

GOVERNMENT OF WEST BENGAL
HEALTH & FAMILY WELFARE DEPARTMENT
NATIONAL HEALTH MISSION (NHM)
GN -29, 1ST FLOOR, GRANTHAGAR BHAWAN,
SWASTHYA BHAWAN PREMISES, SECTOR -V
SALT LAKE, BIDHANNAGAR, KOLKATA - 700 091.

☎ 033 - 2357 - 7928, ☎ 033 - 2357 - 7930,
Email ID: amdnhmwb@gmail.com; website: www.wbhealth.gov.in

Memo No. HFW/NRHM-734/2014/2014/6659

Date: 19.12.2014

From : Sanghamitra Ghosh
Mission Director, NHM,
Health and Family Welfare Department,
Government of West Bengal.

To : 1. Director State Urban Development Agency &
Ex-officio Jt. Secretary Govt. of West Bengal
Department of Municipal Affairs.

2. The Chief Medical Officer of Health (All District including Health District)

Sir,

Enclosed is the guideline for UHND under NUHM and which is to be shared with the concerned ULBs.

Yours faithfully


(Sanghamitra Ghosh)

Urban Health and Nutrition Day (UHND), Guidelines

Introduction

Under National Urban Health Mission, organising Urban Health and Nutrition Days (UHNDs) is being considered as an important activity for providing quality maternal, child health care and nutrition services to the urban poor population with the help of HHW, FTS, ANM, AWW, ASHA and MAS. Hence, in order to reach out with the available services to all concerned, conducting regular Urban Health and Nutrition Days may be considered as an effective tool. It would help in delivering health care services at the doorstep of the un-served and underserved urban population thereby, lead to an improvement in the health status of the urban poor.

Objectives of UHND:

- To provide health and nutrition services to the target community from an identified point through a convergent mechanism.
- To generate awareness among the target population about preventive and promotive aspects of health care
- To improve the health seeking behavior of the target population

Frequency and venue

The UHND are to be held once in every month in all the service delivery point (AWC/SC and others). One ANM will cover 10000 population. All the vulnerable population are to be covered by the UHND. Ideally 1000 population will be covered by one session on UHND. If four sessions are to be arranged to cover the vulnerable population, then one UHND will have to be arranged in each week. If more than four sessions are to be arranged to cover the target population then number of UHND will have to be increased accordingly.

Venue of UHND is Anganwadi Centre (AWC)/Sub centre (SC)/Community Centre/ School premises/ any other appropriate place provided by the ULB/any appropriate place suggested by the community.

Members to be present

- FTS is to be present in the UHNDs being held in her area
- HHWs are to be present in the UHNDs being held in her area

- ASHAs are to be present in the VHNDs being held in her area
- AWW of the area
- MAS of the area
- ANM- concerned ANM

Preparatory activities to be carried out for organising UHND

- State level convergence meeting with department of Health, Women & child Development and Social Welfare Department.
- District level convergence meeting with District H & FW Department, Women & child Development and Social Welfare Department. City level functionaries of ULBs will participate in this convergence meeting.
- Observation of UHND in urban area by the City Health functionaries is the newer concept and City Health functionaries do not have any firsthand experience of it. VHNDs have been observed in rural area for quite a long time. Therefore CMOHs are requested to arrange exposure visit for the City Health functionaries. The City Health functionaries are requested to contact the concerned CMOH to have exposure visit to have firsthand experience of VHND.
- City-level planning on UHND - staff mobilization, identification of site for UHND by HO/MO of ULB, MO U-PHC, CDPO, Ward Councilors, ANM, ICDS Supervisor, FTS will also be a part of this planning.
- Ward level planning of UHND by FTS, ASHA/HHW, ANM, ICDS supervisor, elected representative of the same ward. The detailed micro plan for UHND will be developed at this level based on the guidance from the U-PHC/ULB.
- The specified day and time of the UHNDs needs to be intimated well in advance so that preparations may be made. All logistic arrangements for conducting immunisation sessions needs to be arranged by the U-PHC/ULB following the existing guidelines.
- All AWCs, SCs and should have the venue of the UHND sessions clearly displayed along with the services available
- IPC especially by ASHAs, AWWs, HHW and MAS members to be done in the locality stating the time and day of UHND
- Preparation of the list of beneficiaries of health & nutrition services, especially the drop outs and left outs are to be completed on the 3rd Saturday meetings by the ANM, AWW with inputs from the ASHA/HHW.

Services to be rendered in the Urban Health and Nutrition Day:

The following services are to be rendered at the Urban Health and Nutrition Day.

Health related services:

- Registration of all pregnant women
- Provision of ANC (TT,IFA, BP, Weighing, Hb% estimation, Urine examination, advice and if possible-abdominal examination) to all registered pregnant women
- Helping pregnant women and families to develop a birth micro plan
- Administering vaccines to all eligible children -all norms remaining unchanged
- Vitamin A solution to be administered to eligible children
- Identification of danger signs in pregnant women and sick children and appropriate management or referral
- Provision of condoms and OCPs as informed choice of the eligible couples
- Services to drop out pregnant women and children eligible for ANC/PNC/immunization and other FP methods are to be provided on a priority basis

Nutrition related services:

- Growth monitoring: Weighing of all children 0-6 years and subsequent plotting in the individual growth chart.
- Identify severely and moderately underweight children for counseling and referral to U-PHC/U-CHC/higher institutions as applicable, for further assessment & management
- In case of children who are sick due to severe malnutrition or suffering from infections identification may be done at the UHND with referral to the nearby U-PHC for further treatment.

Counseling related services:

During UHNDs, beneficiaries will be given counseling on a one to one basis on topics applicable for the individual beneficiary (e.g. counseling on birth preparedness for pregnant women, counseling on exclusive breastfeeding for lactating women etc). In addition, health and nutrition education will be given to the mothers and other beneficiaries as a group on relevant topics. Topics will be selected based on need (e.g. health education on diarrhea prevention & control to be discussed before the diarrhoeal season begins).

The suggest topics to be included for counseling & health education are as below:

- Importance of Antenatal Care
- Danger sign during pregnancy
- Importance of institutional deliveries and nearest place of delivery
- Importance of seeking post natal care
- Essential New Born Care
- Registration for JSY
- Exclusive breast feeding
- Weaning and Supplementary feeding
- Balanced diet including diet during adolescence , pregnancy, lactation period
- Care during diarrhoea and home management
- Care during Acute Respiratory Infections
- Prevention of malaria, dengue TB and other communicable diseases
- Prevention of RTI/STD/HIV/AIDS
- Importance of safe drinking water
- Personal hygiene
- Dangers of sex selection
- Age at marriage

Continued activities after UHNDs:

- Review activities of UHND in the 3rd Saturday meetings
- Identify drop outs and share list with all concerned
- Plan to cover drop outs accordingly in next session
- Continued advocacy through Interpersonal communication
- Follow-up of referred cases. Medical officers to give priority to cases referred from UHND session.

Role of different stakeholders

The roles and responsibilities of different stakeholders for organising the UHNDs are as follows:

HHW/ASHA

- Be present in all UHNDs being held in her area of operation
- Mobilize and inform all beneficiaries to avail the services at the UHND during her regular home visits

- Identify drop outs related to ANC, immunization, FP and other services and inform them about the date on which UHNDS are to be held
- Counseling on issues primarily on the ones highlighted above
- Support the AWW and ANM during UHNDS

AWW

- Make all possible arrangements for holding the UHND in the AWC
- Mobilize all eligible beneficiaries including drop-outs for available nutritional services from the UHND
- Linkage with the concerned ANM for finalizing the dates of UHND
- Linkage with ASHA for field mobilization
- Be present at the AWC/SC on the UHND
- Growth monitoring and counseling
- Counseling on nutritional issues at the UHND
- Referral of moderately & severely underweight children
- Report on UHND as per specified format to the ANM

ANM/FTS

- Provide health related services including immunization
- Ensure the supply of medicines, vaccines and other related supplies
- Counseling on health issues as and when required along with AWWs and ASHAs.
- As the team leader guide the team in preparation & conduction of UHNDS and follow up of beneficiaries and drop-outs
- Report on the UHNDS to U-PHC level
- Make arrangement for holding the UHND in a proper place in order to provide necessary services to all beneficiaries.
- Timely review of the progress of the UHND
- Arrange for miking and publicity and maintain liaison with concerned ward councilor

Mahila Arogya Samiti (MAS) members

- To assist the front line workers in identification and listing of beneficiaries for UHND
- Tracking of left out and drop out cases for vaccination from the allocated households
- To assist the front line workers in mobilizing the community on the day of UHND
- Help in logistic arrangements at the AWC/other identified point

Process of Coordination & Reporting:

- Coordination within the departments will be maintained at the state level under guidance of the Mission Director National Health Mission (NHM).
- DMCHO and DPO ICDS are the District level Nodal Officers from the respective department for UHND. They will also conduct field visits to different UHND sites to assess the progress of the same. CMOHs of the districts will maintain the coordination among the departments.
- At the ULB level, Municipality Health Officials will maintain close liaison with the DPMU. They will share report, review activity and send feed back to the concerned U-PHC to share it with the front line workers.
- Facility (SC/AWC) level reporting on UHND is to be done by the ANM/FTS. The reporting format for the month is to be filled up and submitted to the MO U-PHCs during the 1st Saturday MIES meeting. A prescribed reporting format for UHNDs is attached as annexure-I.
- At the U-PHC compilation of UHND data will be done by one of the GNM as assigned by the MO, U-PHC and will be sent to ULB for final compilation and onwards transmission to District. A copy of the report will also be send to ACMOH (if the city is a sub division). These reports will be sent on monthly basis.
- District will send compiled report to the State on quarterly basis.

Monitoring & Supervision:

- At the 3rd Saturday meeting in presence of all the stakeholders the progress of UHND is to be assessed by the ANM/FTS.
- Health & ICDS personnel both will monitor UHND sessions and provide supportive supervision to the workers. This will be linked to immunization session monitoring. Wherever possible, joint monitoring & supervisory visit by Health & ICDS officials may be conducted. A prescribed format will be used for monitoring UHND sessions. Apart from field visits, reports of UHNDs will also be reviewed at U-PHC, ULB and district levels.
- Health officer of the ULB, Medical Officer U-PHC and ICDS Supervisors will visit and monitor at least 4 UHNDs under different sub centre/AWC areas per month. This will ensure that each UHND session will be monitored roughly once every quarter. The monitoring findings will be discussed at the monthly MIES meetings.
- Filled-up monitoring formats (along with UHND reporting formats) will be compiled at

the Municipality for analysis and review by HO/MO.

- District team of DPHNO/DMCHO/Dy CMOHIII/CMOH will supervise at least 4 UHNDs of different ULBs per month. Each ACMOH will monitor at least 2 UHNDs per month.
- At district level, similarly Municipality-wise compilation will be done by Statistical Manager and reviewed by district officials of Health & ICDS.

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Email ID: amdnhmwb@gmail.com; website: www.wbhealth.gov.in



PO(H)

[Handwritten signature]

Memo No. HFW/NRHM-497/2014/5024

Date: 16.09.2014

From : Dr Ajay Bhattacharyya
AMD National Health Mission & Jt. Secretary to Govt. of West Bengal

To : Director State Urban Development Agency &
Ex-officio Jt. Secretary Govt. of West Bengal
Department of Municipal Affairs.

Sir,

Enclosed are the model plan and cost estimate of non bedded U-PHC to be constructed under NUHM, where new construction is required as per City NUHM PIP. Here it is to be noted that this is a model plan and the actual design may be prepared as per the location and shape of the site.

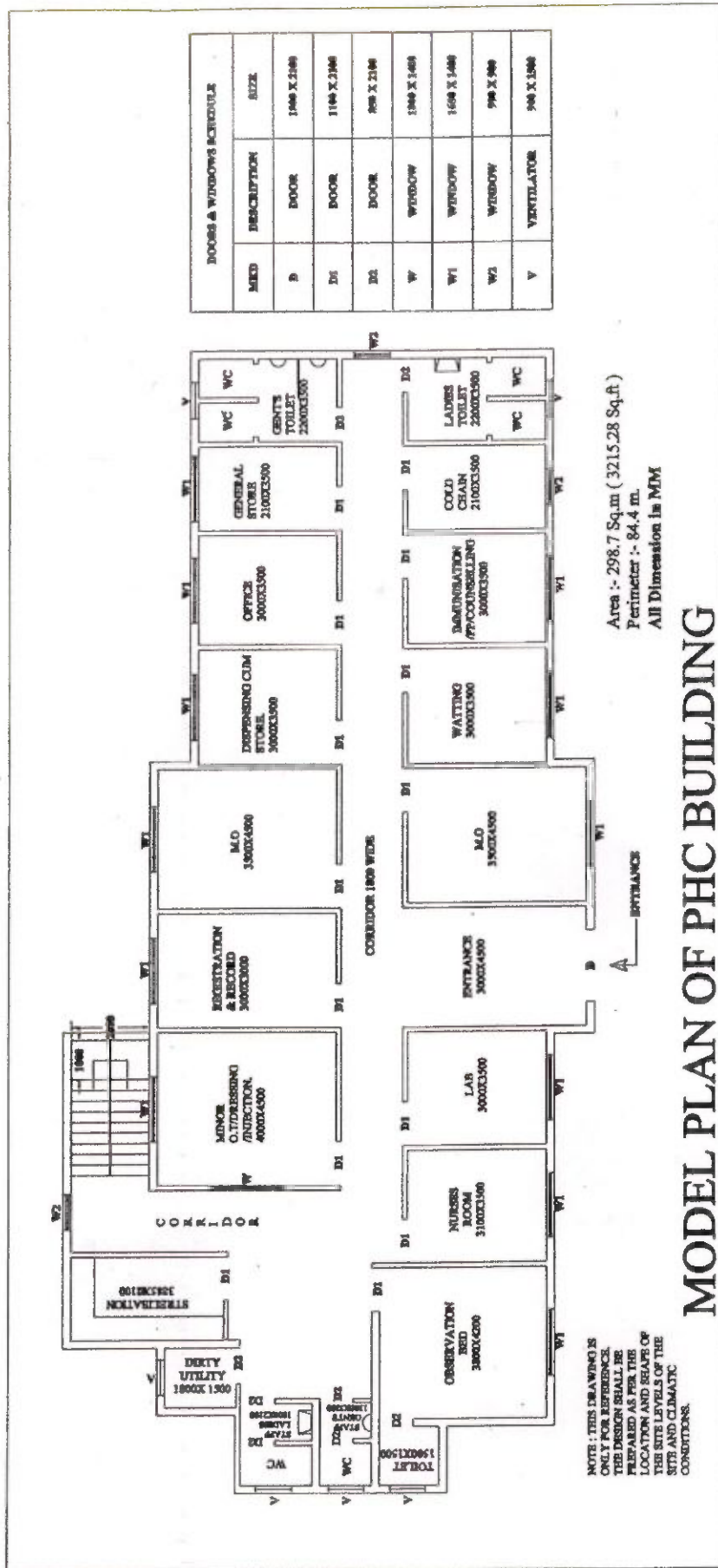
You are requested to share this drawing with the ULBs selected for implementation of NUHM.

Yours faithfully,

[Handwritten signature]

Ajay Bhattacharyya

Enclosed: The list of the concerned ULBs



Rough Cost Estimate of proposed construction of A New P.H.C Building

(i) P.H.C Ground Floor area = 298.70 SqM.

(ii) Height (H):-

Depth of the Foundation:- 1.50 M

GL to PL :- 0.60 M

Floor to Floor height :- 3.175 M

Roof Treatment :- 0.125 M

No. of Floor :- 1 No.

$$\text{Height(H)} = (3.175 + 0.125) + \frac{1}{2} \times (1.50 + 0.60) = 4.65 \text{ M.}$$

(iii) Stair-case area = 8.6 Sq.M.

(iv) No. of Stair-case = 1 no.

(v) Stair -case height = (2.40 + 0.125) = 2.525 M.

Total Volume = (298.70 x 4.65 + 8.6 x 2.525) = 1410.67 CuM.

Cost @ Rs. 3250.00 / CuM. (As per PWD, WB Rates)

= Rs. 45,84,677.50

Add 15 % for Sanitary & Plumbing works

= Rs. 6,87,701.62

Add 20 % for internal Electrification works

= Rs. 9,16,935.50

Total

= Rs. 61,89,314.62

Grand Total

= Rs. 61,89,315.00

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HEALTH & FAMILY WELFARE DEPARTMENT

NATIONAL HEALTH MISSION (NHM)

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Phone: 033-2357 3625 Fax: 2357 7909

e-mail : mdnrhm@wbhealth.gov.in/cfw@wbhealth.gov.in

Memo No. H/SFWB/28R-02-2012/4806

Date: 21/08/2014

From: Sanghamitra Ghosh
Mission Director, NHM,
Health and Family Welfare Department,
Government of West Bengal.

To: 1. Director State Urban Development Agency &
Ex-officio Jt. Secretary Govt. of West Bengal
Department of Municipal Affairs

2. The Chief Medical Officer of Health (All district)

Sir,

Activity under National Urban Health Mission (NUHM) has been initiated as per approved State PIP to strengthen the Primary Health Care delivery system in urban area. For effective implementation of the programme, Department of Health & Family Welfare, WB has finalised following modalities to be followed by all concerned.

1. **Fund flow to the ULBS under NUHM and opening of bank account:** Fund for Municipal Corporations (MC) other than Kolkata (Siliguri, Asansol, Durgapur, Chandannagar and Howrah) will be released to SUDA by the State Health & Family Welfare Samity. SUDA will release fund to these MCs as per requirement. The Municipal Corporations will submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) to SUDA. SUDA will submit quarterly UC to State Health & Family Welfare Samity. Separate bank accounts are to be maintained by Municipal Corporations for fund under NUHM. Kolkata Municipal Corporation (KMC) will receive fund directly from the State Health & Family Welfare Samity.

Fund for all the Municipalities will be released to CMOHs (District Health & Family Welfare Samity). CMOHs will release fund to respective Municipalities as per requirement. These Municipalities will submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) to the respective CMOHs. CMOHs will submit quarterly UC to State Health & Family Welfare Samity. Separate Bank Account will be maintained by the Municipalities for the fund under NUHM.

Director SUDA is requested to facilitate the opening of Bank account by the concerned Municipal Corporations. Similarly the CMOHs are requested to facilitate the opening of Bank account by the concerned Municipalities.

2. **Formation of City Urban Health Society:** As per NUHM Implementation Framework (no. L. 19017/1/2008-UH), the Municipal Corporations (MC) (Siliguri, Asansol, Durgapur, Chandannagar and Howrah & Kolkata) are required to form a City Urban Health Society which is to be registered under Certificate of Registration of Societies, West Bengal Act XXVI of 1961. The title of the society will be "——— (name of the city) Urban Health Society". At the city level, the management of NUHM activities will be coordinated by the said Society headed by the Mayor of respective MC. District Magistrate (DM)/Sub divisional Officer (SDO) or their representative will be the member of the society depending on the nature of city, whether it is a District or Sub divisional Headquarters.

The structure of the society is as follows.

| | |
|----------------------------|--|
| i. Chairman | : Mayor of the Municipal Corporation |
| ii. Vice Chairman | : Commissioner/Secretary of MC |
| iii. Vice Chairman | : Mayor-in-Council, Health |
| iv. Secretary cum Convener | : Health Officer |
| v. Treasurer | : Accounts Officer/Finance Officer |
| vi. Member | : Representative of DM/SDO |
| vii. Member | : Dy. CMOH-I in District/ACMOH of the Sub division |
| viii. Member | : Superintendent of the Hospital (District /Sub-Divisional Hospital) |

If required additional number of members may be included as per requirement.

Director SUDA may be requested to send necessary directives to the MCs for formation of society. For Municipalities the District Health & Family Welfare Samity will coordinate and monitor the NUHM activities.

3. **Procurement of Drugs and equipments:** The CMOH of the district will procure drugs and equipments for the U-PHC and CHC run under NUHM for the Municipalities. The MO in-charge of the U-PHC and CHC will place quarterly indent to respective CMOH through their ULBS and CMOH will supply the stock accordingly.
- Out of total amount approved for drugs for a particular municipality, CMOH of the concerned district will purchase medicines with the 80% fund earmarked for medicine. Rest 20% of the fund will be transferred to concerned ULB for emergency drug procurement by the ULB for the U-PHCs and U-CHS under NUHM.
4. **New construction, repair and renovation:** U-PHCs may be constructed as per the model drawing prepared by the State Health & Family Welfare department. This model plan has been prepared following the guideline of IPHS (Indian Public Health Standard). At least 3000 Sq.ft space is required for construction of new U-PHC. Plan estimate for new construction as well as repair renovation will be prepared by the respective Municipal Corporations and Municipalities. The ULBs will also execute the construction work.
5. **Signing of MOU:** An MOU will be executed between State Health & Family Welfare Department and SUDA to implement NUHM in the 5 Municipal Corporations (Siliguri, Asansol, Durgapur, Chandannagar and Howrah) and SUDA in turn will execute an MOU with these 5 MCs. An MOU will also be executed between the State Health & Family Welfare Samity and Kolkata Municipal Corporation.
6. **Recruitment of HR (Human Resources) under NUHM:** The details of approved HR, place of posting and recruiting authority have been mentioned in the annexure-I

There is a recruitment committee for all the districts for recruitment of various categories of staffs under NHM at district and facility level, formed vide this Department's order No. HFW/NRHM-34/2014/660, dated 18.02.2014. There is also a committee for recruitment of ASHA in each district, formed vide this Department's Memo no. HFW/NRHM/20//2006/(Pt.II)/1631, dated June 27, 2012, Memo no. HFW/NRHM/20/06/Pt.II/1844 dated 24 July, 2012, Memo no. HFW/NRHM-20/06/(Pt.III)/250, dated, 27.01.2014 and Memo no. HFW/NRHM-20/06/(Pt.III)/735, dated, 20.02.2014. These district level committees will recruit HR for the Municipal Corporations as well as Municipalities. (All these memos are enclosed).

While recruiting HR under NUHM for the City Programme Management Unit, Urban Primary Health Centre and ASHA at Community level, these district level recruitment committee will include the Mayor/Chairman or their representative from the concerned Municipal Corporation/Municipality as member of the said committee.

All category of recruitment for the Kolkata Municipal Corporation will be done by the KMC.

Yours faithfully,

Sanghamitra Ghosh

(Sanghamitra Ghosh)

Enclosed: As stated.

Memo No. H/SFWB/28R-02-2012/4806/1(14)

Date: 21/08/2014

Copy forwarded for kind information and necessary action to:

1. The Director of Health Services & e.o. Secretary, Govt. of West Bengal
2. The Director of Medical Education & e.o. Secretary, Govt. of West Bengal
3. The Addl. Mission Director NHM and Jt. Secretary to Govt. of west Bengal
4. The Addl Director of Health Services (Admn), West Bengal
5. The Addl Director of Health Services (TB), West Bengal
6. The Jt. Director of Health Services and SFWO, West Bengal
7. The Jt. Director of Health Services (PH & CD), West Bengal
8. The Jt. Director Of Health Service and CHO, KMHUO, Kolkata
9. The Jt. Director Of Health Service (P & D), west Bengal
10. The P. O. NHM, West Bengal
11. The Director Financial Management Group (FMG), NHM
12. The Senior Accounts Officer (Sr. A. O.), NHM
13. PS to Principal Secretary, Department of Health & Family Welfare, WB
14. Office copy

Sanghamitra Ghosh
(Sanghamitra Ghosh)

Annexure-I

HR of different category to be recruited Under NUHM at different level.

| At State Programme Management Unit (SPMU) | | | | | |
|--|--|--------------------------------|----------------|--------------------|---------------------------------------|
| Sl | Name of the Post | Remuneration/ Month (in Rs) | No of Posts | To be posted at | Recruiting Authority |
| 1 | State Urban Health Planning Manager | 40000.00 | 1 | State PMU | State H&FWS |
| 2 | Consultant (M&E) | 40000.00 | 1 | State PMU | State H&FWS |
| 3 | Consultant (Community Process) | 40000.00 | 1 | State PMU | State H&FWS |
| 4 | State Finance Manager | 40000.00 | 1 | State PMU | State H&FWS |
| 5 | Health MIS Manager | 25,000.00 | 1 | State PMU | State H&FWS |
| 6 | Computer Assistant | 13,560.00 | 1 | State PMU | State H&FWS |
| 7 | Data Entry Operator | 13,560.00 | 1 | State PMU | State H&FWS |
| At District Programme Management Unit (DPMU) | | | | | |
| 1 | Consultant (Epidemiologist) | 37,000.00 | 23 | District PMU | State H&FWS/KMC |
| 2 | Accounts Manager | 23,270.00 | 23 | District PMU | State H&FWS/KMC |
| 3 | Computer Assistant <i>CUM DEO</i> | 13,560.00 | 23 | District PMU | District H&FWS/KMC |
| At City Programme Management Unit (City PMU) | | | | | |
| 1 | Consultant (Epidemiologist) | 37,000.00 | 6 | City PMUs | State H&FWS/ KMC (for Kolkata) |
| 2 | Accounts Manager | 23,270.00 | 5 | City PMUs | State H&FWS/ KMC (for Kolkata) |
| 3 | Data Manager | 23,270.00 | 2 | City PMUs | State H&FWS/ KMC (for Kolkata) |
| 4 | Computer Assistant | 13,560.00 | 82 | City PMUs | District H&FWS/KMC |
| 5 | Data Entry Operator | 13,560.00 | 86 | City PMUs | District H&FWS/KMC |
| At Urban Primary Health Centre (U-PHC) | | | | | |
| 1 | Medical Officer (Full time) | 40,000.00 | 169 | U-PHC | State H&FWS/ KMC (for Kolkata) |
| 2 | Medical Officer (Part time) | 24,000.00 | 142 | U-PHC | State H&FWS/ KMC (for Kolkata) |
| 3 | Staff Nurse | 17,220.00 | 507 | U-PHC | State H&FWS / KMC (for Kolkata) |
| 4 | Pharmacist | 16,860.00 | 169 | U-PHC | State H&FWS / KMC (for Kolkata) |
| 5 | Lab Technician | 9380.00 | 169 | U-PHC | District H&FWS / KMC (for Kolkata) |
| Sl | Name of the Post | Remuneration/ Month (in Rs) | No of Posts | To be posted at | Recruiting Authority |
| 6 | ANM | 9380.00 | 488 | U-PHC | District H&FWS/ KMC (for Kolkata) |
| 7 | LDC | 9000.00 | 169 | U-PHC | District H&FWS / KMC (for Kolkata) |
| 8 | Group-D | 5000.00 | 169 | U-PHC | District H&FWS / KMC (for Kolkata) |
| At Community | | | | | |
| 1 | ASHA | Performance based incentive | 3366 | U-PHC | District H&FWS / KMC (for Kolkata) |

Government of West Bengal
Department of Health & Family Welfare
National Health Mission
1st Floor, Granthagar Bhawan, GN-29
Sector-V, Salt Lake, Kolkata - 700 091

No. HFW/NRHM-34/2014/660

Date: 18.02.14

ORDER

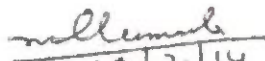
Sub : Revised Guideline for Recruitment to fill up different District & Facility level vacant posts under National Health Mission (NHM).

In supersession to all orders issued in this regard the Recruitment Committee to fill up different district and facility level vacant posts of National Health Mission of different districts will be chaired by Hon'ble Members as per the list enclosed herewith.

The other members of the Recruitment Committee will be as follows:

1. Chief Medical Officer of Health, Member Secretary
2. Representative of the District Magistrate
3. Programme Officer of the respective Programme for which the engagement has been initiated (Dy. CMoH-I/II/III)
4. MSVP in case of Medical Colleges
5. Expert of different discipline, as required.

This revised Committee will start functioning with immediate effect and even in cases where such recruitment process is underway or almost completed, the reconstituted Committee shall conclude the recruitment process.


Principal Secretary
Department of Health & Family Welfare
Government of West Bengal

No. HFW/NRHM-34/2014/660/1(24)

Date: 18.02.14

Copy forwarded for information to:-

1. Director of Health Service & e.o. Secretary to the Govt. of West Bengal.
2. Director of Medical Education & e.o. Secretary to the Govt. of West Bengal.
3. Additional Mission Director, National Health Mission & Joint Secretary to the Govt. of West Bengal
4. State Family Welfare Officer, Family Welfare Bureau.
5. PS to Hon'ble MIC North Bengal Development Department with the request to place it before Hon'ble MIC.
6. PS to Hon'ble MOS, Health & Family Welfare Department with the request to place it before Hon'ble MOS.
7. Shri Biplab Mitra, Chairperson of the Recruitment Committee Dakshin Dinajpur District
8. Shri Biplab Mitra, Chairperson of the Recruitment Committee Uttar Dinajpur District
9. Shri Rabindra Nath Ghosh, Chairperson of the Recruitment Committee Coochbehar District
10. Shri Nasirudding Ahmed (Lal), Chairperson of the Recruitment Committee Mrushidabad District
11. Dr. Asish Banerjee, Chairperson of the Recruitment Committee Malda District
12. Shri Monirul Islam, Chairperson of the Recruitment Committee Birbhum District
13. Shri Tapan Dasgupta, Chairperson of the Recruitment Committee Hooghly District
14. Shri Jyotirmoy Kar, Chairperson of the Recruitment Committee Purba Medinipur District
15. Shri Shankar Dolai, Chairperson of the Recruitment Committee Paschim Medinipur District
16. Shri Arup Kumar Khan, Chairperson of the Recruitment Committee Bankura District
17. Shri Ujjal Pramanick (Rural), Chairperson of the Recruitment Committee Burdwan District
18. Shir Subhasis Batabyal (Urban), Chairperson of the Recruitment Committee Burdwan District
19. Shri Silbhadra Datta, Chairperson of the Recruitment Committee North 24 Parganas District
20. Shir Nirmal Maji, Chairperson of the Recruitment Committee South 24 Parganas District
21. Smt. Nilima Nag (Mallick), Chairperson of the Recruitment Committee Nadia District
22. Shri Pulak Roy, Chairperson of the Recruitment Committee Howrah District
23. Smt. Sandhya Tudu, Chairperson of the Recruitment Committee Purulia District
24. Chief Medical Officer of Health (All Districts)



State Mission Director
National Health Mission

(1)

| Sl. No. | Name of the District | Name of the Chairperson |
|---------|----------------------|--|
| 1. | Dakshin Dinajpur | Shri Biplab Mitra |
| 2. | Uttar Dinajpur | Shri Biplab Mitra |
| 3. | Choochbehar | Shri Rabindra Nath Ghosh |
| 4. | Murshidabad | Shri Nasiruddin Ahmed (Lal) |
| 5. | Malda | Dr. Asish Banerjee |
| 6. | Darjeeling | Shri Goutam Deb |
| 7. | Jalpaiguri | Shri Goutam Deb |
| 8. | Birbhum | Shri Monirul Islam |
| 9. | Hooghly | Shri Tapan Dasgupta |
| 10. | Purba Medinipur | Shri Jyotirmoy Kar |
| 11. | Paschim Medinipur | Shri Shankar Dolai |
| 12. | Bankura | Shri Arup Kumar Khan |
| 13. | Burdwan | Shri Ujjal Pramanick (Rural) Shri Subhasis Batabyal (Urban) |
| 14. | North 24-Pgs. | Shri Silbhadra Datta |
| 15. | South 24-Pgs. | Shri Nirmal Maji |
| 16. | Nadia | Smt. Nilima Nag (Mallick) |
| 17. | Howrah | Shri Pulak Roy |
| 18. | Purulia | Smt. Sandhya Tudu |

**GOVERNMENT OF WEST BENGAL
HEALTH AND FAMILY WELFARE DEPARTMENT
NATIONAL RURAL HEALTH MISSION
GN-29, SECTOR-V, SALT LAKE
KOLKATA-700091**

Memo No: HFW/NRHM-20/2006/(Part II)/1631

June 27, 2012

From: Dilip Ghosh, IAS
State Mission Director (NRHM) &
Secretary to Govt. of West Bengal

To: 1. District Magistrate, District.
2. CMOH, District.

Sir/Madam,

Sub: Revised Guideline for Selection of ASHAs


In West Bengal, ASHA Programme has lived up to its role as one of the major components of NRHM. As per 2001 census, the total no. of ASHAs to be selected in West Bengal is around 61008, out of which around 46818 ASHAs have already been selected. With ASHAs being introduced as a change agent in transforming the health seeking behavior of the community, the demand for health services provided by the government is on the rise.

It has been decided to modify the guideline for selection of ASHAs. The order for revised guideline for selection of ASHAs is being issued herewith. This order supersedes all other guidelines and orders issued in this context. The revised guideline for selection of ASHAs will be effective on and from 15th July, 2012. All selections initiated from the aforementioned date onwards will follow this guideline.

You are being requested to take necessary steps regarding the same.

Thanking you,

Yours faithfully,


(Dilip Ghosh)
State Mission Director (NRHM) &
Secretary to Govt. of West Bengal


Memo No: HFW/NRHM-20/2006/(Part II)/1631/1(150)

June 27, 2012

Copy forwarded for information and necessary action to:

1. Principal Secretary, DWCD
2. Principal Secretary, P & RD
3. Director of Health Services
4. Director of Medical Education
5. Executive Director, WBSH&FWS
6. Director, SPSRC - with a request to circulate copies to all members of SPSRC
7. Joint Secretary (FW) & Additional Mission Director (NRHM)
8. Addl. DHS & SFWO - with a request to circulate copies to all members of SFWB
9. Jt. DHS, PH & CD
10. Sr. Accounts Officer, NRHM
11. DDHS, Malaria
12. DDHS, Leprosy
13. Jt. DHS, RNTCP
14. DDHS, NPCB

15. Mr. Subhra Chakraborty, PO, NRHM
16. Ms. Srabani Majumder, State NGO Coordinator
17. Dr. Kaninika Mitra, P.O. Health, UNICEF
- 19-36. Chairperson..... District
- 37-54. Deputy CMOH-III,..... District
- 55-72. DMCHO,..... District
- 73-90. DPO (ICDS)..... District
- 91-108. DPHNO,..... District
- 109-126. District Programme Coordinator, PMU..... District
127. All SDOs,..... Sub Division,..... District
128. All BMOHs,..... Block,..... District
- 129-143. Secretary/Director,..... District Training Centre (DTC's)
144. CINI-STC State Training Centre
145. PA to MIC
146. PA to MOS
147. PA to Principal Secretary
148. In charge, IT cell - with a request to upload the guideline in the website
149. Guard File
150. Office copy


(Dilip Ghosh)
State Mission Director (NRHM) &
Secretary to Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
HEALTH AND FAMILY WELFARE DEPARTMENT
NATIONAL RURAL HEALTH MISSION
SWASTHYA BHAVAN, 4TH FLOOR
GN-29, SECTOR-V, SALT LAKE
KOLKATA - 700091

Memo no. HFW/NRHM-20/2006/(Part II)/1631

Dated: 27th June 2012

ORDER

Sub: Revised Guideline for Selection of ASHAs

It has been decided to modify the guideline for selection of ASHAs. This order supersedes all other guidelines and orders issued in this context.

The revised guideline for selection of ASHAs, to be effective on and from 15th July 2012, is hereby issued.

All selections initiated from the aforementioned date onwards will follow this guideline.

A. Population to be covered by ASHA:

A.1: Considering the pattern of population distribution, one ASHA is to serve 800 - 1200 population.

B. Eligibility for being an ASHA:

- B.1: Should be a married/divorced or widowed woman
- B.2: Should be a resident of the same village for which she will be selected
- B.3: Should be within the age group of 30-40. In case of SC and ST candidates, the lower age limit may be relaxed to 22 years.
- B.4: Should be Madhyamik appeared or equivalent
- B.5: Women candidates who are Madhyamik pass or possessing higher qualification are also eligible. However, in case of candidates possessing higher qualification, only marks obtained in Madhyamik or equivalent examination will be considered.

C. Documents to be submitted/shown mandatorily by the applicant:

- C.1: The proof of residence (Voters Identity Card/Ration Card)
- C.2: Original mark sheet of Madhyamik or equivalent examination as applicable. Mark sheet is to be provided by the candidates even in case of failure in the exam.

D: Process of selecting an ASHA:

- D.1: Selection of ASHA will be done at the sub division level.
- D.2: Selection will be done by ASHA Selection Committee at the sub divisional level comprising of the following members:
 - MICs / other public representatives of the district - Chairperson (District wise names of MICs / other public representatives of the district attached in Annexure I)
 - Sub Divisional Officer (SDO) - Member Secretary
 - DPHNO - Member
 - DPO (ICDS) - Member
 - BMOH of the concerned blocks - Members

D.3: The selection would be based on
- Marks obtained by the candidate in the Madhyamik or equivalent examination (90% weightage).
- Score in the interview (10% weightage)

D.4: Areas where the majority of the population belongs to ST/SC, preference to be given to women from that category keeping the selection criteria (detailed in **Section B**) fixed.

D.5: Preference to be given to Grade I and Grade II SHG members / trained dais / link workers keeping the selection criteria (detailed in **Section B**) fixed.

E: Steps to be followed for filling up of vacant areas:

E.1: A detailed analysis of area demarcated and assigned to each ASHA in the Gram Panchayat is to be taken up by the BDO and BMOH with support from BPHN and GP Supervisors of his/her block to check that the demarcation and subsequent assignment was done within the purview of the programme guideline and as per Census, 2001.

E.2: In case of any discrepancy in the allotted area, the BDO and BMOH will rationally re-allot the area to be covered by each ASHA as per the programme guideline with guidance from the District Magistrate (DM) and Chief Medical Officer of Health (CMOH).

E.3: After ensuring that the existing population distribution of the ASHAs is as per programme guideline, the areas lying vacant need to be identified along with the no. of vacancies based on which extensive publicity regarding the nature of service being sought and eligibility criteria is to be done by the BDO at the block, Gram Panchayat and the village level. The publicity will include the following:

- Advertisement in local newspapers,
- Postering at the BDO office, BPHC/RH, and Gram Panchayat office, and
- Miking at the village level.

E.4: The BDO office will receive applications from the prospective candidates. A separate register is to be maintained at the BDO office for documenting all the applications. After initial shortlisting and scrutiny at the BDO office, the list of eligible candidates along with their applications will be sent to the SDO office for final selection by the ASHA Selection Committee as stated in **Section D.2**. The BDO office will retain a receipt copy of the list of eligible candidates sent to the SDO office. All relevant documents should be maintained properly and made available for any future verification if necessary.

E.5: On receiving the list of eligible candidates from the BDO office, an interview is to be held at the SDO office by the ASHA Selection Committee comprising of members as stated in **Section D.2**.

E.6: SDO will seek the convenience of the Chairperson and convene the meeting of the ASHA Selection Committee with the members stated above in **Section D.2**.

E.7: Based on the marks obtained in Madhyamik or equivalent examination and scores in interview, the ASHA Selection Committee is to draw up a GP wise final list with a panel of three candidates for each position in **Proforma ASHA_P1** as provided by the State ASHA Cell under NRHM (attached along with this order as *Annexure 2*). All sections of the **Proforma ASHA_P1** should be properly filled up failing which the selection will not be approved at the State level.

E.8: At the SDO office, all relevant documents (e.g. list of eligible candidates received from the BDO office, photocopies of mark sheets and proofs of residence of candidates selected in the panel, etc.) should be maintained properly and made available for any future verification if necessary.

E.9: The GP wise **Proforma ASHA_P1** is to be duly approved and signed by all the members of the ASHA Selection Committee and the SDO office will send it to the CMOH for further processing.

E.10: After receipt of the approved panel in prescribed format **Proforma ASHA_P1** from the SDO office, it is to be forwarded by the CMOH, within 30 days of receipt, to the State Mission Director (NRHM), Dept. of Health & Family Welfare, Govt. of West Bengal, along with a forwarding letter, for final approval.

E.11: On receipt of the final approval from the state, the engagement of ASHA will be done by the BMOH as Member Secretary of the Block Health & Family Welfare Samiti.

E.12: Standard format for engagement will be provided by the State ASHA Cell under NRHM along with the approved list.

F. Others:

F.1: Total no. of ASHAs to be selected per block as per Census, 2001, has already been communicated to the districts vide the initiation letters issued for the different phases.

F.2: The detailed analysis of area demarcated and assigned to each ASHA in the Gram Panchayat and subsequent reallotment, if any, has to be done as per Census, 2001.

F.3: Preference as mentioned in **Section D.4** will precede that in **Section D.5**.

F.4: In case of non-availability of candidates matching the selection criteria, specific relaxations may be approved on a case to case basis by NRHM, DoH&FW, GoWB, upon submission of a written request along with requisite proof from the Block Health & Family Welfare Samiti, by the CMOH.

F.5: After receiving engagement letter from the Block Health & Family Welfare Samiti, the ASHAs will undergo a complete residential training in various rounds as part of the capacity building mechanism. She will be entitled for a performance based Incentive only after completion stipulated round of training as per guideline.

F.6: The revised order for selection of ASHAs will be effective on and from 15th July 2012. All selections initiated from this date onwards will follow this guideline.

Sanjay Mitra
SANJAY MITRA 27/6/12
PRINCIPAL SECRETARY
DoH&FW GoWB

Annexure-1

**List of Chairpersons of Sub-Divisional Committees for the
engagement of ASHAs**

| Sl.No | District | Name of Chairpersons |
|-------|-----------------------|------------------------|
| 1. | South 24 Parganas | Sri Arup Biswas |
| 2. | North 24 Parganas | Sri Jyotipriya Mallick |
| 3. | Nadia | Sri Ujjal Biswas |
| 4. | Purba Medinipur | Sri Suwendu Adhikari |
| 5. | Paschim Medinipur | Sri Santiram Mahato |
| 6. | Purulia | Sri Santiram Mahato |
| 7. | Malda | Smt.Sabitri Mitra |
| 8. | Murshidabad | Sri Subrata Saha |
| 9. | Uttar Dinajpur | Janab Karim Chowdhury |
| 10. | Dakshin Dinajpur | Sri Sankar Chakraborty |
| 11. | Darjeeling (Siliguri) | Sri Goutam Deb |
| 12. | Darjeeling (Hills) | Sri Goutam Deb |
| 13. | Jalpaiguri | Sri Goutam Deb |
| 14. | Coochbehar | Sri Hiten Barman |
| 15. | Birbhum | Smt. Satabdi Roy |
| 16. | Burdwan | Sri Moloy Ghatak |
| 17. | Hooghly | Dr.Ratna Nag |
| 18. | Howrah | Sri Arup Roy |

GOVERNMENT OF WEST BENGAL
HEALTH AND FAMILY WELFARE DEPARTMENT
NATIONAL RURAL HEALTH MISSION
SWASTHYA BHAVAN, 4TH FLOOR
GN-29, SECTOR-V, SALT LAKE
KOLKATA - 700091

Memo no: HFW/NRHM/20/06/Pt II/1844

Dated: 24th July 2012

Corrigendum

In partial modification of order no. HFW/NRHM-20/2006/Pt II/1631 dated June 27, 2012 regarding Revised Guidelines for Selection of ASHAs, it is ordered that the revised list of Chairpersons of Sub-Divisional Committees for the selection of ASHAs stands modified as follows:

1. Shri. Sukumar Hansda for Paschim Midnapore instead of Shri. Santiram Mahato and
2. Shri. Shyam Mukherjee for Bankura district.


Dilip Ghosh

State Mission Director (NRHM) &
Secretary to Govt. of West Bengal

Memo no: HFW/NRHM/20/06/Pt II/1844

Dated: 24th July 2012

Copy forwarded for information and necessary action to:

1. Principal Secretary, DWCD
2. Principal Secretary, P & RD
3. Director of Health Services
4. Director of Medical Education
5. Executive Director, WBSH&FWS
6. Director, SPSRC - with a request to circulate copies to all members of SPSRC
7. Joint Secretary (FW) & Additional Mission Director (NRHM)
8. Addl. DHS & SFWO - with a request to circulate copies to all members of SFWB
9. Jt. DHS, PH & CD
10. Sr. Accounts Officer, NRHM
11. DDHS, Malaria
12. DDHS, Leprosy
13. Jt. DHS, RNTCP
14. DDHS, NPCB
15. Mr. Subhra Chakraborty, PO, NRHM
16. Ms. Srabani Majumder, State NGO Coordinator
17. Dr. Kaninika Mitra P.O. Health, UNICEF

- 18-35. Chairperson.....District
36-53. Deputy CMOH-III,.....District
54-71. DMCHO,.....District
72-89. DPO (ICDS) District
90-107. DPHNO,.....District
108-125. District Programme Coordinator, PMU.....District
126. All SDOs,..... Sub Division,.....District
127. All BMOHs,Block, District
128-142. Secretary/Director, District Training Centre (DTC's)
143. CINI-STC State Training Centre
144. PA to MIC
145. PA to MOS
146. PA to Principal Secretary
147. In charge, IT cell - with a request to upload the guideline in the website
148. Guard File
149. Office copy


Dilip Ghosh

State Mission Director (NRHM) &
Secretary to Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
SWASTHYA BHAVAN, WING B, 4th FLOOR
GN 29, SECTOR V, SALT LAKE
KOLKATA 700091

Memo No: HFW/NRHM-20/06/(Part III)/250

Dated: 27.01.14

ORDER

Sub: Revised Guideline for Selection of ASHAs


Ref: 1. Memo no. HFW/NRHM-20/2006/Part II/1631 Dated: 27th June 2012 and
2. Memo no. HFW/NRHM-20/06/Part II/1844 Dated: 24th July 2012, of State Mission
Director

In partial modification to the memos under reference regarding Revised Guideline for Selection of ASHAs, and with reference to Point No.D.2 of Memo No.1, the list of MICs/other public representatives of the district as Chairperson, is hereby revised. The same is being enclosed as Annexure 1 herewith.

It is being intimated that where such selection process is underway or almost completed, the existing committee may conclude the process.

The changes as proposed may be effected for all selection for which advertisement has already been published or is to be published or applications have been received but the subsequent stages of the process of selection have not yet started.

Other points laid out in the memo under reference remain unchanged.


Principal Secretary
DoH&FW GoWB

Encl: As above

Annexure - 1

Revised List of Chairpersons of Sub-Divisional Committees for the engagement of ASHAs

| Sl.No | District | Name of Existing Chairpersons | Name of the Chairpersons now |
|-------|-----------------|-------------------------------|------------------------------|
| 1. | Purba Medinipur | Sri. Suwendu Adhikari | Dr. Soumen Mahapatra |
| 2. | Coochbehar | Sri. Hiten Barman | Sri Binoy Burman |
| 3. | Birbhum | Smt. Satabdi Roy | Sri Chandranath Sinha |
| 4. | Hooghly | Dr. Ratna Nag | Sri. Tapan Dasgupta |

Other names remain unchanged as issued vide Memo no. HFW/NRHM-20/2006/Part II/1631 Dated: 27th June 2012 and Memo no. HFW/NRHM-20/06/Part II/1844 Dated: 24th July 2012 memo under reference.


Principal Secretary

Memo No: HFW/NRHM-20/06/(Pt III)/250/1(26)

Dated: 27.1.14

Copy forwarded for kind information and necessary action to:

1. Director of Health Services
- 2-19. CMOH – All districts
20. PS to Hon'ble MIC, Dept. of Forests, GoWB with the request to kindly place this before Hon'ble MIC
21. PS to Hon'ble MIC, Dept. of Fisheries, GoWB with the request to kindly place this before Hon'ble MIC
22. PS to Hon'ble MIC, Dept. of Water Resources, Investigation & Development, GoWB with the request to kindly place this before Hon'ble MIC
23. PS to Hon'ble MOS, Dept. of Health & Family Welfare, GoWB with the request to kindly place this before Hon'ble MIC
24. Sri Tapan Dasgupta, Parliamentary Secretary, Dept. of Labour, GoWB
25. Office of State ASHA Cell
26. Guard file


State Mission Director, NHM

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
SWASTHYA BHAVAN, WING B, 4th FLOOR
GN 29, SECTOR V, SALT LAKE
KOLKATA 700091

Memo No: HFW/NRHM-20/06/(Part III)/735

Dated: 20.02.14

ORDER


Sub: Revised Guideline for Selection of ASHAs

Ref: Memo No: HFW/NRHM-20/06/(Part III)/250 dated: 27.01.14

In partial modification to the memo under reference regarding Revised Guideline for Selection of ASHAs, it is being intimated that Chairperson for the ASHA Selection Committee of Purba Medinipur stands modified as follows:

1. Shri Suwendu Adhikari instead of Dr. Soumen Mahapatra

Other points laid out in the memo under reference remain unchanged.


Principal Secretary
DoH&FW GoWB

Memo No: HFW/NRHM-20/06/(Part III)/735

Dated: 20.02.14

Copy forwarded for kind information and necessary action to:

1. Director of Health Services
2. District Magistrate – Purba Medinipur
3. CMOH – Purba Medinipur
4. PS to Hon'ble MOS, Dept. of Health & Family Welfare, GoWB with the request to kindly place this before Hon'ble MIC
5. Office of State ASHA Cell
6. Guard file


for State Mission Director, NHM

GOVERNMENT OF WEST BENGAL

HEALTH & FAMILY WELFARE DEPARTMENT

NATIONAL HEALTH MISSION (NHM)

1ST FLOOR, GRANTHAGAR BHAWAN,

SWASTHYA BHAWAN PREMISES

GN-29, SECTOR-V, SALT LAKE CITY, KOLKATA – 700 091.

Phone: 033-2357 3625 Fax: 2357 7909

e-mail : mdnrhm@wbhealth.gov.in/cfw@wbhealth.gov.in

Memo No. H/SFWB/28R-02-2012/4806

Date: 21/08/2014

From: Sanghamitra Ghosh
Mission Director, NHM,
Health and Family Welfare Department,
Government of West Bengal.

To: 1. Director State Urban Development Agency &
Ex-officio Jt. Secretary Govt. of West Bengal
Department of Municipal Affairs

2. The Chief Medical Officer of Health (All district)

Sir,

Activity under National Urban Health Mission (NUHM) has been initiated as per approved State PIP to strengthen the Primary Health Care delivery system in urban area. For effective implementation of the programme, Department of Health & Family Welfare, WB has finalised following modalities to be followed by all concerned.

- 1. Fund flow to the ULBS under NUHM and opening of bank account:** Fund for Municipal Corporations (MC) other than Kolkata (Siliguri, Asansol, Durgapur, Chandannagar and Howrah) will be released to SUDA by the State Health & Family Welfare Samity. SUDA will release fund to these MCs as per requirement. The Municipal Corporations will submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) to SUDA. SUDA will submit quarterly UC to State Health & Family Welfare Samity. Separate bank accounts are to be maintained by Municipal Corporations for fund under NUHM. Kolkata Municipal Corporation (KMC) will receive fund directly from the State Health & Family Welfare Samity.

Fund for all the Municipalities will be released to CMOHs (District Health & Family Welfare Samity). CMOHs will release fund to respective Municipalities as per requirement. These Municipalities will submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) to the respective CMOHs. CMOHs will submit quarterly UC to State Health & Family Welfare Samity. Separate Bank Account will be maintained by the Municipalities for the fund under NUHM.

Director SUDA is requested to facilitate the opening of Bank account by the concerned Municipal Corporations. Similarly the CMOHs are requested to facilitate the opening of Bank account by the concerned Municipalities.

2. **Formation of City Urban Health Society:** As per NUHM Implementation Framework (no. L. 19017/1/2008-UH), the Municipal Corporations (MC) (Siliguri, Asansol, Durgapur, Chandannagar and Howrah & Kolkata) are required to form a City Urban Health Society which is to be registered under Certificate of Registration of Societies, West Bengal Act XXVI of 1961. The title of the society will be "_____ (name of the city) Urban Health Society". At the city level, the management of NUHM activities will be coordinated by the said Society headed by the Mayor of respective MC. District Magistrate (DM)/Sub divisional Officer (SDO) or their representative will be the member of the society depending on the nature of city, whether it is a District or Sub divisional Headquarters.

The structure of the society is as follows.

| | |
|----------------------------|--|
| i. Chairman | : Mayor of the Municipal Corporation |
| ii. Vice Chairman | : Commissioner/Secretary of MC |
| iii. Vice Chairman | : Mayor-in-Council, Health |
| iv. Secretary cum Convener | : Health Officer |
| v. Treasurer | : Accounts Officer/Finance Officer |
| vi. Member | : Representative of DM/SDO |
| vii. Member | : Dy. CMOH-I in District/ACMOH of the Sub division |
| viii. Member | : Superintendent of the Hospital (District /Sub-Divisional Hospital) |

If required additional number of members may be included as per requirement.

Director SUDA may be requested to send necessary directives to the MCs for formation of society. For Municipalities the District Health & Family Welfare Samity will coordinate and monitor the NUHM activities.

3. **Procurement of Drugs and equipments:** The CMOH of the district will procure drugs and equipments for the U-PHC and CHC run under NUHM for the Municipalities. The MO in-charge of the U-PHC and CHC will place quarterly indent to respective CMOH through their ULBS and CMOH will supply the stock accordingly.

Out of total amount approved for drugs for a particular municipality, CMOH of the concerned district will purchase medicines with the 80% fund earmarked for medicine. Rest 20% of the fund will be transferred to concerned ULB for emergency drug procurement by the ULB for the U-PHCs and U-CHS under NUHM.

4. **New construction, repair and renovation:** U-PHCs may be constructed as per the model drawing prepared by the State Health & Family Welfare department. This model plan has been prepared following the guideline of IPHS (Indian Public Health Standard). At least 3000 Sq.ft space is required for construction of new U-PHC. Plan estimate for new construction as well as repair renovation will be prepared by the respective Municipal Corporations and Municipalities. The ULBs will also execute the construction work.
5. **Signing of MOU:** An MOU will be executed between State Health & Family Welfare Department and SUDA to implement NUHM in the 5 Municipal Corporations (Siliguri, Asansol, Durgapur, Chandannagar and Howrah) and SUDA in turn will execute an MOU with these 5 MCs. An MOU will also be executed between the State Health & Family Welfare Samity and Kolkata Municipal Corporation.
6. **Recruitment of HR (Human Resources) under NUHM:** The details of proposed HR, place of posting and recruiting authority have been mentioned in the annexure-I

There is a recruitment committee for all the districts for recruitment of various categories of staffs under NHM at district and facility level, formed vide this Department's order No. HFW/NRHM-34/2014/660, dated 18.02.2014. There is also a committee for recruitment of ASHA in each district, formed vide this Department's Memo no. HFW/NRHM/20//2006/(Pt.II)/1631, dated June 27, 2012, Memo no. HFW/NRHM/20/06/Pt.II/1844 dated 24 July, 2012, Memo no. HFW/NRHM-20/06/(Pt.III)/250, dated, 27.01.2014 and Memo no. HFW/NRHM-20/06/(Pt.III)/735, dated, 20.02.2014. These district level committees will recruit HR for the Municipal Corporations as well as Municipalities. (All these memos are enclosed).

While recruiting HR under NUHM for the City Programme Management Unit, Urban Primary Health Centre and ASHA at Community level, these district level recruitment committee will include the Mayor/Chairman or their representative from the concerned Municipal Corporation/Municipality as member of the said committee.

All category of recruitment for the Kolkata Municipal Corporation will be done by the KMC.

Yours faithfully,


(Sanghamitra Ghosh)


Enclosed: As stated.

Date: 21/08/2014

Memo No. H/SFWB/28R-02-2012/4806/1(14)

Copy forwarded for kind information and necessary action to:

1. The Director of Health Services & e.o. Secretary, Govt. of West Bengal
2. The Director of Medical Education & e.o. Secretary, Govt. of West Bengal
3. The Addl. Mission Director NHM and Jt. Secretary to Govt. of west Bengal
4. The Addl Director of Health Services (Admn), West Bengal
5. The Addl Director of Health Services (TB), West Bengal
6. The Jt. Director of Health Services and SFWO, West Bengal
7. The Jt. Director of Health Services (PH & CD), West Bengal
8. The Jt. Director Of Health Service and CHO, KMUHO, Kolkata
9. The Jt. Director Of Health Service (P & D), west Bengal
10. The P. O. NHM, West Bengal
11. The Director Financial Management Group (FMG), NHM
12. The Senior Accounts Officer (Sr. A. O.), NHM
13. PS to Principal Secretary, Department of Health & Family Welfare, WB
14. Office copy


(Sanghamitra Ghosh)

Annexure-I

HR of different category to be recruited Under NUHM at different level.

| At State Programme Management Unit (SPMU) | | | | | |
|--|-------------------------------------|-----------------------------|-------------|-----------------|------------------------------------|
| Sl | Name of the Post | Remuneration/ Month (in Rs) | No of Posts | To be posted at | Recruiting Authority |
| 1 | State Urban Health Planning Manager | 40000.00 | 1 | State PMU | State H&FWS |
| 2 | Consultant (M&E) | 40000.00 | 1 | State PMU | State H&FWS |
| 3 | Consultant (Community Process) | 40000.00 | 1 | State PMU | State H&FWS |
| 4 | State Finance Manager | 40000.00 | 1 | State PMU | State H&FWS |
| 5 | Health MIS Manager | 25,000.00 | 1 | State PMU | State H&FWS |
| 6 | Computer Assistant | 13,560.00 | 1 | State PMU | State H&FWS |
| 7 | Data Entry Operator | 13,560.00 | 1 | State PMU | State H&FWS |
| At District Programme Management Unit (DPMU) | | | | | |
| 1 | Consultant (Epidemiologist) | 37,000.00 | 23 | District PMU | State H&FWS/KMC |
| 2 | Accounts Manager | 23,270.00 | 23 | District PMU | State H&FWS/KMC |
| 3 | Computer Assistant <i>CLM DEO</i> | 13,560.00 | 23 | District PMU | District H&FWS/KMC |
| At City Programme Management Unit (City PMU) | | | | | |
| 1 | Consultant (Epidemiologist) | 37,000.00 | 6 | City PMUs | State H&FWS/ KMC (for Kolkata) |
| 2 | Accounts Manager | 23,270.00 | 5 | City PMUs | State H&FWS/ KMC (for Kolkata) |
| 3 | Data Manager | 23,270.00 | 2 | City PMUs | State H&FWS/ KMC (for Kolkata) |
| 4 | Computer Assistant | 13,560.00 | 32 | City PMUs | District H&FWS/KMC |
| 5 | Data Entry Operator | 13,560.00 | 36 | City PMUs | District H&FWS/KMC |
| At Urban Primary Health Centre (U-PHC) | | | | | |
| 1 | Medical Officer (Full time) | 40,000.00 | 169 | U-PHC | State H&FWS/ KMC (for Kolkata) |
| 2 | Medical Officer (Part time) | 24,000.00 | 142 | U-PHC | State H&FWS/ KMC (for Kolkata) |
| 3 | Staff Nurse | 17,220.00 | 507 | U-PHC | State H&FWS / KMC (for Kolkata) |
| 4 | Pharmacist | 16,860.00 | 153 | U-PHC | State H&FWS / KMC (for Kolkata) |
| 5 | Lab Technician | 9380.00 | 169 | U-PHC | District H&FWS / KMC (for Kolkata) |
| Sl | Name of the Post | Remuneration/ Month (in Rs) | No of Posts | To be posted at | Recruiting Authority |
| 6 | ANM | 9380.00 | 493 | U-PHC | District H&FWS/ KMC (for Kolkata) |
| 7 | LDC | 5000.00 | 169 | U-PHC | District H&FWS / KMC (for Kolkata) |
| 8 | Group-D | 5000.00 | 169 | U-PHC | District H&FWS / KMC (for Kolkata) |
| At Community | | | | | |
| 1 | ASHA | Performance based incentive | 335E | U-PHC | District H&FWS / KMC (for Kolkata) |

UHPMM

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