



**Sub. : Provision of Computer with accessories to the Health Programme
Unit of 40 KMA ULBs under Health component of KUSP.**

So far the Health sector of the ULBs do not have access to the e-communication. During different discussion sessions / meetings with the HOs & AHOs, it has been learnt that at least one computer along with accessories is urgently required by the Health section of the ULBs to computerize health data received from the grass root level functionaries, compilation & preparation of monthly reports, facilitating regular communication for speeding up of activities, work on re-training and the like.

Furthermore, there is a wide communication gap between the general section of the office and the Health section causing delay in each stage. In this context it is to state that not only the provision of computer but also internet connection will help in speedy communication.

Under the circumstances stated above one computer with necessary accessories may be provided for the present to the 40 KMA ULBs specifically for their Health section.

Already Pujali Municipality has prayed for sanction of computer under reference no. 1213(4)/P.M./Engg-32(Computer)/05 dt. 14.11.2005 for their Health Wing (Copy enclosed). The Chairman, Pujali Municipality may be requested to furnish the status on Basic Computer Training undergone by the Health Personnel and forward the Undertaking as per proforma.

This is to mention that personnel from Health sector of the ULBs were trained in Basic Computer through the recent training programme organized by KUSP (copy of the list enclosed). Out of 40 ULBs, 21 ULBs completed training in Computer. However, we may issue a letter to the Mayor / Chairperson of the ULBs regarding (a) the status on Basic Computer Training undergone by HO, AHO, UHIO, STS and other health personnel, (b) requirement of Computer with accessories for computerization of health related data and preparation of Report. On receipt of the required information from the ULBs further necessary action be taken by this end.

Draft letter for Pujali and other 39 ULBs are enclosed which may be issued, if approved.

Submitted.

P.D. / CMU

6/12

Goswami
6.12.05

HE



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

Memo No. CMU-94/2003(Pt. III)/ 1253(39)

Dt. .. 06.12.2005

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

**Sub. : Provision of Computer with accessories at the Health Programme unit
under Health component of KUSP.**

Sir / Madam,

You would appreciate that provision of one Computer along with accessories will be helpful to the Health Officer and/or Asstt. Health Officer of your ULB to computerize health data received from the grass root level functionaries, compilation and preparation of monthly reports, facilitating regular communication for speeding up of activities, work on re-training and the like.

In this context, you are requested to intimate the undersigned regarding status on Basic Computer Training undergone by HO, AHO, UHIO, STS and other health personnel concerned (if so, specify) of the Health Programme Unit as per table given below :

Name of Health Personnel	Designation	Status on Basic Computer Training undergone	
		Yes	No

If you feel that provision of computer with accessories is required to strengthen the activities of health programme unit, you are requested kindly to forward requisition to the undersigned along with the Undertaking as per proforma enclosed, by 26th December, 2005.

Thanking you.

Enclo. : As stated.

Yours faithfully,

Arnab Roy
Project Director, CMU

Memo No. CMU-94/2003(Pt. III)/ 1253 (39) / 1 (39)

Dt. .. 06.12.2005

CC

Health Officer and/or Asstt. Health Officer,

..... Municipal Corporation / Municipality.

Arnab Roy
Project Director, CMU



UNDERTAKING

One of the objectives of KUSP is to bring efficiency in the management of community based primary health care services and office management of Health Programme Unit through organizational development. In this context KUSP has agreed to provide one computer and one printer as an aid to be installed at the Health Programme Unit

The Municipal Corporation / Council undertakes to :

- Install the computer at a suitable health programme unit for use by the HO / AHO and other health personnel concerned.

Place identified for installation with address and telephone No. (if any)	Name of HO and/or AHO responsible for maintaining computer work	Name of other personnel of Health Programme Unit who will use Computer

- Computerize health data received from grass root level functionaries, compilation & preparation of monthly reports, facilitating regular communication for speeding up of activities, work on re-training and the like.
- Submit computerized report related to Health component of KUSP at monthly frequency & as and when asked for.

Mayor / Chairman

.....Municipal Corporation / Municipality



Memo No. CMU- 193/2004/1624(40)

Date: 10.01.2006

To
The Mayor/Chairperson

.....Municipal Corporation/Municipalities

Sub: Basic Computer Training under KUSP.

Sir/Madam,

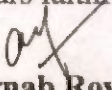
It has come to our notice that in some ULBs Gr. A – C employees belonging to the Health Department have not been included in the list of employees undergoing Basic Computer Training through KUSP programme probably due to oversight. I therefore request you to include the relevant employees of your Health Department in the Computer Training Programme, if they were previously not included.

Keeping in mind, the various stages of implementation of the Computer Training Programme at different ULBs, the following is proposed from this end:

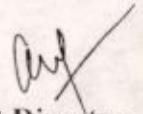
Sl. No.	Status	Action to be taken by ULBs	KUSP Support
1.	Training completed for both employees and CIC Members.	a) Candidates to undergo training from the nearest location of the institute already imparted training to the ULB. Or, b) Candidates to go to nearest ULB undergoing training.	KUSP support in terms of fees for training should remain unchanged as intimated in our earlier letters.
2.	Training completed for employees but for CIC to start.	Take training along with the CIC members.	
3.	Training yet to start/just started (say 1 st month in progress).	Include the names in the list with necessary amendment as and where required in the Contract.	

The change in numbers of employees actually undergoing training has to be intimated to this office without delay.

Yours faithfully,


(Arnab Roy)
Project Director, CMU

✓ Copy to: Health Expert, CMU


Project Director, CMU