH, Project Director / Chairman and CCC
- Arrange procurement of immunisation and FW materials
- Assist in preparation of Project Proposal
- Identification of NGOs for supporting project activities
- Assist in identification of suitable accommodation of CBOs' for HP / SHP in conjunction with CIC Health and Project Director
- Receive stores, furniture, equipment, medicines and others from CCC and arrange to maintain Stock Register, and distribution of the same to the appropriate health facilities
- Render guidance and instruction to the Part time Medical Officer, Auxiliary Nurse Mid wife (ANM) , Public Health Nurse (PHN) and other personnel of Municipal Management Cell (MMC) for effective functioning of outreach activities
- Detailing out of general work plan along with time frame and monitoring of the work apropos laid down target
- Responsible for local procurement as will be laid down
- To conduct periodical review meeting with grass root level functionaries and personnel of MMC, maintenance of minute book
- To attend different meetings, seminars / workshops
- In addition, to perform such other functions as may be entrusted to him by the Project Director / Chairperson of ULB

DFID Assisted HHW Scheme to 11 New Municipalities (Contd.)

Job Responsibilities

Community Development Officer (CDO)

- To organise community mobilisation through participatory approach.
- To sensitise community regarding project objectives , activities and outcome
- To assist in preparation in writing project proposal based on need assessment of the community, prioritisation , through participatory planning
- Frequent field visit to identify and organise Peer Groups who will take lead role in awareness generation of the community
- To promote gender development in all respect of project activities
- To identify NGOs and CBOs and make close liaison with them so that they can be brought in the fold of project activities for assistance in strengthening project objectives and thus helping in sustenance
- To render assistance to AHO for organising different training programmes
- To help the ULB in taking positive steps for creation of Municipal Health Fund
- Will be responsible to AIIO for maintaining stock ledger of various stores and maintain inventory thereof with regard to receipt and supply to Health Facilities.
- To attend review meeting at MMC level with he grassroot level functionaries
- To keep liaison with CD Specialist of CCC for updating project activities
- To perform such other functions as may be entrusted to him by the Project Director / Chairperson of ULB
- To identify and organise I.E.C. activities
- To organise various out reach services at grass root level

DFID Assisted HHW Scheme to 11 New Municipalities (Contd.)

Job Responsibilities

Public Health Nurse (PHN)

- To conduct training of HHWs , ANMs
- To conduct awareness generation programmes for the community with focus to women , adolescents and children
- To scrutinise field level data ie filled in Family Schedule , Fortnightly / monthly report prepared by HHWs / FTSs and preparation of IIMIS at MMC level and submission to AIIO. To check validity of data by field visits as and when required.
- To supervise and monitor activities of HHWs and FTSs
- To immunise children and pregnant mothers
- To insert IUD to target women
- To maintain and supervise cold chain system, equipment and medicines
- To monitor regularly date of expiry of medicines , vaccines etc.
- To organise family planning camps
- To organise and follow up of referral services
- To perform any other duty as will be assigned by the AHO or any other competent Authority

Data Entry Operator

- To develop system as to compare the data at various level i.e. inter SHPs and HPs and the like
- To maintain computerised filing system at MMC level
- To prepare all the reports and returns at MMC level for onward submission to CCC and other echelons
- To enter data on monthly basis received from HHWs - to maintain consolidated HMIS at SHP, HP and MMC level record
- To perform any other duty as will be assigned by the AHO or any other Competent Authority

DFID Assisted HHW Scheme to 11 New Municipalities (Contd.)

Job Responsibilities

Accounts Assistant

- Responsible for maintaining A/Cs of the project separately
- 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 and cheque no. etc.
- To scrutinise all the bills submitted by the parties for placement before the Competent Authority for passing and issuance of Pay order
- To prepare Utilisation Certificate along with a summary sheet showing sl. no. , vr. no & date, classification head of expenditure and the involved amount by 7th of the following month to the Competent Authority for onward transmission to CCC by 10th of the said month
- To perform any other duty as will be assigned by the AHO or any other competent Authority

Clerk cum Store Keeper

- To despatch and receive office correspondence and maintain office records in appropriate files
- To make list for necessary indents , collections and maintenance of stock and supply of logistics. (stationaries, vaccines. FW materials, Forms, booklets, equipments, medicines and the like)
- To assists AHO / CD Officer / PHN in effective functioning of project activities
- To perform any other duty as will be assigned by the competent Authority

Attendant

- Work at office / outdoor as messenger / pcon
- To perform any other duty as will be assigned by the MMC / competent Authority

Draft order for engagement of Clerk-cum-Store Keeper by
the HEALTH & FW COMMITTEE, Municipality
under family welfare programme for urban slums - IPP-VIII
DFID assisted HFW scheme in 11 new municipalities

Shri/Smt. _____ who has been selected by the Selection Committee, M.P.C.
is hereby engaged as _____ on Part-time contracted
basis at a consolidated ~~and fixed honorarium~~ of Rs. _____
pay only per month on the for a period
following terms and conditions :- of (not
beyond 31.1.05)

1. He/she will work as Part-time
purely on "~~No work no payment~~ contracted basis" for _____
months at _____ with effect from _____
2. His/her engagement on contracted basis will
not entitle him/her to any right to any service of ~~payment/~~
temporary of any other nature at any time in future. permanently
3. Specific duties to be performed are :-
 - a) He/she will make office correspondence including
typing, keep the office records and perform other
associated official work,
 - b) He/she will make necessary indents, collections,
maintenance of stock and supply of medicines/FW &
MCH drugs and materials/vaccines and other items of
stores,
 - c) He/she will maintain cold chain of vaccine/sera and
regularly check in the date expiry of medicine, vacc-
ine etc.,
 - d) He/She will ensure timely despatch of monthly reports
and other reports and returns,
 - e) He/she will perform any other duty assigned by the
Health Officer or any other competent Municipal
Authority.
4. ~~The fixed honorarium will be paid on satisfactory perfor-~~
~~mance of allotted duties on "No work no payment" basis,~~
5. He/she will liable to dismissal without assigned any
reason and or without any notice if he/she fails to per-
form his/her duties properly or due to circumstances which
may not require her/his services.
6. He/she will also abide by the rules and instructions
which will be issued by the Municipal authorities from
time to time.

Mayor/Chairman,
Municipal Corpn./Municipality
Notified Area Authority

SURI MUNICIPALITY - BIRBHUM

Memo No. 169 /SM/2004 Date: 26/02/04

From

President, Municipal Level Health & FW Committee

&

Chairman, Suri Municipality, Birbhum.



26 FEB 2004

To

The Project Officer Health Wing SUDA HOUSE BILAVAN
H-C Block, Sector - III Bidhan Nagar, Kolkata - 700091.

Sub: Prayer for guideline regarding the mode of selection of CDO, PHN-
training and Accounts Assistant for the DFID assisted Health Project.

Madam,

Kindly make an arrangement to send a guideline as regards to the following:

1. Whether the notice inviting applications for the post of above noted subject is essential to announce in the local newspaper
2. Whether any written test for selection is required or not. If affirmative, then how the question papers can be made and who will be in charge or preparing the question paper, in question.
3. Whether a representative of Health Wing, SUDA will remain present during the time of interview to avoid the controversy of selection.
4. Whether any letter of appointment can be issued against the selected candidate. If not, how they can join to this new assignment
5. Whether a panel of selected candidates for each of the above mentioned post can be made. Whether a panel of selected candidates
5. Whether any joining letter can be entertained/accepted from the end of selected candidates.

An early reply in this regard is highly solicited.

Thanking you,

Yours faithfully,

Ujjwal Mukherjee 26.2.04

(Ujjwal Mukherjee)
President, MLHFWC.

draft

U N10 - Job Responsibility

Subject to general supervision and control of the Chairman of the ~~Chairman~~ of the Municipality, the Urban Health Improvement Organiser shall exercise the following powers & perform the following duties or such other powers and duties as may be notified by the Govt. from time to time.

- 01/ To attend to the daily DAKs in respect of health activities under IPP-VIII and to make necessary arrangements for proper distribution thereof to the concerned deqling assistants ;
- 02/ To play a Key role in helping the ULB towards strengthening, upgrading and-expanding the on-going health care services of the Project and sustaining the post-project work;
- 03/ To help the ULB in taking positive steps for creation of Community Health Fund and effective measures for financial self-reliance;
- 04/ To visit at regular intervals the Health sub-centres, HAU and the ESOPD & MN, hold meetings with the health functionaries at various levels on progress and problems of service dilevery;
- 05/ To ensare regular submission of MIS, report, financial proposals;
- 06/ To make or cauze to be made physical verification of stock and stores relating to IPP-VIII activities;
- 07/ To attend the meetings of Board of Councillors of the ULB on health issues to make statements or to explain facts but he shall not vote for or against or make any proposition at the such meeting;
- 08/ To attend the meeting of the Municipality level Health & Family welfare Committee for Co-ordination, supervision & implementation of all health activities at the different levels within the Municipal area;
- 09/ To have power of supervision & control over the work of the staff in respect of health activities of the IPP-VIII Programme; and
- 10/ To perform such other functions as may be entrusted to him by the Mayor/Chairman of ULB from time to time in the interest of health activities of the project.



Government of West Bengal
Department of Municipal Affairs
Ministers' Buildings, Calcutta.

No. 155/MA/O/C-9/2A-5/96

Dated, Calcutta, the 6th November 1998.

From : The Deputy Secretary to the
Government of West Bengal.

To : The Director of Local Bodies, West Bengal,
Purta Bhavan, Bidhannagar, Calcutta - 700 091.

Sub : Duty chart for Health Officers appointed in
different urban local bodies. 66666

RECD. NO 7613
FILE 25/11/98
DATE 25/11/98

Under section 53(1) of West Bengal Municipal Act, 1993, Government in the Department of Municipal Affairs, Government of West Bengal, is empowered to appoint Health Officers in Municipalities. But in the absence of any specific duty chart for Health Officer, Municipalities have been facing difficulties to allot work to the Health Officers appointed for the management of work of municipalities, In view of the circumstances, the undersigned is directed to say that the Governor has been pleased to prescribe the following duties and responsibilities for the Health Officers appointed by this Department in different urban local bodies.

- 01) He will be responsible for proper execution of all public health measures, adopted by the concerned municipality;
- 02) He should arrange for systematic inspection and enquiry in respect of sanitary condition in municipal areas through the employees appointed for such work and take steps or advise the municipality for their effective improvement;
- 03) He will take steps for prevention and control of endemic communicable diseases and health hazards as well in the areas of municipality;
- 04) He will arrange for regular inspection of water supply condition and sale of foods sold at various sources/consumer ends and arrange for their analytical/clinical examination to avoid health hazards. He will inspect from time to time the sanitary conditions of cinema halls, hotels, restaurants, nursing homes etc. within the jurisdiction of municipality;
- 05) He will formulate schemes for improvement of health of the residents of the municipal area;
- 06) He will exercise supervision and administrative control of all personnels working under health wing of the municipality;
- 07) He will advise municipal authority on all health matters of the municipality;

Contd. 2.

80110000

- 08) He will supervise from time to time places of disposal of dead bodies and take effective steps for such disposal to prevent pollution;
- 09) He will act as Registrar of Birth and Death for all events of birth and death in municipal area and arrange for issuing the certificates of all events as per existing Government Rules;
- 10) He will have a control over all offensive trades and recommend for licence for such trades;
- 11) He will implement health based programmes like ICDS, CUDP, IPP- VIII etc;
- 12) He will perform such other duties as assigned by the Chairman from time to time;
- 13) In course of discharge of his duties, he may consult Medical Officer and/or an officer in the Health Wing, if any, in the same municipality.

J.B. Sen

Deputy Secretary.

No. 155/1(126)/MA/O/C-9/2A-5/96 Dated, Calcutta, the 6th November 1998.

Copy forwarded for information and guidance to :

1. The Chairman,

Bhadreswar Municipality,

P.O. Bhadreswar

Dist. Hooghly

J.B. Sen

Deputy Secretary.

for

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

NO.112/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following members :-

1. Mayor/Chairman of the concerned Municipality/Corporation - Chairman
2. Dy. Chief Medical Officer of Health - Member
3. S.D.O. of the concerned Sub-Division or his representative - Member
4. Deputy/Assistant Director of Local Bodies of the concerned division - Member
5. A representative of Chief of Health, C.H.D.A. - Member Secretary

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/WA/O/2-9/2A-19/87dt, 13.5.99 and select a suitable candidate after interview and forward its recommendation to the Government.


By order of the Governor
sd/- H. Mistry.
Joint Secretary.

NO.112/1(9)/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy forwarded for information to :-

1. Secretary, C.H.D.A.
2. Director of Local Bodies, West Bengal, Furta Bhavan, Salt Lake,
3. Mayor/Chairman, _____ Corporation/Municipality.
4. Treasury Officer _____
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. _____
9. Home (P&AR) Department of this Government,
10. D.M. _____ District.


Joint Secretary.

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No. 111/WA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the
Government of West Bengal.

To : The Director of Local Bodies,
West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.P. Project VIII Sponsored by C.M.D.A. =

- 1) Barasat (2) Chandernagar (3) Bhadreswar (4) Garulia
- (5) Halisahar (6) Hooghly-Chinsurah (7) Howrah (8) Panlhati
- (9) Bhatpara (10) Mahastala (11) North Barrackpore (12)
- Rajarhat-Gopalpur (13) Naihati (14) Kamarhati (15) Titagarh
- (16) Serampore (17) Rajpur Sonarpur (18) South Dum Dum
- (19) Uluberia (20) Rishra (21) Bangberia (22) Uttarpara-
- Kotrang (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedure and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 50 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of Rs 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Programme adopted by the municipality under I.P.P. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.P. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisations to be involved in I.P.P. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche program and preventive measures and/or immunisation against Malaria, Tubercular Leprosy, Polio, Typhoid, Measles etc.

Contd. 2.

(4) He will attend patients on call from the Nonorary Health Workers, at the confidence of beneficiaries and visit all the sub-centres at least once a week according to predetermined schedule to provide medical check-up and supervise immunisation programmes.

(5) He will submit incents for Health Administrative Unit to the Central Store for supply of medicines, vaccines etc. through the respective Health Officers.

(6) The ambulatory cases will be referred by him for attendance by a specialist.

(7) Cases requiring hospitalisation or investigations will be recommended and referred by him to the appropriate medical centre.

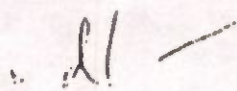
(8) Chairman of the municipality and the Health Officer entrust any other health and sanitary function on him under I.P.P. Project-VIII.

(9) Assistant Health Officer will function under the overall supervision and control of the Chairman and Health Officer.

In discharging aforesaid duties he will work in close contact with other health and sanitary officers and workers of the municipality.

The expenditure for payment of remuneration to the Assistant Health Officers so appointed will be borne by C.M.D.A.

This order issues with the concurrence of the Finance Department vide their Un-Official No. Group 'S' 4561, dated 7.10.98.

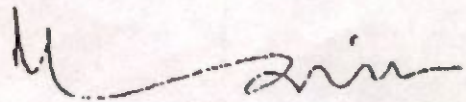

Joint Secretary.

No. 111/1(C)/MA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy to the :

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal,
Purta Bhavan, Salt Lake City, Calcutta - 700 091.
3. Mayor/Chairman,
..... Corporation/Municipality.
4. Treasury Officers
5. Accountant General West Bengal, Treasury Buildings, Calcutta - 1.
6. Finance Department of this Government.
7. Health Department of this Government.
8. D.M. District.


Joint Secretary.

IPP-VIII-(Extn.), 10 Additional Cities, West Bengal
Job Description of the personnel

Category of Personnel	Job Description
<u>At Block Level</u> HHWs	<ul style="list-style-type: none"> ↳ Fortnightly Home Visit ↳ Awareness on Family Welfare, Nutrition, Environmental Sanitation ↳ Treatment at door steps ↳ Distribution of FP materials ↳ Preparation of weekly MIES report
<u>At SHP Level</u> FTSs	<ul style="list-style-type: none"> ↳ Supervision of 5 HHWs both at SHP & Block Level ↳ Conduction of antenatal / immunisation etc. clinics ↳ Compilation of MIES report
<u>At HP Level</u> a) PTMOs	<ul style="list-style-type: none"> ↳ Providing Treatment at SHPs / Door Steps ↳ Attending different clinics at SHPs at H.P. ↳ IUD insertion / Ligation ↳ Refer the complicated cases ↳ Supervision of HHWs / FTSs
b) A.N.M.	<ul style="list-style-type: none"> ↳ Conduction of different sessions at SHPs / H.Ps. ↳ Maintenance of cold chain ↳ Compilation of MIES report
c) Clerk cum S.K.	<ul style="list-style-type: none"> ↳ All clerical jobs at SHP / H.P. ↳ Maintenance of store at H.P.
<u>At OPD cum MH Level</u> a) MO	<ul style="list-style-type: none"> ↳ Administrative and clinical job at OPD cum MH ↳ Maintenance of data ↳ Dealing with normal / complicated obstretic / paediatric cases
b) Specialist Doctor	<ul style="list-style-type: none"> ↳ Treating concerned specialised cases at outdoor ↳ Rendering services at indoor as an when necessary
c) Lab Technician	<ul style="list-style-type: none"> ↳ Conduction of Clinical Pathology and Bio-Chemical test
<u>At M & S Cell Level</u> a) CD Specialist	<ul style="list-style-type: none"> ↳ Team leader of M & S Cell with particular responsibility to CD activities
b) PHN Training	<ul style="list-style-type: none"> ↳ Conduction of training ↳ Conduction of different sessions at SHP / H.P. ↳ Awareness generation ↳ MIES at ULB level
c) Account Assistant	<ul style="list-style-type: none"> ↳ Dealing with accounts i.e. scrutiny of bills / processing bills / release of payments / submission of UCs etc.
d) Clerk	<ul style="list-style-type: none"> ↳ Work at ULB office, maintenance of store, distribution of store

Job Description of the personnel (Contd..)

Category of Personnel	Job Description
<u>At Health Wing, SUDA</u>	
a) Adviser (Health)	↳ Over all Administration and governance of the project
b) Project Officer	↳ Administration and governance of the project, Drawing & Disbursing (DDO) function
c) Procurement Specialist	↳ Various procurement actions
d) Sr. Engineer	↳ -do-
e) Medical Specialist	↳ Field supervisory (medical) activities.
f) CD Specialist	↳ Field supervisory (Community Development) activities.
g) MIES Officer	↳ Finalisation of MIES Report
h) Finance Officer	↳ Settlement of Bills, Reimbursement claims etc.
i) Accounts Clerk	↳ Assistant to F.O.
j) Clerk	↳ Office / Store Work
k) Attendant	↳ Work at office / Store, outdoor duty etc.

CALCUTTA SLUM IMPROVEMENT PROJECT(HEALTH)

1ST TIER SUPERVISOR : JOB RESPONSIBILITIES

1. She will be established at Sub-Centre and maintain attendance register of concerned HHW/s.
2. She will supervise the work of HHW/s under the jurisdiction of the sub centre concerned.
3. She will maintain stock of the sub-centre including procurement and supply of store.
4. Medical Officer(Part-time) during her visit to the sub-centre on (different) clinic days will be assisted by the 1st Tier supervisor.
5. She will make growth monitoring of the children including taking of the weight and plotting the same in the growth chart.
6. She will ensure proper distribution of 'food packets' under SNE to the target beneficiaries.
7. She will assist the M.O.(Pt.-time) in Hb estimation and urine test(for Albumin) of pregnant and lactating mothers.
8. She will assist the M.O.(Pt.-time) in U.I.P. conduct session for immunization performance.
9. She will maintain 'Cold Chain' during U.I.P. conduct session day.
10. She will ensure proper sterilization of syringes, Needles and the like during UIP conduct session day.
11. She will ensure proper distribution of folifer to expectant/lactating mothers.
12. She will ensure proper distribution/administration of Folifer and Vit. 'A' (in oil) to children.
13. She will ensure proper distribution of Nirodh and O.P. to eligible clientales.
14. She will keep recount of eligible couples and their contraceptive coverage.
15. She will keep account of infants and their immunization coverage.
16. She will keep account of the immunization drop outs and ensure their full immunization @ U.I.P. schedule.
17. She will check the filled-up Family schedules of concerned HHWs, including cross checking in the field.
18. She will ensure proper E.E.C. coverage of the target population.
19. She will collect, checks compile and prepare the sub-centre report on weekly frequency and transmit the same to H.A.U.
20. She will supervise the work of concerned HHWs, and constraints mitigated. If necessary, she will refer these to HAU(M.O., Supervisor etc.)
21. She will attend the weekly staff meeting at HAU with concerned HHWs.
22. She will organise and take part with HHWs in different meeting session including group discussion pertaining to Health and related matters.
23. she will maintain Records, Registers, Cards etc. relating to sub-centre activities.
24. She will engage herself in different operational reasorch activities, surveys conducted from time to time in the sub-centre area.
25. She will maintain close Liaison with other workers of CAL SIP viz. C.D. workers, and T.A.s

26. She will ensure proper ^{up}keep of the environmental sanitation in the area.
27. She will extend her mite programmes in communicable diseases control including disease surveillance area.
28. She will ensure drawing of blood slides from fever cases and its proper despatch for laboratory ~~xxx~~ examination for M.P.
29. She will ensure presumptive treatment of malaria including radical treatment of cases.
30. She will prepare and demonstrate s.c. data through pictorial representation by charts, graphs etc.
31. She will perform any other duty assigned to her from time to time by Authority.

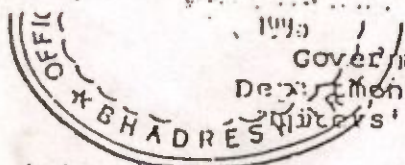
R.C.H. Sub Project / YPP-III (Extn.)
~~YPP-III (Extn)~~

CAL SIP (Health)

Medical Officers (Part Time)

Job Responsibilities

1. Will remain incharge of H.A.U. with SCs and Command area.
2. Will visit/attend SCs on rotation-basis as per a pre-fixed schedule.
3. Will attend referred cases by HHWs ~~at the households of the beneficiaries.~~
4. Will Conduct/supervise different service - activities at the SCs viz. M.C.H. (antenatal/postnatal/well baby etc.), Nutrition Program (Weight Monitoring, Grading of Malnutrition, Administration of S.N.P., etc.), Immunization, Treatment of referred cases, F.W., and the like.
5. Will undertake/supervise simple clinical tests at SCs for determination of Anemia, Toxaemia of pregnant women.
6. Will collect blood slides of fever cases and arrange its despatch to earmarked laboratories for detection of M.P.
7. Will refer the cases to E.S.O.P.D./M.H.
8. Will take up in-house/on the job training program of F.T.S.s for administration of injectable immunizations/drawing of blood slides.
9. Will draw the Action Plans of the H.A.U. in regard to various service components under CAL SIP (H)
10. Will visit field for the purpose of checking data-entry by H.H.Ws in Family Schedule/operational Research/miscellaneous formats. At least 10% cross check per month is desirable.
11. Will remain responsible for collection/compilation/transmission of H.A.U. report in prescribed proforma(s) in specified time to C.M.C. and C.M.D.A. as per instruction.
12. Will render guidance to Health staff of the H.A.U. in matters of medical & allied topics.
13. Will plan/participate in various I.E.M. - sessions on HEALTH and NUTRITION.
14. Will maintain liaison with people's Representatives, Community leaders, C.B.Os, N.G.Os CALSIP (C.D.)/ CAL SIP (BI), and other concerned organizations, officials and people.
- ~~15. Will plan/organize/conduct/supervise E.S. programs in consultation with Councillor(s), community, and others concerned.~~
16. Will put up demands (indents) for Drugs, Vaccines for H.A.U. to ~~C.M.C.~~ Health offices.
17. Will receive assistance of S.T.S. particularly in the matter of H.I.S., and I.E.M. programs.
18. Will perform any other duties assigned to him by Authorities.



1993
Government of West Bengal
Department of Municipal Affairs
Secretaries' Buildings: Calcutta.

No. 155/MA/O/C-9/2A-5/96

Dated, Calcutta, the 6th November 1998.

From : The Deputy Secretary to the
Government of West Bengal.

To : The Director of Local Bodies, West Bengal,
Purta Bhavan, Bidhannagar, Calcutta - 700 091.

Sub : Duty chart for Health Officers appointed in
different urban local bodies. 66666

RECD. NO 7613
FILE V/29...
DATE 25/11/98..

Under section 53(1) of West Bengal Municipal Act, 1993, Government in the Department of Municipal Affairs, Government of West Bengal, is empowered to appoint Health Officers in Municipalities. But in the absence of any specific duty chart for Health Officer, Municipalities have been facing difficulties to allot work to the Health Officers appointed for the management of work of municipalities. In view of the circumstances, the undersigned is directed to say that the Governor has been pleased to prescribe the following duties and responsibilities for the Health Officers appointed by this Department in different urban local bodies.

- 01) He will be responsible for proper execution of all public health measures, adopted by the concerned municipality;
- 02) He should arrange for systematic inspection and enquiry in respect of sanitary condition in municipal areas through the employees appointed for such work and take steps or advise the municipality for their effective improvement;
- 03) He will take steps for prevention and control of endemic communicable diseases and health hazards as well in the areas of municipality;
- 04) He will arrange for regular inspection of water supply condition and sale of foods sold at various sources/consumer ends and arrange for their analytical/clinical examination to avoid health hazards. He will inspect from time to time the sanitary conditions of cinema halls, hotels, restaurants, nursing homes etc. within the jurisdiction of municipality;
- 05) He will formulate schemes for improvement of health of the residents of the municipal area;
- 06) He will exercise supervision and administrative control of all personnels working under health wing of the municipality;
- 07) He will advise municipal authority on all health matters of the municipality;

AC. (Health)
24/11

Contd. 2.

- 08) He will supervise from time to time places of disposal of dead bodies and take effective steps for such disposal to prevent pollution;
- 09) He will act as Registrar of Birth and Death for all events of birth and death in municipal area and arrange for issuing the certificates of all events as per existing Government Rules;
- 10) He will have a control over all offensive trades and recommend for licence for such trades;
- 11) He will implement health based programmes like ICDS, CUDP, IPP- VIII etc;
- 12) He will perform such other duties as assigned by the Chairman from time to time;
- 13) In course of discharge of his duties, he may consult Medical Officer and/or an officer in the Health Wing, if any, in the same municipality.

J. B. Sen

Deputy Secretary.

No. 155/1(126)/MA/O/C-9/2A-5/96 Dated, Calcutta, the 6th November 1998.

Copy forwarded for information and guidance to :

1. The Chairman,

Bhadreswar Municipality.

P.O. Bhadreswar

Dist. Hooghly

J. B. Sen

Deputy Secretary.

for

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No.112/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following members :-

1. Mayor/Chairman of the concerned Municipality/Corporation - Chairman
2. Dy. Chief Medical Officer of Health - Member
3. S.D.O. of the concerned Sub-Division or his representative - Member
4. Deputy/Assistant Director of Local Bodies of the concerned division - Member
5. A representative of Chief of Health, C.H.D.A. - Member Secretary

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/MA/O/2-9/2A-19/87dt, 13.5.99 and select a suitable candidate after interview and forward its recommendation to the Government.

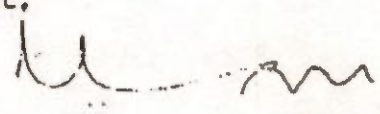
By order of the Governor
Sd/- H. Misri,
Joint Secretary.

No.112/1(9)/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy forwarded for information to :-

1. Secretary, C.H.D.A.
2. Director of Local Bodies, West Bengal, Furta Bhavan, Salt Lake,
3. Mayor/Chairman, _____ Corporation/Municipality.
4. Treasury Officer _____
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. _____
9. Home (P&R) Department of this Government,
10. D.M. _____ District.


Joint Secretary.

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No. 111/NA/O/G-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the
Government of West Bengal.

To : The Director of Local Bodies,
West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.F. Project VIII Sponsored by C.M.D.A. =

- 1) Barasat (2) Chandernagar (3) Bhadreswar (4) Garulia
- (5) Halisahar (6) Hooghly-Chinurah (7) Howrah (8) Panlhati
- (9) Bhatpara (10) Mahesala (11) North Barrackpore (12) Rajarhat-Gopalpur
- (13) Naihati (14) Kamarhati (15) Titagarh (16) Serampore
- (17) Rajpur Sonarpur (18) South Dum Dum (19) Uluberia
- (20) Rishra (21) Bangberia (22) Uttarpara-Kotrang (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedure and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 50 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of Rs 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Programme adopted by the municipality under I.P.F. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.F. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisation to be involved in I.P.F. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche program and preventive measures and/or immunisation against Malaria, Tubercular Leprosy, Polio, Typhoid, Measles etc.

Contd. 2.

(4) He will attend patients on call from the Nonorary Health Workers, at the residence of beneficiaries and visit all the sub-centres at least once a week according to predetermined schedule to provide medical check-up and supervise immunisation programmes.

(5) He will submit incidents for Health Administrative Unit to the Central Store for supply of medicines, vaccines etc. through the respective Health Officers.

(6) The ambulatory cases will be referred by him for attendance by a specialist.

(7) Cases requiring hospitalisation or investigations will be recommended and referred by him to the appropriate medical centre.

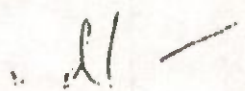
(8) Chairman of the municipality and the Health Officer entrust any other health and sanitary function on him under I.P.P. Project-VIII.

(9) Assistant Health Officer will function under the overall supervision and control of the Chairman and Health Officer.

In discharging aforesaid duties he will work in close contact with other health and sanitary officers and workers of the municipality.

The expenditure for payment of remuneration to the Assistant Health Officers so appointed will be borne by C.M.D.A.

This order issues with the concurrence of the Finance Department vide their Un-Official No. Group 'S' 4561, dated 7.10.98.

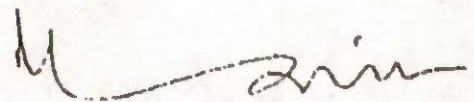

Joint Secretary.

No. 111/1(C)/MA/O/C-9/23-19/97

Dated, Calcutta, the 13th May 1999.

Copy to the :

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal,
Purta Bhavan, Salt Lake City, Calcutta - 700 091.
3. Mayor/Chairman,
..... Corporation/Municipality.
4. Treasury Officers
5. Accountant General West Bengal, Treasury Buildings, Calcutta - 1.
6. Finance Department of this Government.
7. Health Department of this Government.
8. D.M. District.


Joint Secretary.

Draft order for engagement of Clerk-cum-Store Keeper by
the _____
under family welfare programme for urban slums - IPP-VIII

Shri/Smt. _____ who has been selected by the Selection Committee
is hereby engaged as _____ on Part-time
basis at a consolidated and fixed honorarium of Rs. _____
only per month on the
following terms and conditions :-

1. He/she will work as Part-time _____
purely on "No work no payment" basis" for _____
months at _____ with effect from _____
2. His/her engagement of part-time _____ will
not entitle him/her to any right to any service of payment/
temporary of any other nature at any time in future.
3. Specific duties to be performed are :-
 - a) He/she will make office correspondence including
typing, keep the office records and perform other
associated official work,
 - b) He/she will make necessary indents, collections,
maintenance of stock and supply of medicines/FW &
MCH drugs and materials/vaccines and other items of
stores,
 - c) He/she will maintain cold chain of vaccine/sera and
regularly check in the date expiry of medicine, vacc-
ine etc.,
 - d) He/She will ensure timely despatch of monthly reports
and other reports and returns,
 - e) He/she will perform any other duty assigned by the
Health Officer or any other competent Municipal
Authority.
4. The fixed honorarium will be paid on satisfactory perfor-
mance of allotted duties on "No work no payment" basis,
5. He/she will liable to dismissal without assigned any
reason and or without any notice if he/she fails to per-
form his/her duties properly or due to circumstances which
may not require her/her services.
6. He/she will also abide by the rules and instructions
which will be issued by the Municipal authorities from
time to time.

Mayor/Chairman,
Municipal Corpn./Municipality
Notified Area Authority

Draft order for engagement of 1st Tier Supervisor

by the _____

under Family Welfare Programme for Urban Slums (IPP-VIII)

Smt _____, who was selected as trainee 1st Tier Supervisor by the Selection Committee and has completed the training successfully, is hereby engaged as 1st Tier Supervisor on Part-time basis at a consolidated and fixed honorarium of Rs. 650/- (Rs. six hundred fifty) and contingency allowances at the rate of Rs. 70/- (Rupees seventy) per month on the following terms and conditions :-

- (1) She will work as part-time worker purely on "No work no payment" basis for _____ months w.c.f.
- (2) Her engagement as part-time 1st Tier Supervisor will not entitle her to any right to any service of permanent/ temporary or any other nature at any time in future.
- (3) Specific duties to be performed are :
 - a) To monitor performance of the HHWs in a particular Sub-centre allotted to her.
 - b) To scrutinize entries in family folder by the Honorary Health Workers and to allot family schedules to HHWs every day.
 - c) To go out in the field to guide HHWs specially weaker ones in discharging their assigning duties.
 - d) To receive supply of vaccine and Sera from the HAU in Laminated Tharmocal container covered by ice cubes and to return the unused vaccine to HAU on the same day will provided in the same container.
 - e) To implement immunisation at per fixed schedule and to keep records for the same.
 - f) To maintain proper records of weight of the childred in he register, maintained for the purpose & to distribute nutrition packets.
 - g) To hold meetings and discussions with local women.
 - h) To compile weekly reports on performance of 5 blocks. and submit the same to 2nd Tier Supervisor on weekly meeting days.
 - i) To hold regular meetings with HHWs and discuss to solve field problems encountered by them.
 - j) To organise and implement MCH service at the Sub-centre level.

k) To perform any other duties assigned by the Health Officers.

- (4) The fixed honorarium will be paid on satisfactory performance of duties as specified above on "no work no payment" basis.
- (5) She will be liable to dismissal without assigning any reason and or without any notice if she fails to perform her duties properly.
- (6) She will also abide by the rules and regulations which will be issued by the Municipal authorities relating to IPP-VIII Health Programme.

Mayor/Chairman/Municipal Corporation/Notified Area Authority.



Office of the Chief of Health,
IPP-VIII, 'G' Block, 3rd Floor,
Unnayan Bhavan, Salt Lake,
Calcutta - 700 091.

**Calcutta
Metropolitan
Development
Authority**

No. 1393(17)CMDA/Health/FW(US)/P-32/IPP-VIII/96. Dt. 12-12-96.

From : The Chief of Health,
IPP-VIII, CMDA.

To : The Mayor/Chairman,

Sub : Guideline for engagement of Second Tier
Supervisors under IPP-VIII Health Programme.

Sir,

The matter relating to engagement of part-time 2nd Tier Supervisor under IPP-VIII Health Programme with qualified candidates (preferably female) having working experience in the field of community based health activities with special emphasis on family welfare activities was under active consideration for some time past.

In consideration of above it has been decided to engage in the existing vacant posts of 2nd Tier Supervisor under IPP-VIII and subsequent vacancies in future in Health Administrative Units will be filled up from the candidates (preferably female) with the following minimum educational qualifications and working experience in the field of community based health activities :-

- A)(1) Passed School Final Examination from the Board/Body recognised by the Government.
- (2) Minimum age should be 35 (thirtyfive) years on the date of interview for final selection.
- B)(1) Candidates who have been doing community based health activities with special emphasis on similar out reach service delivery like IPP-VIII.
- (2) Having working experience as First Tier Supervisor in CUDP-III, CSIP, IPP-VIII for a period of 5 yrs. or more will be desirable.
- (3) The period of working experience may be relaxed in case of candidates with exceptional qualification/experience.

These posts are temporary, part-time ~~one~~ and engagement will be made on honorary basis for a period not more than six months at a time with a fixed honorarium of Rs.850.00 (Rupees eight hundred fifty) only per month (since revised).

Dated :

The preliminary selection will be made at the level of the respective Municipal Bodies from amongst the intending candidates with requisite qualifications and experiences. Final selection from the preliminarily selected candidates will however be made by a Committee constituted for the said purpose by CMDA.

It is, therefore, requested kindly to forward within 21.12.97 the names of the preliminarily selected First Tier Supervisors as per enclosed proforma duly signed by the Mayor/Chairman to the undersigned for final selection to fill up the existing number of such vacancies at the earliest.

This order is issued in supersession of all earlier orders and guidelines on this subject.

Enclo : Proforma.

S. S. Chatterjee
Chief of Health,
IPP-VIII, CMDA.

12.12.97

No. 1993/1(20)/CMDA/Health/FW(US)/IPP-VIII/96/P³² Dated : 12-12-97.

Copy forwarded for information and necessary action to :-

1. The Secretary, CMDA & Project Director, IPP-VIII.

2. The Dy. Secretary (Programme), CMDA.

3. Dr. B. N. Tripathy Dy/Chief/Asstt. Chief/
Project Officer, IPP-VIII, CMDA.

S. S. Chatterjee
Chief of Health,
IPP-VIII, CMDA.

Memo No. _____/CMDA/Health/T-6 /IPP-VIII/FW(US)/96. Date _____ 1996.

FROM : CHIEF OF HEALTH,
IPP-VIII, C.M.D.A.

TO : THE CHAIRMAN/MAYOR,
_____ Municipality/
Municipal Corpn./Notified Area Authority.

SUB : Selection of Trainee 1st. Tier Supervisors from amongst the H.H.Ws. working under the H.A.U.s. established in different Municipalities/Municipal Corporation/Notified Area Authority under IPP-VIII Programme, C.M.D.A. /

S i r,

The HHWs working under HAUs, established in your Municipality/Municipal Corporation/Notified Area Authority will be completing six months or already completed six months experiences in field works.

As per the norms laid down for the purpose for 1st. Tier Supervisors, they are to be selected from amongst the HHWs who have at least six months working experience as HHW.

Trainee

I would therefore request you kindly to select the/1st. Tier Supervisor @ 1 per Sub-centre from amongst the regular HHWs normally working in the same Sub-centre in respect of HHUs already established and no. of Sub-centres already functioning in your Municipality in consultation with the Local Co-ordination Committee constituted in connexion with implementation of IPP-VIII Health Programme in your Area.

While selecting the candidates for placement in training following criteria may kindly be taken into consideration :

A. Essential qualification

The age limit should be 35-years and above.

...(2)



Sector

Floor

B. Minimum Educational qualification

Class VIII passed and is able to read and write in Bengali.

C. Desirable qualifications.

- i) School Final and above.
- ii) Performance report in the post evaluation test after completion of HHWs training.
- iii) Attendance and field activities.
- iv) Performance & compilation of Baseline Survey data and family schedule.
- v) Performance for maintaining records and registers, and
- vi) Aptitude for leadership.

(On selection, the list of the candidates may please be sent to this office for confirmation and arranging their training from this end) During the Training period they will draw Honorarium & contingency as HHWs

They will be engaged as 1st tier Supervisors after successful completion of training. They will be entitled to draw honorarium at the rate of Rs.500/- (Rupees five hundred only) and contingency allowances at the rate of Rs 50/- (Rupees fifty only) per month with effect from the date of actual joining the post.

After engagement, the resultant vacancies of the HHWs thus created will be filled up from the empanelled candidates normally from the same Block/Ward following the guide lines in this regard and after having confirmation from this end.

Enclo:

1. Performance report of post evaluation test of HHWs.

Yours faithfully

CHIEF OF HEALTH
IPP-VIII, CMDA.

Memo No. _____/CMDA/Health/G-95/IPP-VIII/FW(US)/95 dated _____ '95.

Copy forwarded for information and necessary action to:-

CHIEF OF HEALTH
IPP-VIII, CMDA.

DRAFT ORDER FOR ENGAGEMENT OF ATTENDANT/SWEEPER
BY THE
UNDER FAMILY WELFARE PROGRAMME FOR URBAN SLUMS
IIP-VIII

Shri/Smt. _____,
who has been selected by the Selection Committee is hereby
engaged as _____ on Part-Time basis at
a consolidated and fixed honorarium of Rs. _____
only per month on the following terms and conditions :

1. He/She will work as Part-Time _____ purely on
"No Work No Payment Basis" for _____ months
at _____ with effect from _____.
2. His/Her engagement of Part-Time _____ will not
entitle him/her to any right to any service of permanent/
temporary of any other nature at any time in future.
3. The fixed honorarium will be paid on satisfactory
performance of allotted duties on "No Work No Payment"
basis.
4. He/She will be liable to dismissal without assigning
any reason and/or without any notice if he/she fails
to perform his/her duties properly or due to
circumstances which may not require his/her services.
5. He/She will also abide by the rules and instructions
which will be issued by the Municipal Authorities
from time to time.

Mayor/Chairman,
Municipal Corpn. /Municipality
Notified Area Authority

Draft Order for engagement of Nurse to act as 2nd Tier Supervisor by the _____ under Family Welfare Programme for Urban slums (IPP-VIII).

S/n. _____

who has been selected by the Selection Committee is hereby engaged as _____ on part-time basis at a consolidated and fixed honorarium of Rs. _____ only per month on the following terms and conditions :-

1. She will work as part-time _____ purely on "no work no payment basis" for _____ months at _____ with effect from _____.
2. Her engagement as part-time _____ will not entitle her to any right to any service of permanent/temporary or any other nature at any time in future.
3. Specific duties to be performed are :-
 - a) To supervise and monitor the activities of Sub-centres, 1st Tier Supervisors as well as Honorary Workers as required,
 - b) To upgrade the skill and quality of services provided by the HHWs and F.T.S. as required under R.C.H. Programme,
 - c) To immunise children & pregnant mothers with the help of F.T.S.,
 - d) To insert I.U.D. to the beneficiary mothers,
 - e) To perform ante natal & post natal check-up,
 - f) To maintain and supervise the cold chain of vaccines/sers, supply of medicine and equipments and regular monitoring of date expiry of Medicines, vaccines etc.,
 - g) To organise family planning camps,
 - h) To organise referral services to ESOPD, Maternity Homes/ Specialised Hospital within and outside the Municipal Bodies.
 - i) To assist Health Officer in compilation and timely despatch of reports and returns, in preparing charts and diagrams for display etc. and
 - j) To perform any other duty assigned by the Health Officer or any other competent Municipal Authority.
4. The fixed honorarium will be paid on satisfactory performance of duties as specified above on "no work no payment" basis.
5. ~~He~~she will be liable to dismissal without assigning any reason and or without any notice if he/she fails to perform his/her duties properly or due to circumstances which may not require his/her services.
6. ~~He~~she will also abide by the rules and instructions which will be issued by the Municipal Authorities from time to time.

Mayor/Chairman,
Municipal Corpn./ Municipality
Notified Area Authority.

Draft Order for engagement of Part-time Medical
Officers by the _____

=====

Dr.....

who has been selected by the Selection Committee constituted under Memo No. 124/CMDA/Sectt.(Prog.) FW/USP-3/92 dt. 1.3.94 is hereby engaged as Medical Officer on Part-time basis at a consolidated and fixed fee of Rs. 1400/- (Rupees one thousand four hundred) only per month on the following terms and conditions :-

1. He/She will work as Part-time Medical Officer purely on "No work no payment basis" for _____ H.A.U. at _____ with effect from the day he/she reports for duty.
2. The minimum duty hours for him/her would be 4 (four) hours daily or till the work is finished, whichever is later, except Sundays and municipal holidays.
3. His/her duties will be as follows :-
 - (a) He/she will attend to patients on call from the HHWs at the residence of beneficiaries and visit all the sub-centres at least once/twice a week according to a pre-determined schedule to provide medical check-up and to supervise the immunisation and other activities of the Sub-centre.
 - (b) He/she will submit indents for the Sub-centre for supply of medicines, sera, vaccines, etc. from the stores of the H.A.U.
 - (c) The ambulatory cases requiring services of a specialist will be referred by him/her to the Extended Specialised O. P. D.s.
 - (d) Cases requiring hospitalisation or investigations will be referred either by the M.O. or by the Specialised Medical Officer of the Extended Specialised O.P.D. to the regional hospital/laboratory earmarked for the areas and
 - (e) Any other duty assigned from time to time by the Health Officer.
4. This engagement of Part-time Medical Officer will not entitle him/her to any right to any service of permanent/temporary or any other nature at any time in future.
5. He/she will be liable to dismissal without assigning any reason thereof and/or without any notice if he/she fails to perform his/her duties properly or due to circumstances which may not require his/her services.
6. He/she will also abide by the rules and instructions which will be issued by the Municipal authority from time to time.

Mayor/Chairman

snk/

Draft order for engagement of Part-time
Specialist Doctor by the Local Body under
FW(US) - IPP-VIII in C.M.A.

Dr. _____

who has been selected by the Selection Committee is hereby engaged as Specialist Doctor on part-time basis at a consolidated and fix honorarium of Rs.200.00 (Rupees two hundred) only per visit subject to the maximum of Rs.16,000/(Rupees sixteen thousand) only per month on the following terms and conditions:-

1. He/she will work as part-time Specialist Doctor for the ESOPD at _____ established under IPP-8 Health Programme in this municipality w.e.f. the day he/she reports for duty.

2. The minimum duty hours will be 4 (four) hours daily from 12 noon to 4 P.M. or till the work is finished whichever is latter.

3. His/her duties will be as follows :-

(i) He/she will attend the patients at the ESOPD for one day/two days a week, according to a pre-determined schedule to provide medical check-up and facilities and such other activities as may be required in this regard.

(ii) He/she will refer the cases requiring hospitalization/laboratory investigation to such Hospital/Laboratory earmarked for the area and

(iii) Any other duty that may be assigned from time to time, by the authority regarding the extension of specialist services to the beneficiaries under IPP-8 Health Programme.

4. This engagement as part-time Specialist Doctor

will not entitle him/her to any right for any service of permanent/temporary or any other nature at any time in future;

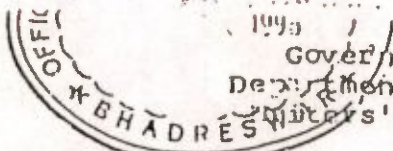
- (v) He/she will be liable to dismissal without assigning any reason thereof and/or without any notice, if he/she fails to perform his/her duties properly or due to circumstances which may not ~~be~~ require such services ;
- (vi) He/she will also abide by the rules and instructions which will be issued by the municipal authority from time to time.

MAYOR/CHAIRMAN

Municipal Corporation/Municipality

N. A. A.

snk/



Government of West Bengal
Department of Municipal Affairs
Secretaries' Buildings: Calcutta.

No. 155/MA/O/C-9/2A-5/96

Dated, Calcutta, the 6th November 1998.

From : The Deputy Secretary to the
Government of West Bengal.

To : The Director of Local Bodies, West Bengal,
Purta Bhavan, Bidhannagar, Calcutta - 700 091.

Sub : Duty chart for Health Officers appointed in
different urban local bodies. 66666

RECD. NO 7613
FILE 25/11/98
DATE 25/11/98

Under section 53(1) of West Bengal Municipal Act, 1993, Government in the Department of Municipal Affairs, Government of West Bengal, is empowered to appoint Health Officers in Municipalities. But in the absence of any specific duty chart for Health Officer, Municipalities have been facing difficulties to allot work to the Health Officers appointed for the management of work of municipalities. In view of the circumstances, the undersigned is directed to say that the Governor has been pleased to prescribe the following duties and responsibilities for the Health Officers appointed by this Department in different urban local bodies.

- 01) He will be responsible for proper execution of all public health measures, adopted by the concerned municipality;
- 02) He should arrange for systematic inspection and enquiry in respect of sanitary condition in municipal areas through the employees appointed for such work and take steps or advise the municipality for their effective improvement;
- 03) He will take steps for prevention and control of endemic communicable diseases and health hazards as well in the areas of municipality;
- 04) He will arrange for regular inspection of water supply condition and sale of foods sold at various sources/consumer ends and arrange for their analytical/clinical examination to avoid health hazards. He will inspect from time to time the sanitary conditions of cinema halls, hotels, restaurants, nursing homes etc. within the jurisdiction of municipality;
- 05) He will formulate schemes for improvement of health of the residents of the municipal area;
- 06) He will exercise supervision and administrative control of all personnels working under health wing of the municipality;
- 07) He will advise municipal authority on all health matters of the municipality;

24/11

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- 08) He will supervise from time to time places of disposal of dead bodies and take effective steps for such disposal to prevent pollution;
- 09) He will act as Registrar of Birth and Death for all events of birth and death in municipal area and arrange for issuing the certificates of all events as per existing Government Rules;
- 10) He will have a control over all offensive trades and recommend for licence for such trades;
- 11) He will implement health based programmes like ICDS, CUDP, IPP- VIII etc;
- 12) He will perform such other duties as assigned by the Chairman from time to time;
- 13) In course of discharge of his duties, he may consult Medical Officer and/or an officer in the Health Wing, if any, in the same municipality.

J. B. Sen
Deputy Secretary.

No. 155/1(126)/MA/O/C-9/2A-5/96 Dated, Calcutta, the 6th November 1998.

Copy forwarded for information and guidance to :

1. The Chairman,
Bhadreswar Municipality.

P.O. Bhadreswar

Dist. Hooghly

J. B. Sen
Deputy Secretary.

for kind attention

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No.112/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following members :-

1. Mayor/Chairman of the concerned Municipality/Corporation - Chairman
2. Dy. Chief Medical Officer of Health - Member
3. S.D.O. of the concerned Sub-Division or his representative - Member
4. Deputy/Assistant Director of Local Bodies of the concerned division - Member
5. A representative of Chief of Health, C.H.D.A. - Member Secretary

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/MV/O/7-9/2A-19/87dt, 13.5.99 and select a suitable candidate after interview and forward its recommendation to the Government.


By order of the Governor
Sd/- H. Misri.
Joint Secretary.

No.112/1(9)/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy forwarded for information to :-

1. Secretary, C.H.D.A.
2. Director of Local Bodies, West Bengal, Furta Bhavan, Salt Lake,
3. Mayor/Chairman, _____ Corporation/Municipality.
4. Treasury Officer _____
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. _____
9. Home (P&AR) Department of this Government.
10. D.M. _____ District.


Joint Secretary.

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Calcutta.

No. 111/NA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the
Government of West Bengal.

To : The Director of Local Bodies,
West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.P. Project VIII Sponsored by C.M.D.A. =

1) Barasat (2) Chandernagar (3) Bhadreswar (4) Garulia
(5) Halisahar (6) Hooghly-Chinsurah (7) Howrah (8) Panihati
(9) Bhatpara (10) Mahesala (11) North Barrackpore (12)
Rajarhat-Gopalpur (13) Naihati (14) Kamarhati (15) Titagarh
(16) Serampore (17) Rajpur Sonarpur (18) South Dum Dum
(19) Uluberia (20) Rishra (21) Bansberia (22) Uttarpara-
Kotrang (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedure and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 50 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of Rs 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Programme adopted by the municipality under I.P.P. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.P. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisations to be involved in I.P.P. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche program and preventive measures and/or immunisation against Malaria, Tubercular Leprosy, Polio, Typhoid, Measles etc.

Contd. 2.

(4) He will attend patients on call from the Honorary Health Workers, at the residence of beneficiaries and visit all the sub-centres at least once a week according to predetermined schedule to provide medical check-up and supervise immunisation programmes.

(5) He will submit invoices for Health Administrative Unit to the Central Store for supply of medicines, vaccines etc. through the respective Health Officers.

(6) The ambulatory cases will be referred by him for attendance by a specialist.

(7) Cases requiring hospitalisation or investigations will be recommended and referred by him to the appropriate medical centre.

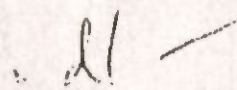
(8) Chairman of the municipality and the Health Officer entrust any other health and sanitary function on him under I.P.P. Project-VIII.

(9) Assistant Health Officer will function under the overall supervision and control of the Chairman and Health Officer.

In discharging aforesaid duties he will work in close contact with other health and sanitary officers and workers of the municipality.

The expenditure for payment of remuneration to the Assistant Health Officers so appointed will be borne by C.M.D.A.

This order issued with the concurrence of the Finance Department vide their Un-Official No. Group 'S' 4561, dated 7.10.98.

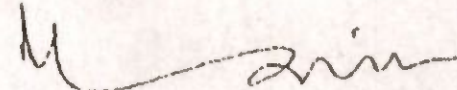

Joint Secretary.

No. 111/1(7)/MA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy to the :

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal,
Purta Bhavan, Salt Lake City, Calcutta - 700 091.
3. Mayor/Chairman,
_____ Corporation/Municipality.
4. Treasury Officers _____
5. Accountant General West Bengal, Treasury Buildings, Calcutta - 1.
6. Finance Department of this Government.
7. Health Department of this Government.
8. D.M. _____ District.


Joint Secretary.