

HEALTH COMPONENT OF KUSP

TRAINING OF HHW, FTS & STS / ANM

ON

Re-designed Family Schedule and HMIS

AT HAU / HP NO. OF MUNICIPALITY

TIME : 11.00 A.M. to 1.00 P.M. and 2.00 to 4.00 P.M.

Suggestive Session Design		
	1 st Session	2 nd Session
Day - 1	<ul style="list-style-type: none"> • Pre-evaluation * Family Schedule: <ul style="list-style-type: none"> - General Information - Antenatal / Postnatal care etc. (Item no 1 – 3 of Family Schedule) <p style="text-align: center;">Exercise be given by the trainer to the trainees</p>	Family Schedule: <ul style="list-style-type: none"> - Child Welfare including immunization, - Administration of Vit A and Folifer - Vaccine preventable diseases - other specified communicable diseases (Item no 4 – 5 of Family Schedule) <p style="text-align: center;">Exercise be given by the trainer to the trainees</p>
Day – 2	Family Schedule: <ul style="list-style-type: none"> - Family Planning - Information on death (Item no 6 – 7 of Family Schedule) <p style="text-align: center;">Exercise be given by the trainer to the trainees</p>	HMIS A & B : <ul style="list-style-type: none"> - General Information - Antenatal / natal / postnatal information - Maternal Death - RTI / STI (Item no. 1 – 6 of HMIS FORM A & B) <p style="text-align: center;">Exercise be given by the trainer to the trainees</p>
Day – 3	HMIS A & B : <ul style="list-style-type: none"> - Immunisation - Vaccine preventable Diseases of U-5, - Other specified Diseases - ARI/ Diarrhoea of U-5 - Child Death (Item no.7 – 11 of HMIS FORM A & B) <p style="text-align: center;">Exercise be given by the trainer to the trainees</p>	HMIS A & B : <ul style="list-style-type: none"> - Family Planning - Contraceptive services - Abortions - Deaths - IEC (Item no. 12 – 15 of HMIS FORM A & B) <p style="text-align: center;">Exercise be given by the trainer to the trainees</p> <ul style="list-style-type: none"> • Post-evaluation *

***Pre & Post evaluation is to be done by the HO / AHO and the compilation sheet on HAU-wise score for each of the participants is to be forwarded to the Project Director, KUSP.**

Health Component of KUSP
Proforma for Report of training
on
Re-designed Family Schedule & HMIS

..... **Municipal Corporation / Municipality**

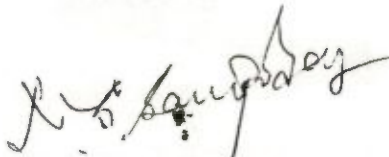
- Total no of HAUs under CUDPIII.....
- Total no. of HAUs under IPP-VIII
- Report for the Month of
-

Training held during	HAU no. covered	Nos. of functionaries participated in the training		
		HHWs	FTSs	STSs / ANMs

- Training completed so far for no. of HAUs under CUDPIII
and No. of HAUs under IPP-VIII

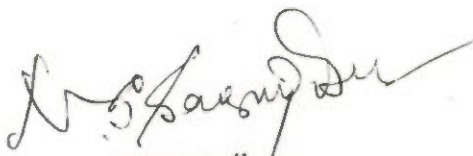
Signature of Health Officer / Asstt. Health Officer

- Received Rs. 600/- (Rupees Six Hundred) only towards faculty fees for the Trainers' training programme on re-designed Family Schedule and HMIS , held on 08.06.2006 at the conference hall , SUDA.


Dr. N. G. Gangopadhyay


Date: 08.06.2006

Received Rs. 300/- (Rupees Three Hundred) only towards faculty fees for the Trainers' training programme on re-designed Family Schedule and HMIS , held on 09.06.2006 at the conference hall , SUDA.


Dr. N. G. Gangopadhyay

Date: 09.06.2006

Received Rs. 300/- (Rupees Three hundred) only towards faculty fees for the trainers training programme on re-designed family schedule and HMIS , held on 09.06.2006 at conference hall , SUDA .


Jaijit Kumar Lahiri
MIES officer 9/6/06
Health wing SUDA



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. VI)/ 2192 (40)

Dt. .. 29.10.2008

From : Arnab Ray
Project Director, CMU

To : The Mayor / Chairman
..... Municipal Corpn. / Municipality

Sub. : Training for grass root level Health functionaries on Vector Bourne Diseases Control.

Sir,

You may be aware that Health Officers &/or Asstt. Health Officers and others as nominated by you has already been completed Training of Trainers (TOT) on Vector Bourne Diseases Control facilitated organized by CMU. These trainers are to train up grass root level Health functionaries i.e. HHWs, FTSs & STSs on Vector Bourne Diseases at HAU level for two days for each ^{batch} group. The training manual in Bengali for each of the participants has already been supplied to you by CMU. Pre & Post evaluation of the participants are to be done. The training shall be completed by January, 2009.

Administrative Approval & Financial Sanction is hereby accorded for such training.

Unit Cost for each batch of training is an under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 100/- per day x 2 day = Rs. 200/-
	TOTAL	Rs. 4,750/-
(Rupees Four thousand seven hundred fifty) only		

* Participants will be based on actual number, but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.

ENDr. Goswami\KUSP\Letter Head ULBs(2).doc



You are requested kindly to forward the training schedule and to ensure completion of the said programme.

Expenditure for the purpose is to be met out of KUSP Fund available with you and is to be booked under the account head – “SHS – Retraining”. The Statement of Expenditure and Utilisation Certificate is to be submitted through Accounting Support Agency in due course.

Thanking you.

Yours faithfully,

Project Director, CMU

Dt. .. 29.10.2008

Memo No. CMU-94/2003(Pt. VI)/ 2192 (40)1/(40)

Copy forwarded for kind information to :

Health Officer, Municipal Corporation / Municipality

Project Director, CMU

Dt. .. 29.10.2008

Memo No. CMU-94/2003(Pt. VI)/ 2192 (40)2/(5)

Copy forwarded for kind information to :

- 1. Project Manager, CMU**
- 2. Financial Advisor, CMU**
- 3. Health Expert, CMU**
- 4. Accounts Officer, CMU**
- 5. Accounting Support Agency**

Project Director, CMU

**CMU – Sensitization Training of CIC (Health), HO &/or AHO, SI of
ULBs**

Facilitated by: Association for Social and Health Advancement (ASHA)

Pre-training Assessment Questionnaire

1) Name some vector borne diseases
কয়েকটি বাহক পরিবাহিত রোগের নাম লিখুন

2) Name the Vector of Kala-azar (Visceral leishmaniasis)
কালাজ্বরের বাহকের নাম লিখুন

3) Name the methods commonly used to prevent the vector borne diseases
বাহক পরিবাহিত রোগ প্রতিরোধে ব্যবহৃত কয়েকটি সাধারণ পদ্ধতির উল্লেখ করুন

4) Do we take blood slide of all fever cases? If yes, why?
সমস্ত জ্বরের ক্ষেত্রেই কি আমরা রক্তের স্লাইড নিয়ে থাকি? উত্তর যদি হ্যাঁ হয়, তবে কেন?

5) What do you mean by Filariasis? What is the causative agent?

ফাইলেరిয়াসিস বলতে আপনি কি বোঝেন ? কোন বাহকের দ্বারা এটি সংঘটিত হয় ?

6) What do you understand by Mass Drug Administration (MDA) in the programme of Elimination of Filariasis (EIF)? Name the drug used.

ফাইলেরিয়া রোগ নিরূল করার কার্যাবলীর অন্তর্গত গণ চিকিৎসা বা মাস ড্রাগ অ্যাডমিনিষ্ট্রেশন বলতে আপনি কি বোঝেন ? কি কি ওষুধ ব্যবহার করা হয় ?

7) Name the drug most commonly used to treat patient of Kala-azar.

কালাজ্বর আক্রান্ত রোগীর চিকিৎসায় সাধারণতঃ কোন ওষুধ সবথেকে বেশি ব্যবহার করা হয় ?

8) Why night blood survey is undertaken? In which vector borne disease we carry out night blood survey?

রাত্রিকালীন রক্ত সমীক্ষা কেন করা হয় ? কোন বাহক পরিবাহিত রোগের জন্য এই সমীক্ষা করা হয়ে থাকে ?

9) Name a vector borne disease where there is high fever and body ache amounts to pain experienced in bone breaking?

একটি বাহক পরিবাহিত রোগের নাম লিখুন, যে রোগে প্রবল জ্বরের সংগে সারা শরীরে হাড়ভাঙ্গা ব্যথার মত ব্যথা অনুভূত হয়।

10) Name the vector of Dengue and Chikunguniya. Name some method to prevent these two diseases.

ডেঙ্গু ও চিকুনগুনিয়া রোগের বাহকের নাম বলুন। এই দুটি রোগ প্রতিরোধ করার কয়েকটি পদ্ধতির উল্লেখ করুন

11) Kala-azar if not treated properly leads to what? Is it dangerous?

কালাজ্বরের সঠিক চিকিৎসা না হলে কি পরিণতি হতে পারে? তা কি বিপজ্জনক?

12) What do you mean by Spray operation in the programme of Vector Borne Disease Control? Name the insecticide most commonly used in this spray operation.

বাহক পরিবাহিত রোগ নিয়ন্ত্রণ কর্মসূচির অন্তর্গত স্প্রে কার্যাবলী বলতে আপনি কি বোঝেন? স্প্রে কার্যাবলীতে সাধারণতঃ যে কীটনাশক সবথেকে বেশি ব্যবহার করা হয় তার নাম লিখুন।



ASSOCIATION FOR SOCIAL AND HEALTH ADVANCEMENT

(Registration No. S/92427) under West Bengal Societies Registration Act XXVI of 1961
Registered u/s 80G of I.T. Act, 1961 for Exemption
Registered u/s 6(1)(a) of F. C. R. A. 1976

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Ref. No. : EXT-PROG/CMU/TRG/2008-8

Dated : 1.10.2008



To
Mr. Arnab Ray, I.A.S.
Project Director
Change Management Unit
ILGUS Bhaban, HC Block, Sector - III
Salt Lake, Kolkata - 700 106.

Dr. Basak
Pl. Examined
Z. Basak
22/10/08

Sub: Final Report of the training on Vector Borne Diseases.
Ref: Your Memo no. CMU-94/2003(Pt.VI)/3874, dt. 22.02.2008.

Sir,

Greetings from ASHA!

Please find enclosed herewith the final report of the training on Vector Borne Disease Control for Councilor-in-Charge of Health, Health Officer, Assistant Health Officer, Sanitary Inspector for different Municipalities facilitated by us for your kind perusal.

Also please find attached the training schedule, short resume of the resource person Dr. D. Basak.

Thanking you for your continued support and cooperation.

With deep regards,

A.K. Biswas
Programme Manager.

SENSITIZATION TRAINING OF COUNCILOR-in-CHARGE, HEALTH OFFICER &/ OR ASSISTANT HEALTH OFFICER, SANITARY INSPECTOR OF URBAN LOCAL BODIES ORGANIZED BY CHANGE MANAGEMENT UNIT OF KOLKATA URBAN SERVICES FOR THE POOR, STATE URBAN DEVELOPMENT AGENCY ON VECTOR BORNE DISEASES

A Report

Training facilitated by: Association for Social and Health Advancement (ASHA)

Vector Borne Diseases have become a major concern for both Central and State Governments. Both urban and rural areas are affected severely and a very good number of people are suffering from these diseases. Some epidemics are occurring from time to time in different places in urban and rural areas. The same is in the list of NRHM as well as in the State Government intervention plan.

CMU- KUSP has taken up an initiative of increasing awareness and capacity level among the concerned persons in the Urban Local Bodies to control the diseases and reduce the burden of suffering. A Training Manual was prepared for all concerned at different level at the ULBs. ASHA assisted in developing the manual. On completion ASHA was further assigned with the responsibility of facilitating the training with experts for the Councilor-in-Charge, Health Officers &/or Assistant Health Officers, Sanitary Inspectors of the ULBs. For convenience it was planned to conduct the training in three (3) batches in the Conference Hall of CMU Office during 3 & 4 July, 24 & 25 July and 7 & 8 August, 2008 respectively.

The process of lecture, group discussion & presentation of group work, interactive question & answer was followed during the training.

Pre and post orientation assessment was also conducted to understand the level of knowledge and awareness of the participants as well as the improvement visible after the orientation

Training for First Batch took place during 3 & 4 July in the Conference Hall of CMC Office. Altogether thirty two (32) participants (VC - 1; CIC - 3; HO - 9; AHO - 7; SI - 11 and Lab. Technician - 1) from fourteen (14) ULBs took part in the session. The names of the Municipalities are Kamarhati, Khardah, Panihati, Titagarh, Barrackpore, Baranagar, Bidhannagar, South Dum Dum, Dum Dum, North Dum Dum, New Barrackpore, Madhyamgram, Rajarhat-Gopalpur.

The session was inaugurated by Dr. K. Mukherjee, Project Manager, KUSP. He explained the background, purpose and necessity of the training to all. He emphasized on the responsibilities of the participants to further train the other health functionaries of their respective areas for widespread awareness and capacity building to control the spreading of vector borne diseases. He referred to the Training Module developed for use



*Dr. K. Mukherjee, Project Manager, KUSP,
inaugurating session*

by all the concerned personnel and mentioned that this is a very good module and will be useful for all. He wished for a very successful session.

Other dignitaries present were Dr. (Ms.) S. Goswami, Health Expert, CMU; Dr. D. Gangopadhyaya, Advisor/Consultant, CMU; Dr. N. K. Datta, Training Organizer; Dr. G. Dey, Medical Expert along with Dr. D. Basak and Mr. A.K. Biswas from ASHA as facilitators.

Mr. Biswas explained the objective, purpose and methodology of the training. It was explained that six (6) diseases of Malaria, Dengue, Chikunguniya, Japanese Encephalitis, Filaria and Kala-azar will be covered during the session. Back ground of the disease, severity, possible measures to control the disease etc. will be discussed during the session. A pre-training assessment was conducted with the help of a pre-prepared questionnaire to understand the level of knowledge and awareness of the participants. The questionnaire consisted of twelve simple questions both in Bengali and English on vector borne disease. Though there were thirty two (32) participants, only thirty (30) participants underwent the assessment as two of the others arrived quite late after the session was already in progress.

Dr. D. Basak, Ex-DDHS (Malaria), Department of Health & Family Welfare, Government of West Bengal, started the session with Malaria first. The other disease that was covered on the first day was Dengue. The other diseases of Chikunguniya, Japanese Encephalitis, Filaria and Kala-azar were covered on the second day. Details of the origin, source, life cycle, dangers, control measures, public health measures and treatment were discussed. Participants were encouraged to ask questions which were clarified with due importance. The first day ended at about 4.45 in the afternoon with a request to come by 10.30 a.m. to make up the delayed start on the first day.

On the second day there was a practical demonstration of spraying during the morning session. The diseases of Japanese Encephalitis, Filaria, Kala-azar and Chukunguniya were covered respectively.

Questions from the participants were properly addressed by Dr. D. Basak, the expert facilitator.



Dr. D. Basak, facilitator in action during session

At the end a post-training assessment was also done to assess the effect of the training with the help of the same questionnaire used for pre-training assessment. Only twenty five participants underwent the post-training assessment as others left early.

The session was brought to an end at about 4.00 p.m. with concluding speech by Dr. (Ms.) S. Goswami, Health Expert, CMU. She emphasized on the utilization of the training to control the vector borne diseases in the respective ULBs.

Following is the finding of the two assessments:

	Pre training	Post training
No. of participants underwent assessment	30	25
Poor level of knowledge and awareness	02 6.66%	Nil
Medium level of knowledge and awareness	12 40%	Nil
Good level of Knowledge and awareness	16 53.33%	25 100%

Training for the Second Batch took place during 24 & 25 July at the same venue. Altogether thirty five (35) participants (CIC – 5; HO – 4; AHO – 10; SI – 15 and STS– 1)

from thirteen (13) ULBs took part in the session. The names of the Municipalities are Pujali, Howrah Municipal Corporation, Baruipur, Bhatpara, Hooghly-Chinsurah, Kanchrapara, Rajpur-Sonarapur, Budge Budge, Kalyani, North Barrackpore, Bansberia,, Bally, Maheshtala,

The session started at about 11.00 a.m. with inaugural speech by Dr. K. Mukherjee, Project Manager, KUSP with a wish for a very effective training.

Other dignitaries present were Dr. N. K. Datta, Training Organizer, CMU; Dr. (Ms.) G. Dey, Medical Expert along with Dr. D. Basak and Mr. A.K.Biswas from ASHA as facilitators.

On the first day the diseases of Malaria, Dengue and Japanese Encephalitis were covered and on the second day the diseases of Filaria, Kala-azar and Chikinguniya were covered respectively. On the first day one group exercise was conducted on the control measures being taken up in the areas under the respective ULBs. The participants were divided into five groups to discuss among themselves and were asked to put on chart paper the result of discussion, which were presented by the groups one by one. There was interaction among the group members. However, the issues were more or less similar with some variation in the degree of emphasis on different activities.

On the second day the diseases of Filaria, Kala-azar and Chikinguniya were covered respectively. There was a practical demonstration of spraying after the lunch break. Another group exercise on preparation of tentative action plan with the limitation prevailing in the areas. The participants were divided into five groups and their group works were presented. There was interaction and certain questions like how to get DDT or from where the larvivorous fish could be obtained and its cost etc. All the questions were properly clarified and given answers to.

Following is the finding of the two assessments.

	Pre training		Post training	
No. of participants underwent assessment	33		30	
Poor level of knowledge and awareness	12	36.36%	None	
Medium level of knowledge and awareness	15	45.45%	01	3.33%
Good level of Knowledge and awareness	06	18.18%	29	96.66%

Training for the Third Batch took place during 07 & 08 August at the same venue. Altogether thirty one (31) participants (CIC – 4; HO – 6; AHO – 8; SI – 10, STS – 1, VHIO – 1, MMIC - 1) from eleven (11) ULBs took part in the session. The names of the municipalities are Uluberia, Garulia, Uttarpore-Kotrang, Chandernagore Municipal Corporation, Serampore, Bhadreswar, Konnagar, Baidyabati, Rishra, Naihati, Champdani.

The session started at about 11.00 a.m. Dr. K. Mukherjee, Project Manager, KUSP came at the training hall during the training and wished for a very effective training.

Other dignitaries present were Dr. N. K. Datta, Training Organizer, CMU; Dr. (Ms.) G. Dey, Medical Expert along with Dr. D. Basak and Mr. A.K. Biswas from ASHA as facilitators.

On the first day the diseases of Malaria, Dengue and Japanese Encephalitis were covered and on the second day the diseases of Filariasis, Kala-azar and Chikungunya were covered respectively. On the first day one group exercise was conducted on the control measures being taken up in the areas under ULBs. The participants were divided into five groups to discuss among themselves and put on chart paper, which were presented by the groups one by one. There was interaction among the group members. However, the issues were more or less similar with some variation in the degree of emphasis on different activities.

On the second day the diseases of Filariasis, Kala-azar and Chikungunya were covered respectively. There was a practical demonstration of spraying after the lunch break. Another group exercise on preparation of tentative action plan with the limitation prevailing in the areas. The participants were divided into five groups and their group works were presented. There was interaction and certain questions like how to get DDT or from where the larvivorous fish could be obtained and its cost etc. All the questions were properly clarified and given answers to.



Participants seriously engaged in their task

Following is the finding of the two assessments.

	Pre training	Post training
No. of participants underwent assessment	32	22
Poor level of knowledge and awareness	06 18.75%	None
Medium level of knowledge and awareness	11 34.375%	None
Good level of Knowledge and awareness	15 46.875%	22 100%

Observation and Remarks: From the feed back received from the participants it is observed that they have benefited from the training/orientation. They felt that clarity on issues especially on preventive measures were clear.

DDT spraying and procedure of obtaining the same was not very clear to all of them. Use of larvivorous fish made them interested and the source as well as availability was made clear to them.

It was also stated that the training will be very much helpful for them to provide further training to the persons involved in health especially for controlling vector borne disease.

However it is felt that training for both technical and non-technical persons together in one sitting might not have been very interesting for all of them. Perhaps two different groups would have been better proposition.

It was also felt that covering all the six diseases in two days only was little heavy for the participants.



Participants in the session

Short Resume of Dr. Durgadas Basak

Dr. Durgadas Basak, M.B.B.S. has been in Health Services of Government of West Bengal for thirty two years. He joined as BMOH and retired as DDHS (Malaria). He has a vast experience in different capacity both at rural and urban areas. He was Project leader of various National and State Level Projects in malaria and other Vector Borne Diseases.

TRAINING SCHEDULE FOR VECTOR BORNE DISEASE CONTROL FOR HEALTH MANAGERS AND PEOPLE'S REPRESENTATIVES IN LOCAL URBAN BODIES UNDER KUSP

DAY - 1

Time	Topics / Issues
10.00 – 10.30 a.m.	Registration
10.30 – 11.00 a.m.	Introduction, objective of the training, expectation of the participants
11.00 – 11.30 a.m.	Definition of Vector Borne Disease, six major diseases – their characteristics
11.30 – 11.45 a.m.	Tea break
11.45 a.m. – 12.30 p.m.	Malaria – its classification, characteristics and danger, mode of spread, measures to control and extent of the problem in the area
12.30 – 1.15 p.m.	Existing practices on Malaria control with special emphasis to Spraying –(Group Discussion & presentation)
1.15 – 2.00 p.m.	Lunch break
2.00 – 2.30 p.m.	Group presentation and Discussion with demonstration of Spraying
2.30 – 3.15 p.m.	Dengue & Chikungunia – characteristics and danger, mode of spread, measures to control and extent of the problem in the area
3.15 – 4.00 p.m.	Tea break
4.00 – 5.00 p.m.	Existing practices on Dengue & Chikungunia control including Spraying – (Group discussion & presentation, Dissemination and demonstration on Spraying)

DAY - 2

Time	Topics / Issues
10.00 – 10.15 a.m.	Recapitulation
10.15 – 11.00 a.m.	Filariasis – its classification, characteristics and danger, mode of spread, measures to control and extent of the problem in the area.
11.00 – 12.00 noon	Existing practices on Filariasis control with special emphasis on Spraying – analysis & measures for control (Group discussion, presentation & Dissemination and demonstration on Spraying)
12.00 noon – 12.15 p.m.	Tea break
12.15 – 12.45 p.m.	Japanese Encephalitis– characteristics and danger, mode of spread, measures to control and extent of the problem in the area
12.45 – 1.15 p.m.	Kala-azar characteristics and danger, mode of spread, measures to control and extent of the problem in the area
1.15 – 1.45 p.m.	Existing practices on Japanese Encephalitis and Kala-azar control – analysis & measures for control (Group discussion & presentation)
1.45 – 2.30 p.m.	Lunch break
2.30 – 3.30 p.m.	Identification of role and responsibilities of stake holders in vector borne disease control (Group discussion & presentation)
3.30 – 3.45 p.m.	Tea break
3.45 – 4.45 p.m.	Summarization & Feed back

Tools to be used during the session – Slide/Power Point presentation, interaction with the participants, group discussion and presentation.



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/974(13)

Dt. .. 10.07.2008

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

To : **The Mayor /Chairman**
Chandernagore Municipal Corporation
Halisahar / Konnagar / Rishra / Baidyabati /
Barasat / Uttarpada-Kotrung / Garulia / Champdani /
Naihati /Serampore / Bhadreswar / Uluberia Municipality

Sub. : **Sensitisation Training of CIC (Health), HO &/or AHO & Sanitary Inspector of the ULBs (3rd batch) on Vector Borne Diseases Control during 7th - 8th August, 2008.**

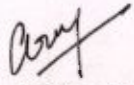
Sir,

This is to intimate you that the sensitization training programme on Vector Borne Diseases control for CIC (Health), HO &/or AHO & Sanitary Inspector of your ULB is scheduled at SUDA Conference Hall during 7th - 8th August, 2008 from 10.30 a.m. to 05.00 p.m. for the third batch.

You are requested to direct the above mentioned personnel to attend the said training programme on schedule dates & time.

Thanking you.

Yours faithfully,

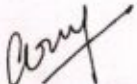

Project Director, CMU

Dt. .. 10.07.2008

Memo No. .. CMU-94/2003(Pt. VI)/974(13)/1(1)

Copy forwarded to :

M/S Association for Social and Health Advancement, BE - 135, Sector-1,
Salt Lake City, Kolkata -700 064 - with reference to their letter no.
Ext-Prog/CMU/TRG/2008-3 dt. 25.03.2008 and with the request to
facilitate the said training.


Project Director, CMU

Contd. to P-2.

E:\Dr. Goswami\KUSP\Letter Head ULBs.doc



Memo No. .. CMU-94/2003(Pt. VI)/974(13)/2(3)

Dt. .. 10.07.2008

Copy forwarded to :

- 1) **Health Officer &/or Asstt. Health Officer, Mpl. Coprn. / Municipality**
- 2) **CIC, Health, Mpl. Coprn. / Municipality**
- 3) **Sanitary Inspector, Mpl. Coprn. / Municipality**

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/974(13)/3(5)

Dt. .. 10.07.2008

Copy forwarded to :

- 1) **Project Manager, CMU**
- 2) **Financial Adviser, CMU**
- 3) **Accounts Officer, CMU**
- ✓ 4) **Health Expert, CMU**
- 5) **Accounting Support Agency**

Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/973(14)

Dt. .. 10.07.2008

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman
Howrah Municipal Corporation
Bhatpara / Kanchrapara / North Barrackpore /
Maheshtala / Pujali / Rajpur-Sonarpur / Baruipur /
Bally / Gayeshpur / Kalyani / Bansberia /
Budge Budge / Hooghly-Chinsurah Municipality

Sub. : Sensitisation Training of CIC (Health), HO &/or AHO & Sanitary
Inspector of the ULBs (2nd batch) on Vector Borne Diseases Control
during 24th - 25th July, 2008.

Sir,

This is to intimate you that the sensitization training programme on Vector Borne Diseases control for CIC (Health), HO &/or AHO & Sanitary Inspector of your ULB is scheduled at SUDA Conference Hall during 24th - 25th July, 2008 from 10.30 a.m. to 05.00 p.m. for the second batch.

You are requested to direct the above mentioned personnel to attend the said training programme on schedule dates & time.

Thanking you.

Yours faithfully,

Project Director, CMU

Dt. .. 10.07.2008

Memo No. .. CMU-94/2003(Pt. VI)/973(14)/1(1)

Copy forwarded to :

M/S Association for Social and Health Advancement, BE - 135, Sector-1,
Salt Lake City, Kolkata -700 064 - with reference to their letter no.
Ext-Prog/CMU/TRG/2008-3 dt. 25.03.2008 and with the request to
facilitate the said training.

Project Director, CMU

Contd. to P-2.



Memo No. .. CMU-94/2003(Pt. VI)/973(14)/2(3)

Dt. .. 10.07.2008

Copy forwarded to :

- 1) Health Officer &/or Asstt. Health Officer, Mpl. Coprn. / Municipality
- 2) CIC, Health, Mpl. Coprn. / Municipality
- 3) Sanitary Inspector, Mpl. Coprn. / Municipality

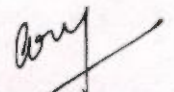

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/973(14)/3(5)

Dt. .. 10.07.2008

Copy forwarded to :

- 1) Project Manager, CMU
- 2) Financial Adviser, CMU
- 3) Accounts Officer, CMU
- ✓ 4) Health Expert, CMU
- 5) Accounting Support Agency


Project Director, CMU



Memo No. CMU - 242/2005/933

Dated...08.07.07

M/s Franco Enterprises
335, Sarat Bose Road, Dum Dum Cantonment,
Kolkata - 700 065.

Sub: Printing, production, binding and delivery of Books -"Guideline for Vaccination for Health Workers" (Bengali version).

Ref: Your offer No. NIL, dated 26.06.08.

Sir,

Your offer for the work mentioned under the subject has been accepted by me on behalf of CMU. You are now requested to please take up the job according to the specification, terms, conditions and rates etc. as stated below:

Sl. No.	Item	Quantity	Rate per Unit	Amount (Rs. P.)
1.	Printing, production, binding and delivery of books "Guideline for Vaccination for Health Workers" (Bengali version) as per given sample: <ul style="list-style-type: none">• Size : 8¼" x 11".• Paper : Text white maplitho 90 GSM Cover 250 GSM Art Board .• Pages : Text 88 pages and Cover 4 pages.• Binding: Perfect Binding.• Colour : Cover to be printed by four-colour and inside matter in black & white, offset printing. Total production includes lay out, design development, paper processing etc., as necessary.	10,200 pcs.	22.40	2,28,480.00

You are also requested for transportation and delivery of 10,114 nos. of above manuals to different ULBs according to the distribution list (**enclosed**). The additional cost accepted for above job as preferred by you is **Rs.80,000/-**.

Terms & Conditions:

Delivery : Within 7 days from the date of receipt of this order.

Payment : After delivery.

Taxes : The above price is inclusive of all taxes and duties.

Delivery Charges : Free of cost.

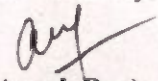
Submission of IT PAN No., VAT No. & PT Enrolment No. } : Payment shall be made on production of copies of documents through which IT PAN No., VAT No. & PT Enrolment Number have been issued by the respective authorities.



Page : 2

I.T. Deduction at source : As per rules.

Yours faithfully,


(Arnab Roy)
Project Director, CMU

Encl: As stated.

Copy forwarded to:

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


Project Director, CMU

FRANCO ENTERPRISES

OFFSET PRINTING
COMPUTERISED D.T.P. PRINTING
SILK SCREEN PRINTING
COMPUTER STATIONERS &
GENERAL ORDER SUPPLIERS.

335, SARAT BOSE ROAD, DUM DUM CANTONMENT
CALCUTTA - 700 065, PHONE : ~~501 7392, 357 6001~~

2566 8158, 98301-20184 (mob.)

GOVT. SUPPLIERS & CONTRACTOR

WHENEVER YOU THINK PRINTING, THINK OF FRANCO

Unique Training Centre for Silk Screen Printing

Ref. No. FE/16/08.



Date 07/07/2008.

To,
The Project Director,
CMU, KUSP,
ILGUS Bhawan,
Bidhannagar, Kolkata - 700 106.

Dr. Grossmann
my
N J

sub:- Printing of Books - "Guideline for Vaccination
for Health Workers"

Respected Sir,

We have submitted our quotation on
26th June 2008 vide ~~your~~ office N.I.O. No:- CMU-26/
2002 (Pt.-III)/772, dated: 16/06/2008 for the above job.

You have now enquired whether we
may deliver 10,114 nos. of Books to different KMA &
Non-KMA ULBs according to your given list.

We are agreeable to take up the above
job if and additional cost of Rs. 80,000 (Rupees
Eighty Thousand Only) is paid to us. The time
period for supply and delivery of all the books to
all ULBs may be 21 days.

Thanking you,

yours faithfully,
Sriharish Seal.



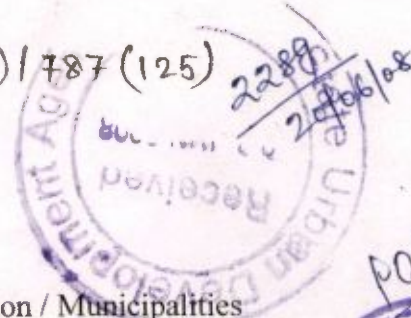
Memo No. CMU - 94/2003 (PE-VI) / 787 (125)

Date...18.06.08

To

The Mayor / Chairman / Commissioner

.....125.....Municipal Corporation / Municipalities



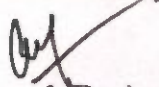
Sir,

Kindly refer to the Training Manual on Vector Borne Disease Control, which was circulated by us.

As you are aware, the monsoon season, i.e. June to October is vital for taking up measures for Vector Borne Disease Control. Recommended timeline of activities is given at the end of the manual. I am enclosing another copy of the Timeline of Activities for the Vector Borne Disease Control

You are requested to take up the recommended activities during June to October for especially spraying and surveillance so that incidence of Vector Borne Diseases are minimised and effectively controlled within your jurisdiction.

Yours faithfully,


(Arnab Roy)
Project Director, CMU

Encl : As stated.

Memo No. CMU - 94/2003 (PE-VI) / 787 (125) / 1(4)

Date...18.06.08

Copy to:

1. PS to MIC, MA Deptt., Govt. of West Bengal
2. Jt. Secy. (D.G.), MA Deptt., Govt. of West Bengal
3. Director of Local Bodies, Govt. of West Bengal
- ✓ 4. Director, SUDA


Project Director, CMU

Time Line of Activities for Vector Borne Disease Control

Activity list for Vector Borne Disease Control	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep.	Oct.	Nov	Dec	Remarks
A. Detection & Treatment of cases													
i) Detection fever cases	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
ii) Presumptive treatment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
iii) Lab diagnosis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
iv) Radical treatment of positive cases	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
B. Awareness Generation													
i) IEC/Mass communication for preventive measures including awareness generation including use of mosquito net (preferably impregnated nets)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
C. Spraying													
i) Anti-larval measure													
a) Clean/Potable water : Lakes, ponds, stagnant and standing water sources, irrigation & slow moving streams, wells, coolers, overhead tanks, tyres, coconut pits, drains & empty containers						✓	✓	✓	✓	✓			Temephos 50% EC Dose-0.5 ml after diluting with 2 litres of water. Weekly.
b) Polluted/Non-potable water: Cesspits, cesspool & drains, water treatment plants etc.					✓	✓	✓	✓	✓	✓			Fenthion 82.5% EC Dose - 1 ml after diluting with 2 litres of water. Weekly.

Activity list for Vector Borne Disease Control	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep.	Oct.	Nov	Dec	Remarks
c) Clean/Potable & Polluted/non-potable water both						✓	✓	✓	✓	✓			B.t.i - WP Dose - 50 gm after mixing with 2 litres of water. Fortnightly.
d) Clean/Potable & Polluted/non-potable water both						✓	✓	✓	✓	✓			B.t.i - AS Dose - 10 ml for clean/potable water and 20 ml for polluted/non-potable water, after mixing with 2 litres of water
i) Use of Insecticide for Indoor Residual Spray					✓	✓	✓	✓	✓	✓			Cyfluthrin 10% WP Dose - 125 gm/10 litre for 500 sq.m. in slum areas.
ii) Fogging													
a) Indoor space Spray						✓	✓	✓	✓	✓			In epidemic situation a) Pyrethrum (2% extract) Dose - 1:19 (1 part of 2% Pyrethium extract in 19 parts of kerosene) for indoor space spray
b) Outdoor thermal fogging						✓	✓	✓	✓	✓			b) Technical Malathion - Dose - 5 parts of Technical Malathion in 95 parts of Diesel oil for outdoor thermal fogging

Activity list for Vector Borne Disease Control	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep.	Oct.	Nov	Dec	Remarks
iv) Biological Control													
a) Cultivation of Larvivorous fish like Gambusia & Guppy					√	√	√	√	√	√			Once carried out - it is a continuous practice
D. Supervision of construction sites						√	√	√	√	√			
E. Surveillance	√	√	√	√	√	√	√	√	√	√	√	√	
F. Mass Drug Administration for Filaria											√		
G. Establishment of field laboratory/use of Rapid Diagnose Kits						√	√	√	√	√			
H. Actively looking for breeding sites and their control						√	√	√	√	√			
I. Supervision and monitoring	√	√	√	√	√	√	√	√	√	√	√	√	
J. Reporting	√	√	√	√	√	√	√	√	√	√	√	√	
K. Establishment of control room in outbreak						√	√	√	√	√			

√ = Routine activity

√ = Intensified activities during transmission season/outbreak

Anti-malarial spray; Pre-monsoon during June-July

Post-monsoon during mid September-October



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Arnab Roy, IAS
Project Director

Memo No. CMU - 94/2003 (PE-VI) / 787 (125)

Date...18.06.08

To

The Mayor / Chairman / Commissioner

.....125.....Municipal Corporation / Municipalities



PO(H)
L
19/6

Sir,

Kindly refer to the Training Manual on Vector Borne Disease Control, which was circulated by us.

As you are aware, the monsoon season, i.e. June to October is vital for taking up measures for Vector Borne Disease Control. Recommended timeline of activities is given at the end of the manual. I am enclosing another copy of the Timeline of Activities for the Vector Borne Disease Control

You are requested to take up the recommended activities during June to October for especially spraying and surveillance so that incidence of Vector Borne Diseases are minimised and effectively controlled within your jurisdiction.

Yours faithfully,

(Arnab Roy)
Project Director, CMU

Encl : As stated.

Memo No. CMU - 94/2003 (PE-VI) / 787 (125) / 1(4)

Date...18.06.08

Copy to:

1. PS to MIC, MA Deptt., Govt. of West Bengal
2. Jt. Secy. (D.G.), MA Deptt., Govt. of West Bengal
3. Director of Local Bodies, Govt. of West Bengal
- ✓ 4. Director, SUDA

Project Director, CMU



Memo No. .. CMU-94/2003(Pt. VI)/764(13)

Dt. .. 13.06.2008

From : Arnab Roy
Project Director, CMU

To : The Chairman
Kamarhati / Khardah / Panihati / Titagarh / Barrackpore /
Baranagar / Bidhannagar / South Dum Dum / Dum Dum /
North Dum Dum / New Barrackpore / Madhyamgram /
Rajarhat Gopalpur Municipality

Sub. : Sensitisation Training of CIC (Health), HO &/or AHO & Sanitary
Inspector of the ULBs on Vector Borne Diseases Control during 3 - 4th

July, 2008.

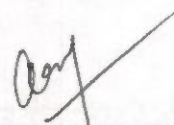
Sir,

This is to intimate you that the sensitization training programme on Vector Borne Diseases control for CIC (Health), HO &/or AHO & Sanitary Inspector of your ULB is scheduled at SUDA Conference Hall during 3 - 4th July, 2008 from 10.00 a.m. to 05.00 p.m. for the first batch.

You are requested to direct the above mentioned personnel to attend the said training programme on schedule dates & time.

Thanking you.

Yours faithfully,

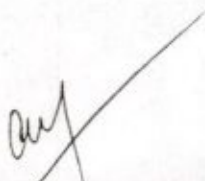

Project Director, CMU

Dt. .. 08.04.2008

Memo No. .. CMU-94/2003(Pt. VI)/764(13)/1(1)

Copy forwarded to :

M/S Association for Social and Health Advancement, BE - 135, Sector-1 ,
Salt Lake City, Kolkata -700 064 - with reference to their letter no.
Ext-Prog/CMU/TRG/2008-3 dt. 25.03.2008 and with the request to
facilitate the said training.


Project Director, CMU

Contd. to P-2.



Memo No. .. CMU-94/2003(Pt. VI)/764(13)/2(3)

Dt. .. 13.06.2008

Copy forwarded to :

1. Health Officer &/or Asstt. Health Officer, Municipality
2. CIC, Health, Municipality
3. Sanitary Inspector, Municipality

Project Director, CMU

Memo No. .. CMU-94/2003(Pt. VI)/764(13)/3(5)

Dt. .. 13.06.2008

Copy forwarded to :

- 1) Project Manager, CMU
- 2) Financial Adviser, CMU
- 3) Accounts Officer, CMU
- 4) Health Expert, CMU
- 5) Accounting Support Agency

Project Director, CMU



ASSOCIATION FOR SOCIAL AND HEALTH ADVANCEMENT

(Registration No. S/92427) under West Bengal Societies Registration Act XXVI of 1961
Registered u/s 80G of I.T. Act, 1961 for Exemption
Registered u/s 6(1)(a) of F. C. R. A. 1976

Office : BE - 135, Sector I, Salt Lake City,
Kolkata - 700 064, West Bengal, India
Tel. : (91) (33) 2359 5475
e-mail : ashacal@cal3.vsnl.net.in

Ref. No. : Ext-Prog/CMU/Trg/2008-4,

Dated : 19.05.2008

To
Mr. Arnab Ray, I.A.S.
Project Director
Change Management Unit
ILGUS Bhaban, HC Block, Sector - III
Salt Lake, Kolkata - 700 106.



Dr. Goswami
He. discuss
28/5

Sub: Facilitating training on Vector Borne Diseases.
Ref: Your Memo no. CMU-94/2003(Pt.VI)/3874, dt. 22.02.2008.
Our letter no. Ext-Prog/CMU/Trg./2008-3, dt. 25.03.2008.

Sir,

Greetings from ASHA!

In consultation with Dr. (Ms.) S. Goswami on 19 March 2008, we have finalized the Training Schedule on Vector Borne Diseases to be undertaken in the selected ULBs.

We shall be able to carry out the training programmes in selected ULBs during the last week of June and first week of July 2008. This has been tentatively finalized after discussion with Dr. S. Goswami. A copy of the Training Schedule is attached for your kind perusal.

Your concurrence is requested.

Thanking you for your support and collaboration,

With best regards,

R. Das
Dr. Rajat Kumar Das
President

Encl.: as stated.

TRAINING SCHEDULE FOR VECTOR BORNE DISEASE CONTROL FOR HEALTH MANAGERS AND PEOPLE'S REPRESENTATIVES IN LOCAL URBAN BODIES UNDER KUSP

DAY - 1

Time	Topics / Issues
10.00 – 10.30 a.m.	Registration
10.30 – 11.00 a.m.	Introduction, objective of the training, expectation of the participants
11.00 – 11.30 a.m.	Definition of Vector Borne Disease, six major diseases – their characteristics
11.30 – 11.45 a.m.	Tea break
11.45 a.m. – 12.30 p.m.	Malaria – its classification, characteristics and danger, mode of spread, measures to control and extent of the problem in the area
12.30 – 1.15 p.m.	Existing practices on Malaria control with special emphasis to Spraying –(Group Discussion & presentation)
1.15 – 2.00 p.m.	Lunch break
2.00 – 2.30 p.m.	Group presentation and Discussion with demonstration of Spraying
2.30 – 3.15 p.m.	Dengue & Chikungunia – characteristics and danger, mode of spread, measures to control and extent of the problem in the area
3.15 – 4.00 p.m.	Tea break
4.00 – 5.00 p.m.	Existing practices on Dengue & Chikungunia control including Spraying – (Group discussion & presentation, Dissemination and demonstration on Spraying)

DAY – 2

Time	Topics / Issues
10.00 – 10.15 a.m.	Recapitulation
10.15 – 11.00a.m.	Filariasis – its classification, characteristics and danger, mode of spread, measures to control and extent of the problem in the area.
11.00 – 12.00 noon	Existing practices on Filariasis control with special emphasis on Spraying – analysis & measures for control (Group discussion, presentation & Dissemination and demonstration on Spraying)
12.00 noon – 12.15 p.m.	Tea break
12.15 – 12.45 p.m.	Japanese Encephalitis– characteristics and danger, mode of spread, measures to control and extent of the problem in the area
12.45 – 1.15 p.m.	Kala-azar characteristics and danger, mode of spread, measures to control and extent of the problem in the area
1.15 – 1.45 p.m.	Existing practices on Japanese Encephalitis and Kala-azar control – analysis & measures for control (Group discussion & presentation)
1.45 – 2.30 p.m.	Lunch break
2.30 – 3.30 p.m.	Identification of role and responsibilities of stake holders in vector borne disease control (Group discussion & presentation)
3.30 – 3.45 p.m.	Tea break
3.45 – 4.45 p.m.	Summarization & Feed back

Tools to be used during the session – Slide/Power Point presentation, interaction with the participants, group discussion and presentation.



ASSOCIATION FOR SOCIAL AND HEALTH ADVANCEMENT

(Registration No. S/92427) under West Bengal Societies Registration Act XXVI of 1961
Registered u/s 80G of I.T. Act, 1961 for Exemption
Registered u/s 6(1)(a) of F. C. R. A. 1976

Office : BE - 135, Sector I, Salt Lake City,
Kolkata - 700 064, West Bengal, India
Tel. : (91) (33) 2359 5475
e-mail : ashacal@cal3.vsnl.net.in

Ref. No. : EXT-PROG/CMU/TRG/2008-3.
Dated : 25.03.2008.

To
Mr. Arnab Ray, I.A.S.
Project Director
Change Management Unit
ILGUS Bhaban, HC Block, Sector - III
Salt Lake, Kolkata - 700 106.



Dr. Goswami
26/3

Sub: Facilitating training on Vector Borne Disease.
Ref: Your Memo no. CMU-94/2003(Pt.VI)/3874, dt. 22.02.2008.

Dr. P.K. Das
27-3-08

Sir,

Greetings from ASHA!

In consultation with Dr. (Ms.) S. Goswami on 19th March, 2008, we have finalized the Training Schedule on Vector Borne Diseases to be undertaken in the selected ULBs and is attached herewith for your kind perusal.

We shall carry out the training programmes after Dr. Goswami finalizes the programme schedule in the selected ULBs.

Thanking you for your support and collaboration,

With best regards,

R. Das
Dr. Rajat Kumar Das
President

Encl.: as stated.

TRAINING SCHEDULE FOR VECTOR BORNE DISEASE CONTROL FOR HEALTH MANAGERS AND PEOPLE'S REPRESENTATIVES IN LOCAL URBAN BODIES UNDER KUSP

DAY - 1

Time	Topics / Issues
10.00 – 10.30 a.m.	Registration
10.30 – 11.00 a.m.	Introduction, objective of the training, expectation of the participants
11.00 – 11.30 a.m.	Definition of Vector Borne Disease, six major diseases – their characteristics
11.30 – 11.45 a.m.	Tea break
11.45 a.m. – 12.30 p.m.	Malaria – its classification, characteristics and danger, mode of spread, measures to control and extent of the problem in the area
12.30 – 1.15 p.m.	Existing practices on Malaria control – analysis & measures for control (Group Discussion)
1.15 – 2.00 p.m.	Lunch break
2.00 – 2.30 p.m.	Group discussion & presentation continued
2.30 – 3.15 p.m.	Dengue & Chikungunia – characteristics and danger, mode of spread, measures to control and extent of the problem in the area
3.15 – 4.00 p.m.	Tea break
4.00 – 5.00 p.m.	Existing practices on Dengue & Chikungunia control – analysis & measures for control (Group discussion & presentation)

DAY - 2

Time	Topics / Issues
10.00 – 10.15 a.m.	Recapitulation
10.15 – 11.00 a.m.	Filariasis – its classification, characteristics and danger, mode of spread, measures to control and extent of the problem in the area.
11.00 – 12.00 noon	Existing practices on Filariasis control – analysis & measures for control (Group discussion & presentation)
12.00 noon – 12.15 p.m.	Tea break
12.15 – 12.45 p.m.	Japanese Encephalitis– characteristics and danger, mode of spread, measures to control and extent of the problem in the area
12.45 – 1.15 p.m.	Kala-azar characteristics and danger, mode of spread, measures to control and extent of the problem in the area
1.15 – 1.45 p.m.	Existing practices on Japanese Encephalitis and Kala-azar control – analysis & measures for control (Group discussion & presentation)
1.45 – 2.30 p.m.	Lunch break
2.30 – 3.30 p.m.	Identification of role and responsibilities of stake holders in vector borne disease control (Group discussion & presentation)
3.30 – 3.45 p.m.	Tea break
3.45 – 4.45 p.m.	Summarization & Feed back

Tools to be used during the session – Slide/Power Point presentation, interaction with the participants, group discussion and presentation.



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. .. CMU-94/2003(Pt. VI)/3174

Dt. .. 22.02.2008

From : Arnab Roy
Project Director, CMU

To : The President
Association for Social and Health Advancement
BE-135, Sector - I,
Salt Lake City
Kolkata - 700 064.

Sub. : Proposal for facilitating training on Vector Borne Diseases.

Ref. : Your communication bearing no. EXT-PROG/CMU/TRG/2008-2
dt. 28.01.2008.

Sir,

Your proposal for facilitating training on Vector Borne Diseases in 3 (three) selected venues with the budget of Rs. 49,500/- (Rupees Forty nine thousand five hundred) only has been accepted.

You are requested to undertake the preparatory work i.e. training design and materials in this regard. Dr. Shibani Goswami, Health Expert, CMU will co-ordinate with you about the training schedule.

Thanking you.

Yours faithfully,

Memo No. .. CMU-94/2003(Pt. VI)/3174/1(2)

Project Director, CMU

Dt. .. 22.02.2008

Copy forwarded for information and necessary action to :

1. Financial Adviser, CMU
2. Health Expert, CMU

Project Director, CMU



ASSOCIATION FOR SOCIAL AND HEALTH ADVANCEMENT

(Registration No. S/92427) under West Bengal Societies Registration Act XXVI of 1961
Registered u/s 80G of I.T. Act, 1961 for Exemption
Registered u/s 6(1)(a) of F. C. R. A. 1976

Office : BE - 135, Sector I, Salt Lake City,
Kolkata - 700 064, West Bengal, India
Tel. : (91) (33) 2359 5475
e-mail : ashacal@cal3.vsnl.net.in

Ref. No. :

EXT-PROG/CMU/TRG/2008-2

Dated :

28.01.2008

To
Mr. Arnab Ray, I. A. S.,
Project Director,
Change Management Unit,
ILGUS Bhaban, HC Block, Sector - III,
Salt Lake, Kolkata - 700 106

Dr. Gowanand
ay
30/1/08



Sub :- Revised Proposal for facilitating training on Vector Borne Diseases for Urban Local Bodies under Kusp.

Sir,

Season's Greeting from ASHA!

Please find attached a revised Proposal for facilitating training on Vector Borne Diseases for Urban Local Bodies under Kolkata Urban Services for the Poor.

We would be eager to extend support to your esteemed organization and look forward to working with you and your team if given the opportunity to your fullest satisfaction.

Thanking you for your support,

With deep regards,


Dr. Rajat Kumar Das
President

DRAFT PROPOSAL FOR FACILITATING TRAINING on Vector Borne Diseases for LOCAL URBAN BODIES under KUSP

Introduction:

The Change Management Unit (CMU) is assisting Urban Local Bodies (ULBs) in the State of West Bengal to improve the health systems in the urban areas. This includes the management and control of Vector Borne Diseases. There is also a need to take measures to control the outbreak of vector borne diseases in the urban and semi-urban areas. Accordingly CMU has decided to develop plans for implementing control programmes in tune with National and State programmes. It is envisaged that the plan of improving the capacity and capability of the service providers will be instrumental in controlling the outbreaks of vector borne diseases from time to time and have preparedness for control measures. The department has planned to equip the ULBs by training their health personnel in the management of Vector Borne Diseases. Accordingly, the department has felt the need to develop to provide facilitation support to the ULBs for training the staff on Vector Borne Diseases control.

Objectives:

The objectives of this assignment is as follows :-

- To assist Change Management Unit (CMU), Government of West Bengal, by providing facilitation support for training of staff of Urban Local Bodies on Vector Borne Diseases control.
- To facilitate and provide faculty / resource personnel for conducting the training programme.

Methodology:

- Preparation – i) Prepare audio – visual materials as training aids : Power-point / transparencies from the recent training module developed by KUSP with support from ASHA.
- Faculty meet to formulate course design and detailing of topic sessions in consultation with CMU.
- Scheduling of dates in the selected 3 ULB venues based on consultations through CMU with an aim of two day sessions in each centre.
- Undertake / conduct the two day sessions in the 3 selected ULB venues using the following principles – i) participatory sessions using Group exercises, debates, quizzing and demonstrations. ii) obtain feedback from participants on the sessions.

- Modify sessions for ongoing or future training sessions and recommend the same to CMU.
- Report to CMU with a process document.
- Submit the final versions of the training modules in soft copy to CMU.

Support necessary from CMU :

- Approval of course design
- Selection of the 3 ULB sites
- Intimation and coordination for training organization with the ULBs

Support necessary from ULBs :

- Organization of participants, venue and refreshments.
- Arrangements for LCD / Overhead projector / Chart paper / marker pens / spraying kit / notebooks and pens for participants.

Deliverables:

A training report –

- Narrating process of the training with feedback highlights from participants.
- Suggest modifications for future courses.

Human Resource Deployment:

There will be a two member team :-

- Public Health Specialist
- Training expert & Coordinator

However, multiple backup support is also available from the organization ASHA to all the two positions so that a team approach is used based on need. A maximum of 21 person days (around 9 person days – Public Health Expert & 12 person days – Training Coordinator) would be required.

Time Frame:

The process would be completed in one month from the date of sanction of the assignment. However, this would only be possible if timely support is provided by CMU and cooperation is provided by the local ULBs selected for the training programme.

Work Plan:

Sl. No.	Activities	Time Frame			
		1 st Week	2 nd Week	3 rd Week	4 th Week
1.	Preparatory work – training design and materials				
2.	Training conduction in the 3 selected ULBs.				
3.	Report finalization and submission.				

Budget Details:

Sl. No.	Cost Code	Unit Cost (Rs.)	Amount (Rs.)
1.	Organizational Cost for Consultancy Fees		
	a) Public Health Expert – 1	a) 1,500/- per day for 9 person days (including 2 planning & 1 reporting days)	13,500/-
	b) Training Coordinator – 1	b) 1,500/- per day for 12 person days (including coordination days)	18,000/-
			<u>31,500/-</u>
2.	<i>Travel including local car hire</i>		
	- Car Hire / fuel for training days at ULBs	@ 1,000 per day x 6 days	6,000/-
	- Local travel for Consultants at Kolkata & for CMU visits	Lumsum	3,000/-
			<u>9,000/-</u>
3.	Incidental expenses during training for faculty	1,000 lump sum	1,000/-
4.	Training materials, Report generation, communication, stationery, contingency etc.		2,500/-
5.	Organizational Overhead including taxes	12 % Lumsum (rounded)	5,500/-
Total			49,500/-

Total :- Rupees Forty Nine thousand and Five hundred Only.

Payment Terms :-

- The budget is lump sum as Consultancy and no vouchers will be made available
- 20 % should be made available for mobilization advance, 30 % after completion of trainings and balance 50 % after submission of report.

- Preparation of full Resettlement Plan for Informal Settlers for identified canals in Calcutta under Calcutta Improvement Project of the Calcutta Municipal Corporation funded by Asian Development Bank

- ASHA carried out an Evaluation of Women's Dairy Cooperative Societies in collaboration with Administrative Training Institute, Kolkata in 10 districts of West



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. VI)/1771 (22)

Dt. .. 15.09.2008

16

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairperson

..... Municipal Corporation / Municipality

Sub. : Re-training of HO and/or AHO on HIV/AIDS by West Bengal State
AIDS Prevention and Control Society, DHFW.

Sir / Madam,

A re-training session is scheduled for HO & / or AHO of KMA ULBs at ILGUS
Conference Hall at 2 p.m. ^{on 19.09.08} The training will be imparted by West Bengal State AIDS Prevention and
Control Society, DHFW.

You are requested to instruct HO & / or AHO of your ULB to participate in the said training
programme sharp at 2 p.m.

Thanking you.

Yours faithfully,


Project Director, CMU

Memo No. CMU-94/2003(Pt. VI)/1771 (22)/1(1)

Dt. .. 15.09.2008

16

Copy forwarded for kind information to :

HO &/or AHO, Municipal Corpn. / Municipality.


Project Director, CMU

Memo No. CMU-94/2003(Pt. VI)/1771(22)/2(2)

Dt. .. 15.09.2008

16

Copy forwarded to :

- 1) Project Manager, CMU
- 2) Health Expert, CMU


Project Director, CMU

Contd. to P-2.

E:\Dr. Gorwami\KUSP\Letter Head ULBe.doc



- 2 -

Memo No. CMU-94/2003(Pt. VI)/1771 (22)/3(1)

Dt. .. 15.09.2008

16

Copy forwarded to :

- 1) **Jt. Director, ILGUS** - with the request to make the ILGUS Conference hall available for the purpose

Project Director, CMU

Memo No. CMU-94/2003(Pt. VI)/1771 (22)/4(2)

Dt. .. 15.09.2008

16

Copy forwarded to :

- 1) **Shri S.K. Sen, Project Director, WBSAP&CS**
- 2) **Ms. Swapnadeepa Biswas, Consultant Mainstreaming, DHFW**

Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. VI)/746(39)

Dt. .. 12.06.2008

From : Arnab Ray
Project Director, CMU

O/C

To : The Mayor / Chairman
Howrah / Chandernagar Municipal Corporation
Bally / Uluberia / Baidyabati / Bansberia / Bhadreswar / Hooghly Chinsurah /
Konnagar / Rishra / Serampore / Tarakeswar / Uttarpara Kotrung / Gayeshpur /
Kalyani / Baranagar / Barasat / Barrackpore / Bhatpara / Bidhannagar / Dum Dum/
Garulia / Halisaha / Kamarhati / Kanchrapara / Khardah / Madhyamgram /
Naihati / New Barrackpore / North Barrackpore / North Dum Dum / Panihati /
Rajarhat Gopalpur / South Dum Dum / Titagarh / Budge Budge / Maheshtala /
Pujali / Rajpur Sonarpur Municipality

Sub. : Training for grass root level Health functionaries on Immunisation
under Health component of KUSP.

Sir,

You may be aware that Health Officers &/or Asstt. Health Officers and others as nominated by you has already been completed Training of Trainers (TOT) on Immunisation facilitated by WBSISC and organized by CMU. These trainers are to train up grass root level Health functionaries i.e. HHWs, FTSs & STSs on immunization at ULB level in a batch of 20 to 25 nos. of participants for two days for each groups. The training manual in Bengali for each of the participants will be supplied to you by CMU shortly. Pre & Post evaluation of the participants are to be done as per proforma provided at TOT and the training will be of modular type. The training shall be completed by September, 2008.

Administrative Approval & Financial Sanction is hereby accorded for such training.

Unit Cost for each batch of training is an under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 25 participants * = Rs. 375/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 30 participants* x 2 days = Rs. 1,800/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 100/- per day x 2 day = Rs. 200/-
	TOTAL	Rs. 3,175/-

Contd. to P-2.

C:\Dr. Goswami\KUSP\Letter Head ULBs(2).doc



- 2 -

You are requested kindly to forward the training schedule and to ensure completion of the said programme.

Expenditure for the purpose is to be met out of KUSP Fund available with you and is to be booked under the account head – “SHS – Retraining”. The Statement of Expenditure and Utilisation Certificate is to be submitted through Accounting Support Agency in due course.

Thanking you.

Yours faithfully,

O/C

Project Director, CMU

Dt. .. 12.06.2008

Memo No. CMU-94/2003(Pt. VI)/746(39)1/(39)

Copy forwarded for kind information to :

Health Officer, Municipal Corporation / Municipality

Project Director, CMU

Dt. .. 12.06.2008

Memo No. CMU-94/2003(Pt. VI)/746(39)2/(5)

Copy forwarded for kind information to :

- 1. Project Manager, CMU**
- 2. Financial Advisor, CMU**
- 3. Health Expert, CMU**
- 4. Accounts Officer, CMU**
- 5. Accounting Support Agency**

Project Director, CMU

DIST - 24 Parganas (North)

- 1) Bidhan nagar mpty.
- 2) Barasat "
- 3) Naihati "
- 4) New Barrackpore "
- 5) North Dum Dum. "
- 6) Khardah "
- 7) Kamarhati "
- 8) Panihati "
- 9) Rajarhat Gopalpur. "

24 Parganas (South)

- 1) Budge Budge Municipality
- 2) Maheshtala "
- 3) Pujali "
- 4) Rajpur Sonarpur "

Howrah

- 1) Howrah Municipal Corporation.
- 2) Uluberia Municipality

Hooghly

- 1) Baidyabati Mpty
- 2) Bansberia "
- 3) Konnagar "
- 4) Serampore "
- 5) Rishra. "

Nadia

- 1) Gayeshpur Municipality.



Memo No. CMU-94/2003(Pt. V)/176(39)

Dt. .. 20.04.2007

From : Arnab Ray
Project Director, CMU

To : The Chairman
Bhatpara Municipality

Sub. : Training and IEC Programme for FY 2007-08 in connection with Health component of KUSP.

Sir,

To strengthen the existing community based health care Programmes at your ULB, Administrative Approval & Financial Sanction is hereby accorded for conduct of Training and IEC programmes for FY 2007-08, as detailed below:

Programmes	Time Plan
Training on :	
STDs/HIV/AIDS	June- August, 2007
RCH & Family Planning	September–November, 2007
IEC:	
Group discussion at block level	April,2007 – March, 2008
Awareness through deployment of Folk media	June,2007 – February , 2008

A) Unit Cost for each HAU level for STDs/HIV/AIDS training is as under:

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 1 day = Rs. 1,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 1 day = Rs. 400/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 1 day = Rs. 200/-
	TOTAL	Rs.2850/-

Contd. to P-2.



B) Unit Cost for each HAU level for RCH & FP training is as under:

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
TOTAL		Rs.4950/-

Previous Reading materials are to be used for both the programmes.

* Participants will be based on actual numbers of HHWs, FTSS, STSs and Faculty, but not exceeding 45 nos. per HAU at a time.

C) IEC Programmes:

Sl. No.	IEC Activities	Unit Cost (Amount in Rs.)
1.	Group discussion at block level with female / male members (separately) of the community. One such group discussion at least one such session at two monthly interval per block i.e. minimum six discussions per block in a year. Each discussion session will cover different important health topics / issues. No. of participants not exceeding 30 nos. per discussion session.	Rs. 150/- per discussion session. (30 participants x Rs 5/-)
3.	Awareness through deployment of folk media - 2 such programmes per HAU per year	Not exceeding Rs. 1,600/- (Rs. 900/- Professional fee of folk media and Rs. 700/- other contingent expenditure i.e. hiring of Audio set, chair, turpoline, tea etc.) per programme.

The planning and implementation of the retraining and IEC Programme are to be done by the Asst. Health Officer of your ULB. You are requested kindly to ensure completion of the said programme and to forward report in this regard to the undersigned.


Cont'd. to P. 3.



Expenditure for the purpose is to be met out of KUSP Fund available with you and is to be booked under the Account Head – “SHS – Retraining / IEC” as will be applicable. The Statement of Expenditure and Utilisation Certificate is to be submitted through Accounting Support Agency on monthly basis.

Thanking you.

Yours faithfully,

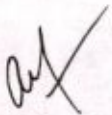

Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/176/1(2)

Dt. .. 20.04.2007

Copy forwarded for kind information to :

- 1. AHO, Bhatpara Municipality**
- 2. AFC, Bhatpara Municipality**

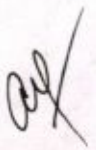

Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/176 /2(3)

Dt. .. 20.04.2007

Copy forwarded for kind information to :

- 1. Financial Advisor, CMU**
- 2. Accounts Officer, CMU**
- 3. Accounting Support Agency**


Project Director, CMU



Memo No. CMU-94/2003(Pt. V)/175(39)

Dt. .. 20.04.2007

From : Arnab Ray
Project Director, CMU

To : The Mayor / Chairman
_____ Municipal Corporation / Municipality

Sub. : Training and IEC Programme for FY 2007-08 in connection with Health component of KUSP.

Sir,

To strengthen the existing community based health care Programmes at your ULB, Administrative Approval & Financial Sanction is hereby accorded for conduct of Training and IEC programmes for FY 2007-08, as detailed below:

Programmes	Time Plan
Training on :	
STDs/HIV/AIDS	June- August, 2007
RCH & Family Planning	September–November, 2007
IEC:	
Group discussion at block level	April,2007 – March, 2008
Awareness through deployment of Folk media	June,2007 – February , 2008

A) Unit Cost for each HAU level for STDs/HIV/AIDS training is as under:

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 1 day = Rs. 1,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 1 day = Rs. 400/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 1 day = Rs. 200/-
	TOTAL	Rs.2850/-

Contd. to P-2.



B) Unit Cost for each HAU level for RCH & FP training is as under:

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
	TOTAL	Rs.4950/-

Previous Reading materials are to be used for both the programmes.

* Participants will be based on actual numbers of HHWs, FTSS, STSS and Faculty, but not exceeding 50 nos. per HAU at a time.

C) IEC Programmes:

Sl. No.	IEC Activities	Unit Cost (Amount in Rs.)
1.	Group discussion at block level with female / male members (separately) of the community. One such group discussion at least one such session at two monthly interval per block i.e. minimum six discussions per block in a year. Each discussion session will cover different important health topics / issues. No. of participants not exceeding 30 nos. per discussion session.	Rs. 150/- per discussion session. (30 participants x Rs 5/-)
3.	Awareness through deployment of folk media - 2 such programmes per HAU per year	Not exceeding Rs. 1,600/- (Rs. 900/- Professional fee of folk media and Rs. 700/- other contingent expenditure i.e. hiring of Audio set, chair, turpoline, tea etc.) per programme.

The planning and implementation of the retraining and IEC Programme are to be done by the Health Officer & / or Asst. Health Officer of your ULB. You are requested kindly to ensure completion of the said programme and to forward report in this regard to the undersigned.

Contd. to P-3.



Expenditure for the purpose is to be met out of KUSP Fund available with you and is to be booked under the Account Head – “SHS – Retraining / IEC” as will be applicable. The Statement of Expenditure and Utilisation Certificate is to be submitted through Accounting Support Agency on monthly basis.

Thanking you.

Yours faithfully,


Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/175/1(2)

Dt. .. 20.04.2007

Copy forwarded for kind information to :

1. HO / AHO, _____ Municipal Corporation / Municipality
2. AFC, _____ Municipal Corporation / Municipality



Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/175 /2(3)

Dt. .. 20.04.2007

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency


Project Director, CMU



Memo No. CMU-94/2003(Pt. V)/168

Dt. .. 20.04.2007

From : Arnab Ray
Project Director, CMU

To : The Chairman
Kharagpur Municipality
Jhapalapur, P.O. : Kharagpur
Dist. : Paschim Medinipur, Pin-721 301

Sub. : Work plan for FY 2007-08 in connection with Health component of KUSP.

Ref. : Your communication bearing no. 61 IPP VIII (Extn)-I-55-07 dt.23.03.2007.

Sir,

With reference to above, Administrative Approval & Financial Sanction is hereby accorded for Training and IEC programmes for FY 2007-08 as detailed below:

Programmes	Time Plan
Training on :	
STDs/HIV/AIDS	June- July, 2007
RCH & Family Planning	September–October, 2007
IEC:	
Group discussion at block level	April,2007 – March, 2008
Awareness through deployment of Folk media	June,2007 – February , 2008

A) Unit Cost for each HAU level for STDs/HIV/AIDS training is as under:

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 1 day = Rs. 1,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 1 day = Rs. 400/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 1 day = Rs. 200/-
	TOTAL	Rs.2850/-

Contd. to P-2.



B) Unit Cost for each HAU level for RCH & FP training is as under:

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. pen, writing pad etc.	15.00	Rs. 15/- x (Not exceeding) 50 participants * = Rs. 750/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
TOTAL		Rs.4950/-

Previous Reading materials are to be used for both the programmes.

* Participants will be based on actual no , but not exceeding 50 nos. per HAU at a time.

C) IEC Programmes

Sl. No.	IEC Activities	Unit Cost (Amount in Rs.)
1.	Group discussion at block level with female / male members (separately) of the community. One such group discussion at least one such session at two monthly interval per block i.e. minimum six discussions per block in a year. Each discussion session will cover different important health topics / issues. No. of participants not exceeding 30 nos. per discussion session.	Rs. 150/- per discussion session. (30 participants x Rs 5/-)
3.	Awareness through deployment of folk media - 2 such programmes per HAU per year	Not exceeding Rs. 1,600/- (Rs. 900/- Professional fee of folk media and Rs. 700/- other contingent expenditure i.e. hiring of Audio set, chair, turpoline, tea etc.) per programme.

You are requested kindly to ensure completion of the said programme and to forward report in this regard to the undersigned.

Contd. to P-3.



- 3 -

Expenditure for the purpose is to be met out of KUSP Roll Out Fund available with you and is to be booked under the account head – “SHS – Retraining / IEC” as will be applicable. The Statement of Expenditure and Utilisation Certificate is to be submitted through Accounting Support Agency at the end of each quarter.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/168/1(2)

Dt. .. 20.04.2007

Copy forwarded for kind information to :

1. UHIO, Kharagpur, Municipality
2. AFC, Kharagpur Municipality

Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/168 /2(3)

Dt. .. 20.04.2007

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency

Project Director, CMU

I. P. P - VIII (EXTN)

KHARAGPUR MUNICIPALITY

Memo No. : 61 I.P.P. VIII (Extn) -I-55/07

Date 23.9.07.

To,

The Project Director, C.M.U.
K.U.S.P.
ILGUS Bhavan,
H-C Block, Sector-III,
Bidhannagar,
Kolkata-700106.

Dr. Growni
27/3



Sub: Proposal for Work Plan for FY-2007-2008.

Ref: Your memo no.-CMU-94/2003(Pt-IV)/587(11) dt.6.6.2006.

Sir,

I am glad to inform you that the training, I.E.C. Programmes scheduled/approved by you were duly completed during the ~~FY-2006-07~~ FY-2006-07.

I propose the following work plan for the FY-2007-2008.

SL.	WORK DETAILS	TIME PLAN
1.	<u>TRAINING.</u>	
a)	Training on S.T.D./H.I.V./AIDS. ✓ <i>2 days</i>	To be fixed by K.U.S.P.
b)	Training on H.M.I.S. & Family Schedule. ✗	--- do ---
c)	Training on R.C.H. and Family Planning. ✓ <i>2 days</i>	--- do ---
d)	Training on National Health Programme. ✗	--- do ---
e)	Training on National Health Component of Primary Health Care Services and Growth Monitoring of U5 year <i>2 days</i> year Children.	--- do ---
2.	<u>I. E. C.</u>	
✓ a)	Group Discussion at block level with Female & Male members of the community-Bi-monthly.	--- do ---
✗ b)	BABY SHOW. (One show per H.P. (Total 4 H.P.))	--- do ---
✓ c)	Awareness through deployment of FOLK MEDIA. (Two programmes per H.P. (Total 4 H.P.))	--- do ---

Approval may kindly be accorded sufficient ahead.

Thanking you,

yours faithfully,

Chairman
Kharagpur Municipality

Contd..2.



I. P. P - VIII (EXTN)

KHARAGPUR MUNICIPALITY

Memo No. : _____ I.P.P. VIII (Extn)

Date _____

=== 2 ===

NO:-61/1(2) IPP-VIII(Extn)-I-55/07 dt.23.3.07.

Copy forwarded for favour of information and necessary action to:-

1. The Project Director, IPP-VIII(Extn) Kharagpur and A.D.M. (Dev), Paschim Medinipur.
2. Dr. S. Goswami, Health Expert, K.U.S.P. Kolkata with a request to take steps to accord approval for item at 2(a) by April,2007.




Chairman
Kharagpur Municipality.

I. P. P - VIII (EXTN)

KHARAGPUR MUNICIPALITY

Memo No. : 61 I.P.P. VIII (Extn) -I-55/07

Date 23.3.07.

To,

The Project Director, C.M.U.
K.U.S.P.
ILGUS Bhavan,
H-C Block, Sector-III,
Bidhannagar,
Kolkata-700106.



Sub: Proposal for Work Plan for FY-2007-2008.

Ref: Your memo no.-CMU-94/2003(Pt-IV)/587(11) dt.6.6.2006.

Sir,

I am glad to inform you that the training, I.E.C. Programmes scheduled/approved by you were duly completed during the ~~FY-2006-07~~ FY-2006-07.

I propose the following work plan for the FY-2007-2008.

SL.	WORK DETAILS	TIME PLAN
1.	<u>TRAINING.</u>	
a)	Training on S.T.D./H.I.V./AIDS.	To be fixed by K.U.S.P.
b)	Training on H.M.I.S. & Family Schedule.	--- do ---
c)	Training on R.C.H. and Family Planning.	--- do ---
d)	Training on National Health Programme.	--- do ---
e)	Training on National Health Component of Primary Health Care Services and Growth Monitoring of U5 year year Children.	--- do ---
2.	<u>I. E. C.</u>	
a)	Group Discussion at block level with Female & Male members of the community-Bi-monthly.	--- do ---
b)	BABY SHOW.	--- do ---
	(One show per H.P. (Total 4 H.P.))	
c)	Awareness through deployment of FOLK MEDIA.	--- do ---
	(Two programmes per H.P. (Total 4 H.P.))	

Approval may kindly be accorded sufficient ahead.

Thanking you,

yours faithfully

[Signature]
Chairman
Kharagpur Municipality

Contd..2.



I. P. P - VIII (EXTN)

KHARAGPUR MUNICIPALITY

Memo No. : _____ I.P.P. VIII (Extn)


Date _____

== 2 ==

NO:-61/1(2) IPP-VIII(Extn)-I-55/07 dt.23.3.07.

Copy forwarded for favour of information and necessary action to:-

1. The Project Director, IPP-VIII(Extn) Kharagpur and A.B.M. (Dev), Paschim Medinipur.
2. ✓ Dr. S. Goswami, Health Expert, K.U.S.P. Kolkata with a request to take steps to accord approval for item at 2(a) by April, 2007.


Chairman
Kharagpur Municipality.



Work Plan for FY 2008 - 09 for HHW Programme in 40 KMA ULBs under Health Component - KUSP

Sl. No.	Work Details	Brief description of objective	Process for implementation	Time Plan	Total Cost (Amount in lakhs)
1.	Re-structuring of blocks at ULBs			May - December, 2008	-
2.	Training				
i)	Training on Routine Immunisation for Medical Professionals & Paramedics	<ul style="list-style-type: none"> Updating technical knowledge 	<ul style="list-style-type: none"> Training will be organized by CMU 	April - June, 2008	1.35
ii)	Training on Routine Immunisation for grass-root level health functionaries	Strengthening of Immunisation services through updating knowledge	<ul style="list-style-type: none"> Training of grass root level functionaries will be imparted by HO / AHO or paramedics at HAU level for two days. Monitoring & supervision of training by CMU. 	June - November, 2008	15.13
iii)	Training on vector control measures for Medical Professionals, SI, Councillors	<ul style="list-style-type: none"> Prevention of vector borne communicable diseases 	<ul style="list-style-type: none"> Training at 3 zonal levels by ASHA. Monitoring & supervision of training by CMU. 	June - July, 2008	1.65
iv)	Training on vector control measures for grass-root level health workers	<ul style="list-style-type: none"> Prevention of vector borne communicable diseases 	<ul style="list-style-type: none"> Training of grass root level functionaries will be imparted by HO / AHO or paramedics at HAU level for two days. 	July - December, 2008	9.28

Contd. to P-2.

Sl. No.	Work Details	Brief description of objective	Process for implementation	Time Plan	Total Cost (Amount in lakhs)
v)	Piloting of School Health Programme at 3 KMA and 3 Non-KMA ULBs	<ul style="list-style-type: none"> Promotion of positive Health children. Early diagnosis treatment and follow up of diseases Prevention of diseases Inculcating Health consciousness in children 	<ul style="list-style-type: none"> Development of training manual and School Health Card by CMU and supply to ULBs. Formation Medical team at ULB level Conduct of School Health check up camp 	May, 2008 - March, 2009	10.00
vi)	Training of Health Officer, Asstt. Health Officers and Medical Officers on Public Health Management in 4 batches, 1 batch will consist of 25 nos. of participants.	<ul style="list-style-type: none"> Re-orientation on Public Health 	<ul style="list-style-type: none"> Will be conducted by Dr. D.K. Raut, Prof. Dept. of Community Medicine 	July - December, 2008	18.90
vii)	Continuation of Adolescents clinic at 4 ULBs.	<ul style="list-style-type: none"> Promoting awareness of adolescents on I, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS. Providing adolescent health care support through adolescent friendly clinic. 	<ul style="list-style-type: none"> Continuation of the activity by Budge Budge, South Dum Dum, Chandernagore and Kalyani Municipality. 	April, 2008 - March, 2009	20.00
viii)	Training of FTSS in 40 KMA ULBs on Management & Supervision of Primary and Public Health Care Services	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 32 batches, 1 batch comprising of 30 participants. Training will be conducted by CMU centrally. 1 batch of training will be of 3 days duration 	October, 2008 - Feb., 2009	12.80

Contd. to P-3.

Sl. No.	Work Details	Brief description of objective	Process for implementation	Time Plan	Total Cost (Amount in lakhs)
3.	I.E.C.				
i)	Awareness programme at Sub-Centre level @ 1 per month.	<ul style="list-style-type: none"> Enhancing awareness on different health issues, availability and accessibility of primary health care services. Community participation. 	<ul style="list-style-type: none"> Group discussion will be organized at SC level by the FTS jointly with HHWs concerned at monthly basis. Will be facilitated by FTS and supervision & monitoring by HO / AHO. No. of participants per group not exceeding 30. Total SC 952 in KMA ULBs. 	April, 2008 – March, 2009.	22.85
4.	Food & Nutrition				
i)	Nutrition counseling and cooking demonstration at 20 ULBs			April, 2008 – March, 2009	0.50
5.	Procurement				
i)	Development and printing of comprehensive training manual for grass root level Health functionaries			July – December, 2008	22.00
ii)	Printing of Growth Monitoring Card			May – June, 2008	2.00
iii)	IEC materials development, printing & supply			July – September, 2008	15.00
	Grand Total				151.46



Memo No. CMU-94/2003(Pt. IV)/2880(10)

Dt. .. 13.02.2007

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman
Siliguri / Durgapur / Darjeeling / Jalpaiguri /
Alipurduar / Balurghat / English Bazar / Raiganj /
Burdwan / Asansol Municipal Corporation / Municipality

Sub. : Re-training for grass root level health functionaries on National Health Programmes under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

Hence, the re-training for grass root level health functionaries on National Health Programmes are to be organized at each HAU level, which is to be completed by **March, 2007**.

Unit cost for each HAU level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 3 days = Rs. 1200/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.



- 2 -

The Planning and Implementation of the re-training are to be done by the Health Officer & / or Asst. Health Officer of your ULB.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector – Re-training of grass root level health functionaries".

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) through the Accounting Support Agency by March , 2007.

Yours faithfully,


Project Director, CMU

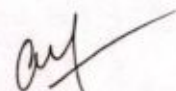
Memo No. CMU-94/2003(Pt. IV)/2880(10)/1(10)

Dt. .. 13.02.2007

Copy forwarded for information and necessary action to :

1. Health Officer &/or Asstt. Health Officer,

..... Municipality.

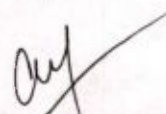

Project Director, CMU

Memo No. CMU-94/2003(Pt. IV)/2880(10)/2(3)

Dt. .. 13.02.2007

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Health Expert, CMU
3. Accounting Support Agency


Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/2879(40)

Dt. .. 13.02.2007

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re-training for grass root level health functionaries on National Health Programmes under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

Hence, the re-training for grass root level health functionaries on National Health Programmes are to be organized at each HAU level, which is to be completed by **March, 2007**.

Unit cost for each HAU level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 3 days = Rs. 1200/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.




- 2 -

The Planning and Implementation of the re-training are to be done by the Health Officer & / or Asst. Health Officer of your ULB.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector – Re-training of grass root level health functionaries".

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) through the Accounting Support Agency by March , 2007.

Yours faithfully,


Project Director, CMU

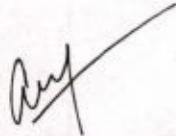
Memo No. CMU-94/2003(Pt. IV)/2879(40)/1(40)

Dt. .. 13.02.2007

Copy forwarded for information and necessary action to :

1. **Health Officer &/or Asstt. Health Officer,**

..... **Municipality.**


Project Director, CMU

Memo No. CMU-94/2003(Pt. IV)/2879(40)/2 (3)

Dt. .. 13.02.2007

Copy forwarded for kind information to :

1. **Financial Advisor, CMU**
2. **Health Expert, CMU**
3. **Accounting Support Agency**


Project Director, CMU

Training Plan under Health component of KUSP during April to December, 2007

(Rs. in lakhs)

Training Details				Time Plan	Cost Involvement
Topic	Venue	No. of Trainees	Duration		
Training on STDs / HIV / AIDS for grass root level health functionaries i.e. HHWs, FTSs and STSs.	HAU	Not exceeding 50 in each batch	1 day for each batch	June-Aug., 2007	4.36
Training on RCH & Family Planning for grass root level health functionaries i.e. HHWs, FTSs and STSs.	Do	Do	2 days for each batch	Sept.-Nov., 2007	7.57
Training of Adolescents aged 13 to 19 years	Budge Budge Municipality	Not exceeding 25 in each batch	2 days for each batch	June - Oct., 2007	1.84
Training of Adolescents aged 13 to 19 years	South Dum, Kalyani and Chandernagar Municipality	Do	Do	Aug.-Dec., 2007	2.48
Training on vector borne diseases and its control for Councillors, HOs, AHOs and SIs.	For Councillors in each of the 40 ULBs.	Not exceeding 40 in each batch	1 day for each batch 40 ULBs AHO	Nov.- Dec., 2007	2.00
	For HOs, AHOs, & SIs	Not exceeding 30 in each batch	2 days for each batch 120		
TOTAL					18.25

10
As document specialist

[Signature]
13.08.07



27-03-2007

CHANGE MANAGEMENT UNIT

NOTE

The 4th year of KUSP programme is starting. As you are aware, we will be moving from 1st phase of the KUSP programme to the 2nd phase after the mid-term funding review. In the second phase, the ULBs will have access to more funds under a variety of heads and will have to carry out programmes and projects as per the DDPs and ADPs. The role of CMU will be slightly changed from the 1st year. It will primarily be of two kinds – (i) to examine the proposals received from ULBs, to examine the conformity to guidelines, issue administrative approval and financial sanction and monitor the expenditure; (ii) to initiate and execute other programmes centrally from CMU like organisational development reforms, training, e-governance, livelihood development, administration of municipal development fund and innovative challenge fund, various pilot programmes and studies in new areas.

With this in mind, we now need to prepare our work plan and budget for 2007-08. You are requested to prepare the work plan budget in your area of activities for 2007-08. The work plan may consist of the list of activities proposed to be taken up for implementation in the coming year and the budget should be on the itemized expenditure expected to be made in the coming year. Kindly submit the proposed work plan and budget to Shri Anup Kumar Matilal, Project Manager, CMU, before 2nd April'07. Shri Anup Kr Matilal, Project Manager, CMU and Shri Subir Bhattacharya, Financial Adviser, CMU, are requested to compile and prepare the budget and work plan for KUSP for 2007-08 within 5th April'07.

(Arnab Roy)
Project Director, CMU

Copy to:

- 1) Project Manager, CMU, KUSP
- 2) Financial Adviser, CMU, KUSP
- 3) Municipal Finance Expert, CMU, KUSP
- 4) Engineering Expert-1, CMU, KUSP
- 5) Engineering Expert-2, CMU, KUSP
- 6) OD Expert, CMU, KUSP
- 7) Urban Planner, CMU, KUSP
- 8) Health Expert, CMU, KUSP
- 9) Procurement Consultant, CMU, KUSP
- 10) IT Expert, CMU, KUSP
- 11) Poverty Monitoring Expert, CMU, KUSP
- 12) Consultant (HDRP), CMU, KUSP
- 13) Economist, CMU, KUSP
- 14) Internal Audit Officer, CMU, KUSP
- 15) Accounts Officer, CMU, KUSP
- 16) Computer Programmer, CMU, KUSP

Project Director, CMU

Work Plan for FY 2007 - 2008 for HHW Programme in 40 KMA ULBs under Health Component - KUSP

Sl. No.	Work Details	Brief description of objective	Process for implementation	Time Plan	Total Cost (Amount in lakhs)
1.	Re-structuring of blocks at ULBs			May - December, 2007	
2.	Training				
i)	Training on STDs / HIV / AIDS	<ul style="list-style-type: none"> Decentralizing STD / HIV / AIDS control programme to field level. Integration with National Programmes. Preventing socially weaker groups for becoming vulnerable to HIV infection. Promoting better understanding of HIV infection among people. 	<ul style="list-style-type: none"> Training of grass root level functionaries will be imparted by HO / AHO at HAU level for one day. Monitoring & supervision of training by CMU. 	June - August, 2007	4.36
ii)	Training on RCH & Family Planning	Strengthening of services for Reproductive & Child Health and Family Planning	<ul style="list-style-type: none"> Training of grass root level functionaries will be imparted by HO / AHO at HAU level for two days. Monitoring & supervision of training by CMU. 	September - November, 2007	7.57
iii)	Training of Adolescents	<ul style="list-style-type: none"> Promoting awareness of adolescents on RCH, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS. Providing adolescent health care support through adolescent friendly clinic. 	<ul style="list-style-type: none"> Continuation of the activity by Budge Budge Municipality. 	April, 2007 - March, 2008.	10.00
iv)	Training on vector control measures	<ul style="list-style-type: none"> Prevention of vector borne communicable diseases 	<ul style="list-style-type: none"> Module be developed and training be imparted by Institute to Sanitary Inspector 	July - December, 2007	20.00

Contd. to P-2.

Sl. No.	Work Details	Brief description of objective	Process for implementation	Time Plan	Total Cost (Amount in lakhs)
v)	Training on Community led health initiative	<ul style="list-style-type: none"> Capacity building of health functionaries, slum based natural leaders, community organizer, members of CDS / NHC / NHG / NHG in communication skills towards community mobilization. Enhancing capacity in respect of social mapping, resources mapping, identification of potentials and recognition, group formation and activation, self esteem arousal, participatory planning and implementation by community - Piloting at 5 slums. 	<ul style="list-style-type: none"> Training for health functionaries, slum based natural leaders, members of CDS & others functionaries. 	Contd. upto December, 2007	10.00
3.	I.E.C.				
i)	Group discussion at block level with female and male members of the community.	<ul style="list-style-type: none"> Enhancing awareness on different health issues, availability and accessibility of primary health care services. Community participation. 	<ul style="list-style-type: none"> Group discussion will be organised at block level by the HHW concerned bi-monthly. Will be facilitated by FTS and supervision & monitoring by HO / AHO. No. of participants per group not exceeding 30. Total blocks 4750 - KMA ULBs. 	April, 2007 - March, 2008.	42.75
ii)	Awareness through deployment of folk media.	<ul style="list-style-type: none"> Promoting awareness of community on preventive health care, safe behaviour, attitude and practice. 	<ul style="list-style-type: none"> 2 programmes per HAU per year be organised by ULB. 	June, 2007 - February, 2008	5.51
	Grand Total				100.19



Memo No. CMU-94/2003(Pt. IV)/1824(2)

Dt. .. 27.10.2006

From : Arnab Roy
Project Director, CMU

To : The Chairman
Darjeeling / Raiganj Municipality

Sub. : Re-training for grass root level health functionaries on RCH & Family Planning under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

Hence, the re-training for grass root level health functionaries on RCH Sub-Project, Asansol & Family Planning are to be organized at each HAU/HP level, which is to be completed by December, 2006.

Unit cost for each HAU/HP level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 3 days = Rs. 1200/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU/HP at a time.

Contd. to P-2.



The Planning and Implementation of the re-training programme including pre & post evaluation questionnaire are to be done by the Health Officer & / or Asst. Health Officer of your ULB with prior intimation to the undersigned.

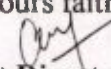
On the basis of above, you may please arrange to start the programme at the earliest. The implementation of activities under Health component of KUSP is of vital importance and will be considered as one of the indicators towards good initiative of the ULB for assessment of overall performance.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector – Re-training of grass root level health functionaries".

HAU/ HP-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) through the Accounting Support Agency.

Yours faithfully,


Project Director, CMU

Dt. .. 27.10.2006

Memo No. CMU-94/2003(Pt. IV)/1824(2)/1(2)

Copy forwarded for information and necessary action to :

Project Director, IPP-VIII (Extn.), Municipality.


Project Director, CMU

Dt. .. 27.10.2006

Memo No. CMU-94/2003(Pt. IV)/1824(2)/2(2)

Copy forwarded for information and necessary action to :

Health Officer &/or Asstt. Health Officer,

..... Municipality.


Project Director, CMU

Dt. .. 27.10.2006

Memo No. CMU-94/2003(Pt. IV)/1824(2)/3(3)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
1. Health Expert, CMU
2. Accounting Support Agency


Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/1803(9)

Dt. .. 26.10.2006

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re-training for grass root level health functionaries on RCH & Family Planning under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

Hence, the re-training for grass root level health functionaries on RCH Sub-Project, Asansol & Family Planning are to be organized at each HAU/HP level, which is to be completed by December, 2006.

Unit cost for each HAU/HP level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4,500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 3 days = Rs. 1200/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU/HP at a time.

Contd. to P-2.



The Planning and Implementation of the re-training programme including pre & post evaluation questionnaire are to be done by the Health Officer & / or Asst. Health Officer of your ULB with prior intimation to the undersigned.

On the basis of above, you may please arrange to start the programme at the earliest. The implementation of activities under Health component of KUSP is of vital importance and will be considered as one of the indicators towards good initiative of the ULB for assessment of overall performance.

Expenditure incurred for the purpose may be met out of "KUSP Roll Out fund" already available with you. The expenditure may be booked under the A/C head "Support to Health sector - Re-training of grass root level health functionaries".

HAU/ HP-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) through the Accounting Support Agency.

Yours faithfully,

[Signature]
Project Director, CMU

Dt. .. 26.10.2006

Memo No. CMU-94/2003(Pt. IV)/1803(9)/1(9)

Copy forwarded for information and necessary action to :
Project Director, IPP-VIII (Extn.) / RCH Sub-Project, Asansol

..... Municipal Corporation / Municipality.

[Signature]
Project Director, CMU

Dt. .. 26.10.2006

Memo No. CMU-94/2003(Pt. IV)/1803(9)/2(9)

Copy forwarded for information and necessary action to :
Health Officer &/or Asstt. Health Officer,

..... Municipal Corporation / Municipality.

[Signature]
Project Director, CMU

Dt. .. 26.10.2006

Memo No. CMU-94/2003(Pt. IV)/1803(9)/3(3)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Health Expert, CMU
3. Accounting Support Agency

[Signature]
Project Director, CMU



Memo No. CMU-94/2003(Pt. IV)/1802(40)

Dt. .. 26.10.2006

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re-training for grass root level health functionaries on RCH & Family Planning under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

Hence, the re-training for grass root level health functionaries on RCH ~~and Family Planning~~ & Family Planning are to be organized at each HAU level, which is to be completed by December, 2006.

Unit cost for each HAU level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4,500/-
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Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.



The Planning and Implementation of the re-training programme including pre & post evaluation questionnaire are to be done by the Health Officer & / or Asst. Health Officer of your ULB with prior intimation to the undersigned.

On the basis of above, you may please arrange to start the programme at the earliest. The implementation of activities under Health component of KUSP is of vital importance and will be considered as one of the indicators towards good initiative of the ULB for assessment of overall performance.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector – Re-training of grass root level health functionaries".

HAU-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) at monthly interval through the Accounting Support Agency.

Yours faithfully,


Project Director, CMU

Dt. .. 26.10.2006

Memo No. CMU-94/2003(Pt. IV)/1802(40)/1(40)

Copy forwarded for information and necessary action to :

2. Health Officer &/or Asstt. Health Officer,

..... Municipality.


Project Director, CMU

Dt. .. 26.10.2006

Memo No. CMU-94/2003(Pt. IV)/1802(40)/2(3)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Health Expert, CMU
3. Accounting Support Agency


Project Director, CMU

Dt. .. 26.10.2006

Memo No. CMU-94/2003(Pt. IV)/1802(40)/3(2)

Copy forwarded for information to :

1. OSD, UHIP, KMDA
2. Dy. Chief of Health, UHIP, KMDA


Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

012

Memo No. CMU-94/2003(Pt. IV)/1361

Dt. .. 06.09.2006

From : Arnab Roy
Project Director, CMU

To : The OSD
UHIP, KMDA
Unnayan Bhavan
Salt Lake, Kolkata.

Sub : Trainers training of Medical Officers / Medical Supervisors engaged under CUDP III, CSIP & IPP-VIII of Kolkata Municipal Corporation.

Ref. : This office earlier communication bearing memo no. CMU-94/2003(Pt. IV)/1297 dt. 22.08.2006.

Sir,

A trainers training programme for the Medical Officers / Medical Supervisors engaged under CUDP III, CSIP & IPP-VIII of Kolkata Municipal Corporation on re-designed Family Schedule & HMIS forms is scheduled on 08.09.2006 at Conference Hall of SUDA at 2 P.M.

You are requested to intimate Dr. S.K. Ghosh, Dy. Chief of Health, UHIP, KMDA for his participation in the said training programme.

Thanking you.

Yours faithfully,


Project Director, CMU

Memo No. CMU-94/2003(Pt. IV)/1361/1(1)

Dt. .. 06.09.2006

Copy forwarded for kind information to :

Dr. S.K. Ghosh, Dy. Chief of Health, UHIP, KMDA


Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/1297

Dt. .. 22.08.2006

From : A.K. Matilal
Project Manager, CMU

To : The Secretary
KMDA
Prasashan Bhavan
Salt Lake, Kolkata.

Sub : Re-orientation training on Family Schedule and HMIS format for
grass root level functionaries of KMC implementing CUDP III, CSIP
& IPP-VIII.

Ref. : Your communication bearing no. 53/R-50/KMDA/Health/MIES/2003
dt. 26.04.2006

Sir,

As KMC is outside the purview of our programme KUSP, there is no scope for imparting training to all the grass root level health functionaries of KMC engaged under CUDP III, CSIP & IPP-VIII.

However, a trainers training programme on re-designed Family Schedule and HMIS format for the Medical Officers / Medical Supervisors who are directly involved with monitoring & supervision of the above mentioned projects and HMIS, has been organized on 08.09.2006 at 2 P.M. at the conference hall of SUDA. These trainers in turn will impart training to the grass root level health functionaries at their level. No. of participants in the trainers training programme should not exceed thirty (30).

The approved sample of re-designed Family Schedule and HMIS formats are enclosed which may be printed by KMC and be used by the grass root level health functionaries at the earliest to maintain uniformity in data base.

You are requested kindly to take necessary action in this regard.

Thanking you.

Encl. : As stated.

Yours faithfully,

Project Manager, CMU

Contd. to P-2.



- 2 -

Memo No. CMU-94/2003(Pt. IV)/1297/1(1)

Dt. .. 22.08.2006

Copy forwarded for kind information to :

Chief Municipal Health Officer, Kolkata Municipal Corporation


Project Manager, CMU

Memo No. CMU-94/2003(Pt. IV)/1297/2(2)

Dt. .. 22.08.2006

Copy forwarded for kind information to :

- 1. OSD, UHIP, KMDA**
- 2. Dr. S.K. Ghosh, Dy. Chief of Health, UHIP, KMDA**


Project Manager, CMU

Memo No. CMU-94/2003(Pt. IV)/1098(11)

Dt. .. 26.07.2006

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re-training for grass root level health functionaries on STDs / HIV /
AIDS under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

With the completion of trainers training for Health Officer &/or Asstt. Health Officer of your ULB, the re-training for grass root level health functionaries on STDs / HIV / AIDS are to be organized at each HAU / HP level, which is to be completed during August-September, 2006.

Unit cost for each HAU / HP level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
	TOTAL	Rs. 5,700/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU / HP at a time.

Contd. to P-2.



A training manual on STDs / HIV / AIDS is available with the Health Expert, CMU which is to be collected by your ULB. The said manual is to be Xeroxed and to be circulated to each of the participants.

The Planning and Implementation of the re-training programme including pre & post evaluation questionnaire are to be done by the Health Officer & / or Asst. Health Officer of your ULB with prior intimation to the undersigned. On the basis of above, you may please arrange to start the programme at the earliest.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector - Re-training of grass root level health functionaries".

HAU-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) at monthly interval.

Yours faithfully,

[Signature]
Project Director, CMU

Dt. .. 26.07.2006

Memo No. CMU-94/2003(Pt. IV)/1098(11)/1(11)

Copy forwarded for information and necessary action to :

- 1. Health Officer &/or Asstt. Health Officer,

..... Municipality.

[Signature]

Project Director, CMU

Dt. .. 26.07.2006

Memo No. CMU-94/2003(Pt. IV)/1098(11)/2(2)

Copy forwarded for kind information to :

- 1. Financial Advisor, CMU
- 2. Health Expert, CMU

[Signature]

Project Director, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/1097(40)

Dt. ... 26.07.2006

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re-training for grass root level health functionaries on STDs / HIV / AIDS under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

With the completion of trainers training for Health Officer &/or Asstt. Health Officer of your ULB, the re-training for grass root level health functionaries on STDs / HIV / AIDS are to be organized at each HAU level, which is to be completed **during August-September, 2006.**

Unit cost for each HAU level training is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
	TOTAL	Rs. 5,700/-

* Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.



A training manual on STDs / HIV / AIDS is available with the Health Expert, CMU which is to be collected by your ULB. The said manual is to be Xeroxed and to be circulated to each of the participants.

The Planning and Implementation of the re-training programme including pre & post evaluation questionnaire are to be done by the Health Officer & / or Asst. Health Officer of your ULB with prior intimation to the undersigned.

On the basis of above, you may please arrange to start the programme at the earliest. The implementation of activities under Health component of KUSP is of vital importance and will be considered as one of the indicators towards good initiative of the ULB for assessment of overall performance.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector – Re-training of grass root level health functionaries".

HAU-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) at monthly interval through the Accounting Support Agency.

Yours faithfully,


Project Director, CMU

Dt. .. 26.07.2006

Memo No. CMU-94/2003(Pt. IV)/1097(40)/1(40)

Copy forwarded for information and necessary action to :

1. Health Officer &/or Asstt. Health Officer,

..... Municipality.


Project Director, CMU

Dt. .. 26.07.2006

Memo No. CMU-94/2003(Pt. IV)/1097(40)/2(3)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Health Expert, CMU
3. Accounting Support Agency


Project Director, CMU

Dt. .. 26.07.2006

Memo No. CMU-94/2003(Pt. IV)/1097(40)/3(2)

Copy forwarded for information to :

1. OSD, UHIP, KMDA
2. Dy. Chief of Health, UHIP, KMDA


Project Director, CMU

Prepared by: Dr. S.K. Ghosh, Dy. Chief Health Officer.
As on 24.07.2006

Sr. No.	Name of ULBs	HAI							
Dist. : North 24 Parganas									
1	Bhatpara	6	03-05.07.2006(Dr. Roy-4)	6-8.07.2006(Dr. Roy-6)	10-12.07.2006(Dr. Roy-11)	13-15.07.2006	17-19.07.2006	20-22.07.2006	
2	Barrackpore	3	18-20.07.2006	25-27.07.2006					
3	Bidannagar	1	24-26.07.2006(Dr. Dutta)						
4	Baranagar	2							
5	Barasat	8	19-21.06.2006(Dr. Dutta - 21)	22-24.06.2006(Dr. Dutta - 22 & 24)	28-30.06.2006(Dr. Dutta-28 & 29)	03-05.07.2006(Dr. Dutta-4,5)	06-08.07.2006(Dr. Dutta-4,5)	10-12.07.2006(Dr. Dutta)	
6	Dum Dum	2	30.06.06 & 01.03.07.06(Dr. Dutta-1,3)	04.05.07.07.2006					
7	Garulia	3	28-30.06.2006	03-05.07.2006	06-08.07.2006(Dr. Sarda-8)				
8	Halisahar	3	06-08.07.2006	10-12.07.2006	13-15.07.2006(Dr. Sarda-15)				
9	Kanchrapara	3	20-22.07.2006	24-26.07.2006	27-29.07.2006				
10	Kharakh	4	17-19.07.2006	20-22.07.2006	24-26.07.2006(C. Mukherjee-24,25)	27-29.07.2006(C. Mukherjee-27,28)			
11	Kamarhati	4	22-24.06.2006	29-31.06.2006	13-15.07.2006(C. Mukherjee-13,14)	20-22.07.2006(C. Mukherjee-20,21)			
12	Madhyamgram	3	6-8.06.2006	9.10.12.06.2006(C. Mukherjee - 9 & 10)	13-15.06.2006(C. Mukherjee - 13)				
13	Naihati	3	27-09.06.2006	04-06.07.2006	11-13.07.2006				
14	New Barrackpore	3	26-28.06.2006	29-30.06 & 01.07.2006	03-05.07.2006(C. Mukherjee-3)				
15	North Barrackpore	4	27-29.06.2006(C. Mukherjee - 28 & 29)	03-05.07.2006(C. Mukherjee - 3)	12-14.07.2006(Dr. Roy-13)	17-19.07.2006	20-22.07.2006	27-29.07.2006	
16	North Dum Dum	4	19-21.06.2006	26-28.06.2006	05-07.07.2006	12-14.07.2006	20-22.07.2006	27-29.07.2006	
17	Parhati	6	22-24.06.2006	28-30.06.2006	05-07.07.2006	10-12.07.2006	20-22.07.2006	27-29.07.2006	
18	Rajarhat Gopalpur	6	10-12.07.2006	13-15.07.2006	17-19.07.2006	20-22.07.2006	24-26.07.2006	27-29.07.2006	
19	South Dum Dum	6	5-7.07.2006	11-13.07.2006	14.15.17.07.2006	18-20.07.2006	21.22.24.07.2006		
20	Titagarh	3	22-24.06.2006(Dr. Dutta- 23)	29-30 June and 01.07.2006(Dr. Dutta-30)	06-08.07.2006(Dr. Dutta-07)				
Dist. : South 24 Parganas									
1	Baruipur	1	27-29.07.2006						
2	Budge Budge	3	17.19.20.06.2006(Dr. Dutta - 20)	21-23.06.2006(Dr. Roy - 22)	26-28.06.2006 (Dr. Roy-27)				
3	Maheshala	6	4-6.07.2006	10-12.07.2006	13-15.07.2006	17-19.07.2006	19-21.07.2006	26-28.07.2006	
4	Pujali	1	24.25.28.07.2006						
5	Rajpur Sonarpur	5	03-05.07.2006	06.07.10.07.2006	11-13.07.2006	17-19.07.2006	24-26.07.2006		
Dist. : Howrah									
1	Bally	4	11-13.07.2006	17-19.07.2006	21.22.24.07.2006	27-29.07.2006			
2	Howrah MC	13	26-28.06.2006	26-28.06.2006	29.06 - 01.07.2006	29.06 - 01.07.2006	03-05.07.2006	03-05.07.2006	
			06-08.07.2006	06-08.07.2006	10-12.07.2006	10-12.07.2006	13-15.07.2006	17-19.07.2006	
			20-22.07.2006						
3	Uluberia	4	26-28.06.2006	03-05.07.2006	10-12.07.2006	17-19.07.2006			
Dist. : Nadia									
1	Gaveshpur	2							
2	Kalyani	1	26-28.06.2006						
Dist. : Hooghly									
1	Baidyabati	3	18-20.07.2006(Dr. Roy-18)	21-23.07.2006(Dr. Roy-22)	24-26.07.2006(Dr. Roy-25)				
2	Barbaria	3	26-28-29.06.2006	03-05.07.2006	06-08.07.2006 (C. Mukherjee-6,7)	26-28.06.2006			
3	Bhadreswar	4	23-25.06.2006	23-25.06.2006	26-28.06.2006				
4	Chandannagar MC	3	31.07.01-02.08.06	3-5.08.2006	7-9.08.2006				
5	Charnpiani	3	20.21.23.06.2006(Dr. Roy - 21)	26.28.29.06.2006	3.4.6.07.2006	17-19.07.2006			
6	Hooghly Chinnurah	5	29.30.06 & 01.07.2006	1.3.4.07.2006	11-13.07.2006(Dr. Roy-11)	17-19.07.2006			
7	Konnagar	2	26-28.06.2006	29-30.06 & 01.07.2006					
8	Rishra	4	17.20-21.06.2006(Dr. Roy - 17)	22-24 June. 06	29-30 June and 01.07.06	6-8.07.06			
9	Serampore	5	21-23.06.2006	05-07.07.2006(Dr. Roy-06)	10-12.07.2006(C. Mukher-10,11)	17-19.07.2006			
10	Uttarpara Kotung	4	22-24.06.2006(C. Mukherjee-22)	26-28.06.2006(C. Mukherjee-27)	29-30.06 & 01.07.2006(C. Mukherjee)	03-05.07.2006(C. Mukherjee-4)	25-27.07.2006(Mr. Lahiri-25,26)		
	Total	153							

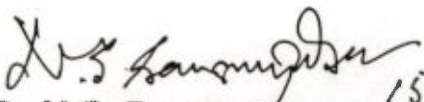
HAU wise training schedule on Re-designed Family Schedule and HMS

Sl. No.	Name of ULBs	HAU						
Dist : North 24 Parganas								
1	Bhatpara	6	04.07.2006(Dr. Roy)					
2	Barrackpore	3						
3	Bidhannagar	1						
4	Baranagar	2						
5	Barasat	8	19-21.06.2006(Dr. Dutta - 21)	22-24.06.2006(Dr. Dutta - 22 & 24)	28-30.06.2006(Dr. Dutta-28 & 29)	03-05.07.2006	06-08.07.2006	10-12.07.2006
6	Dum Dum	2	30.06.06 & 01.03.07.06	04.05.07.07.2006				
7	Garulia	3	28-30.06.2006	03-05.07.2006				
8	Halisahar	3	06-08.07.2006	10-12.07.2006				
9	Kanchrapara	3						
10	Khardah	4						
11	Kamarhati	4	12-14.07.2006(C. Mukherjee-12)					
12	Madhyamgram	3	6-8.06.2006	9,10,12.06.2006 (C. Mukherjee - 9 & 10)	13-15.06.2006(C. Mukherjee - 13)			
13	Naihati	3						
14	New Barrackpore	3	26-28.06.2006	29-30.06 & 01.07.2006	03-05.07.2006			
15	North Barrackpore	4	27-29.06.2006(C. Mukherjee - 28 & 29)	03-05.07.2006(C. Mukherjee - 3)	12-14.07.2006(Dr. Roy-13)	17-19.07.2006		
16	North Dum Dum	4	19-21.06.2006	26-28.06.2006	05-07.07.2006	12-14.07.2006		
17	Panihati	6	22-24.06.2006	28-30.06.2006	05-07.07.2006	10-12.07.2006	20-22.07.2006	27-29.07.2006
18	Rajarhat Gopalpur	6	19-12.07.06	13-15.07.06	17-19.07.06	20-22.07.06	24-26.07.06	27-29.07.06
19	South Dum Dum	6	5-7.07.2006	11-13.07.2006	14,15,17.07.2006	18-20.07.2006	21,22,24.07.2006	
20	Titagarh	3	22-24.06.2006(Dr. Dutta- 23)	29-30 June and 01.07.2006(Dr. Dutta-30)	06-08.07.2006(Dr. Dutta-07)			
Dist : South 24 Parganas								
1	Baruipur	1						
2	Budge Budge	3	17, 19, 20.06.2006(Dr. Dutta - 20)	21-23.06.2006(Dr. Roy - 22)	26-28.06.2006 (Dr. Roy-27)			
3	Mahehtala	6						
4	Pujali	1						
5	Rajpur Sonarpur	5	03-05.07.2006	06,07,10.07.2006	11-13.07.2006	17-19.07.2006	24-26.07.2006	
Dist : Howrah								
1	Bally	4	11-13.07	17-19.07	21-23.06.2006	27-29.06	29.06 - 01.07.2006	03-05.07.2006
2	Howrah MC	13	26-28.06.2006	26-28.06.2006	06-08.07.2006	10-12.07.2006	13-15.07.2006	17-19.07.2006
			06-08.07.2006	20-22.07.2006				
3	Uluberia	4	26-28.06.2006	03-05.07.2006	10-12.07.2006	17-19.07.2006		
Dist : Nadia								
1	Gayeshpur	2						
2	Kalyani	1	26-28.06.2006					
Dist : Hooghly								
1	Baidyabati	3	18-20.07.2006(Dr. Roy-18)	21-23.07.2006(Dr. Roy-22)	24-26.07.2006(Dr. Roy-25)			
2	Bansberia	3	26,28-29.06.2006	03-05.07.2006	06-08.07.2006 (C. Mukherjee-6,7)			
3	Bhadreswar	4	23-25.06.2006	23-25.06.2006	26-28.06.2006	26-28.06.2006		
4	Chandannagar MC	3						
5	Champdani	3	20,21,23.06.2006(Dr. Roy - 21)	26,28,29.06.2006	3,4,6.07.2006			
6	Hooghly Chinsurah	5	29,30.06 & 01.07.2006	1,3,4.07.2006	11-13.07.2006(Dr. Roy-11)			
7	Konnagar	2	26-28.06.2006	22-24 June, 06	29-30 June and 01.07.06	6-8.07.06		
8	Rishra	4	17,20-21.06.2006(Dr. Roy - 17)	05-07.07.2006(Dr. Roy-06)	10-12.07.2006(C. Mukher-10,11)	17-19.07.2006	25-27.07.2006	
9	Serampore	5	21-23.06.2006	29-30.06 & 01.07.2006(C. Mukherjee-30)	03-05.07.2006(C. Mukherjee-4)			
10	Uttarpara Kotrung	4	22-24.06.2006(C. Mukherjee-22)					

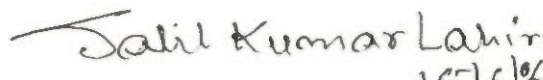
Attn: Dr. S. K. Ghosh Dy Victor HUBA

26-28.06.06(C. Mukherjee-6-7)

Received Rs. 300/- (Rupees three hundred) only for account of
trainers training of HO / AHO on Family Schedule and HMIS
form A, B, C & D and STD / HIV / AIDS at ILGUS Bhavan,
HC Block, Sector - III on 15.06.2006.


(Dr. N.G. Gangopadhyay) 15/6/06

Received Rs. 300/- (Rupees three hundred) only for account of
trainers training of HO / AHO on Family Schedule and HMIS
form A, B, C & D and STD / HIV / AIDS at ILGUS Bhavan,
HC Block, Sector - III on 15.06.2006.


(Shri Salil Kumar Lahiri) 15/6/06

Trainers Training on Re-designed Family Schedule & HMIS for the Health Officer / Asstt. Health Officer & other resource person of the following Non-KMA ULBs on 15.06.2006 at 12-00 Noon at the Conference Hall, SUDA, ILGUS Bhavan, Salt lake

Sl. No.	Name of the Municipality	Name in Block Letter	Designation	Mobile No.
1	Jalpaiguri	PRALAY KAR SAHA.	Health Officer.	9932292045
2	Kharagpur	Kalyani Shosh.	C1C IPP(VIII)	9333412757
3	Do	S. B. Saha	U.H. I.O.	—
4	Do	Chandranu Rakshak	F.T.S. (SHP-4)	—
5	Do	Sikha Deb	F.T.S. (S.H.P-28)	—
6	Durgapur	Dr. P. BISHAYAK CHARYA	Health Officer	9434101026
7		Sadhana Chakraborty Shakor.	U.H. I.O	9434537748
8	Balurghat	Dr. B.N. Kalu'oj	Medical Officer Health Officer Health Officer	9434379019
9		A.K. Dulhi	clerk - cum - typist	
10	Asansol	Dr. U.M. MOKHERJEE	Health Officer A.M.C.	9434115095
11		Dr. K. SANYAL	Medical Supervisor RCH	
12		SISTER S. DUTTA	JTO RCH (PHN)	
13	Burdwan	Dr. B. K. Chatterjee	M.O. / IPP(VIII)	9434670804
14		Rickta Patra.	GNM / IPP-VIII (Extra) R/M.	9474151774
15		Shweta Mitra.	Attached with IPP(VIII)	
16	Siliguri	DR. S. K. DAS.	HEALTH-OFFICER SMC, SILIGURI	94340-52211
17		DR. R. S. MISRA.	A.H.O SMC SILIGURI	98320-61083
18	Raiganj	Dr. R. B. Ghosh	M.O. (M)	9434962769
19		Popi Saha	F.T.S	
20	Hooghly-Chuchina Municipality	DR. P. K. BOSE	Health Officer	23703683 (R) 26804528 (O)
21	1			



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/ 611(11)

Dt. .. 13.06.2006

From : A.K. Matilal
Project Manager, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re- training for grass root level health functionaries i.e. HHWs, FTSs and STSs on re-designed Family Schedule & HMIS and STD/HIV/AIDS under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

With the completion of trainers training for Health Officer / Asstt. Health Officer of your ULB, the re- training for grass root level health functionaries on re-designed Family Schedule and HMIS are to be organized at each HAU level, which is to be completed by July, 2006 and re-training on STD / HIV/ AIDS is to be completed during July – Sep. , 2006.

Unit cost for re-training for each HAU level on “redesigned family schedule and HMIS” is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 3 days = Rs. 1200/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

- Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.



- 2 -

Unit cost for re-training for each HAU level on "STDs / HIV / AIDS" is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x2days = Rs. 3000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
	TOTAL	Rs. 5,700/-

- Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

The Planning and Implementation of the re-training programme are to be done by the Health Officer / Asst. Health Officer of your ULB with prior intimation to the undersigned so that an Expert from CMU be detailed to attend the training at each HAU level for monitoring and supervision time to time. On the basis of above, you may please arrange to start the programme at the earliest.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector – Re-training of grass root level health functionaries".

HAU-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) along with copies of bills / vouchers duly authenticated by the Chairman of the ULB at monthly interval.

Yours faithfully,


Project Manager, CMU

Dt. .. 13.06.2006

Memo No. CMU-94/2003(Pt. IV)/611(11)/ 1(11)

Copy forwarded for information and necessary action to :

1. Health Officer / Asstt. Health Officer, Municipality.


Project Manager, CMU

Dt. .. 13.06.2006

Memo No. CMU-94/2003(Pt. IV)/ 611 (11) /2(1)

Copy forwarded for kind information to :

1. Financial Advisor, CMU


Project Manager, CMU



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/ 611(11) *dlc*

Dt. .. 13.06.2006

From : A.K. Matilal
Project Manager, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality

Sub. : Re- training for grass root level health functionaries i.e. HHWs, FTSS and STSS on re-designed Family Schedule & HMIS and STD/HIV/AIDS under Health component of KUSP.

Sir,

You may be aware that retraining of the grass root level health functionaries is one of the approved activities to strengthen the existing community based health care programmes at your ULB.

With the completion of trainers training for Health Officer / Asstt. Health Officer of your ULB, the re- training for grass root level health functionaries on re-designed Family Schedule and HMIS are to be organized at each HAU level, which is to be completed by July, 2006 and re-training on STD / HIV/ AIDS is to be completed during July – Sep. , 2006.

Unit cost for re-training for each HAU level on “redesigned family schedule and HMIS” is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x 3 days = Rs. 4500/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 3 days = Rs. 1200/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 3 days = Rs. 600/-
	TOTAL	Rs. 7,800/-

- Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

Contd. to P-2.



- 2 -

Unit cost for re-training for each HAU level on "STDs / HIV / AIDS" is as under :

Description	Unit Cost Per Head (Amount in Rs.)	Estimated Total Expenditure (In Rs.)
Training material i.e. folder, pen, writing pad and Xerox copy of the training material.	30.00	Rs. 30/- x (Not exceeding) 50 participants * = Rs. 1500/-
Tea & tiffin	30.00	Rs. 30/- x (Not exceeding) 50 participants* x2days = Rs. 3000/-
Fee to internal faculty member (HO / AHO / MO and others)	200.00	Rs. 200/- x 2 faculties x 2 days = Rs. 800/-
Contingency i.e. hiring of Overhead projector, cost of transparency sheet and OH marker, etc.	-	Rs. 200/- per day x 2 days = Rs. 400/-
	TOTAL	Rs. 5,700/-

- Participants will be based on actual no. but not exceeding 50 nos. per HAU at a time.

The Planning and Implementation of the re-training programme are to be done by the Health Officer / Asst. Health Officer of your ULB with prior intimation to the undersigned so that an Expert from CMU be detailed to attend the training at each HAU level for monitoring and supervision time to time. On the basis of above, you may please arrange to start the programme at the earliest.

Expenditure incurred for the purpose may be met out of KUSP fund already available with you. The expenditure may be booked under the A/C head "Support to Health sector - Re-training of grass root level health functionaries".

HAU-wise Pre & Post evaluation compiled sheet for each of the participants and a Report on the said training is to be forwarded to this office by 10th of the following month.

You are requested to submit the Statement of Expenditure (SOE) and Utilisation Certificate (UC) along with copies of bills / vouchers duly authenticated by the Chairman of the ULB at monthly interval.

Yours faithfully,

Sd/-
Project Manager, CMU

Dt. .. 13.06.2006

Memo No. CMU-94/2003(Pt. IV)/611(11)/ 1(11)

Copy forwarded for information and necessary action to :

1. Health Officer / Asstt. Health Officer, Municipality.

[Signature]
Project Manager, CMU

Dt. .. 13.06.2006

Memo No. CMU-94/2003(Pt. IV)/ 611 (11) /2(1)

Copy forwarded for kind information to :

1. Financial Advisor, CMU

[Signature]
Project Manager, CMU

Health Component of KUSP
Proforma for Report of training
on
Re-designed Family Schedule & HMIS

..... **Municipal Corporation / Municipality**

- Total no of HAUs under CUDPIII.....
- Total no. of HAUs under IPP-VIII
- Report for the Month of
-

Training held during	HAU no. covered	Nos. of functionaries participated in the training		
		HHWs	FTSs	STSs / ANMs

- Training completed so far for no. of HAUs under CUDPIII
and No. of HAUs under IPP-VIII

Signature of Health Officer / Asstt. Health Officer

HEALTH COMPONENT OF KUSP

TRAINING OF HHW, FTS & STS / ANM

ON

Re-designed Family Schedule and HMIS

AT HAU/HP NO. OF MUNICIPALITY

TIME : 11.00 A.M. to 1.00 P.M. and 2.00 to 4.00 P.M.

Suggestive Session Design		
	1 st Session	2 nd Session
Day - 1	<p>• Pre-evaluation *</p> <p>Family Schedule:</p> <ul style="list-style-type: none"> - General Information - Antenatal / Postnatal care etc. <p>(Item no 1 – 3 of Family Schedule)</p> <p>Exercise be given by the trainer to the trainees</p>	<p>Family Schedule:</p> <ul style="list-style-type: none"> - Child Welfare including immunization, - Administration of Vit A and Folifer - Vaccine preventable diseases - other specified communicable diseases <p>(Item no 4 – 5 of Family Schedule)</p> <p>Exercise be given by the trainer to the trainees</p>
Day – 2	<p>Family Schedule:</p> <ul style="list-style-type: none"> - Family Planning - Information on death <p>(Item no 6 – 7 of Family Schedule)</p> <p>Exercise be given by the trainer to the trainees</p>	<p>HMIS A & B :</p> <ul style="list-style-type: none"> - General Information - Antenatal / natal / postnatal information - Maternal Death - RTI / STI <p>(Item no. 1 – 6 of HMIS FORM A & B)</p> <p>Exercise be given by the trainer to the trainees</p>
Day – 3	<p>HMIS A & B :</p> <ul style="list-style-type: none"> - Immunisation - Vaccine preventable Diseases of U-5, - Other specified Diseases - ARI/ Diarrhoea of U-5 - Child Death <p>(Item no.7 – 11 of HMIS FORM A & B)</p> <p>Exercise be given by the trainer to the trainees</p>	<p>HMIS A & B :</p> <ul style="list-style-type: none"> - Family Planning - Contraceptive services - Abortions - Deaths - IEC <p>(Item no. 12 – 15 of HMIS FORM A & B)</p> <p>Exercise be given by the trainer to the trainees</p> <p>• Post-evaluation *</p>

***Pre & Post evaluation is to be done by the HO / AHO and the compilation sheet on HAU-wise score for each of the participants is to be forwarded to the Project Director, KUSP.**

TRAINING OF HHW, FTS & STS / ANM

ON

STDs / HIV / AIDS

AT HAU / HP NO. OF MUNICIPALITY

TIME : 11.00 A.M. to 1.00 P.M. and 2.00 to 4.00 P.M.

Suggestive Session Design		
	1 st Session	2 nd Session
Day - 1	<ul style="list-style-type: none">• Pre-evaluation *• Chapter 1-4 of guideline<ul style="list-style-type: none">- Introduction- HIV Infection- AIDS- Prevention	<ul style="list-style-type: none">• Chapter 5-7 of guideline<ul style="list-style-type: none">- HIV Infection & Surveillance- HIV & T.B- STDs & HIV
Day - 2	<ul style="list-style-type: none">• Chapter 8-11 of guideline<ul style="list-style-type: none">- Safe Blood Transfusion and use of Blood & Blood products- Care of HIV / AIDS Patient- Counselling	<ul style="list-style-type: none">• Chapter 12-14 of guideline<ul style="list-style-type: none">- National AIDS Programme Social, Legal & Moral aspects of HIV / AIDS- Some Salient Points to note• Post-evaluation *

*Pre & Post evaluation is to be done by the HO / AHO and the compilation sheet on HAU / HP- wise score for each of the participants is to be forwarded to the Project Officer, Health, SUDA.

TRAINING OF HHW, FTS & STS / ANM

ON

STDs / HIV / AIDS

AT HAU / HP NO. OF MUNICIPALITY

TIME : 11.00 A.M. to 1.00 P.M. and 2.00 to 4.00 P.M.

Suggestive Session Design		
	1st Session	2nd Session
Day - 1	<ul style="list-style-type: none">• Pre-evaluation *• Chapter 1-4 of guideline<ul style="list-style-type: none">- Introduction- HIV Infection- AIDS- Prevention	<ul style="list-style-type: none">• Chapter 5-7 of guideline<ul style="list-style-type: none">- HIV Infection & Surveillance- HIV & T.B- STDs & HIV
Day - 2	<ul style="list-style-type: none">• Chapter 8-11 of guideline<ul style="list-style-type: none">- Safe Blood Transfusion and use of Blood & Blood products- Care of HIV / AIDS Patient- Counselling	<ul style="list-style-type: none">• Chapter 12-14 of guideline<ul style="list-style-type: none">- National AIDS Programme Social, Legal & Moral aspects of HIV / AIDS- Some Salient Points to note• Post-evaluation *

***Pre & Post evaluation is to be done by the HO / AHO and the compilation sheet on HAU / HP- wise score for each of the participants is to be forwarded to the Project Officer, Health, SUDA.**

**Trainers Training on Re-designed Family Schedule & HMIS for the Health Officer ,
Asstt. Health Officer & other resource person of the following ULBs
on 09.06.2006 at 2-00 pm at the Conference Hall, SUDA, ILGUS Bhavan, Salt lake**

Sl. No.	Name of the Municipality	Health Officer	Asstt. Health Officer	Other Resource Person
1	Bhatpara			
2	Garulia	Dr. Joydeep Choudhury A.H.O.	Dr. A. Choudhury A.H.O.	Milam Chatterjee
3	Kamarhati		Dr. G. Banerjee (AHO)	Saikat Kumar
4	New Barrackpore	Sankar Singh	Debatosh Das	Sahana Sarkar Mita Roy.
5	North Barrackpore			
6	Baruipur			
7	Pujali			Jayanti C. Kundu Siddique Islam
8	Bally	S. M. Ghosh A.H.O.	Hahasweta Deb (AHO)	
9	Howrah	Subhojit Sen	S. Mridha	R. Saha A.H.O.
10	Uluberia	S. M. Ghosh A.H.O.		Archana Adhikary Sifara Chatterjee
11	Gayeshpur		Srabani (AHO) Choudhury	
12	Kalyani		K. Saha	
13	Baidyabati	Dr. P. S. Ghosh		Ujjayanti Bardana Datta
14	Bansberia	A. K. Ghosh	M. Saha	P. Saha
15	Chandernagar			
16	Champdani			
17	Hooghly Chinsurah			
18	Konnagar	Dr. S. Ghosh	A. H. O. Ghosh	P. Saha
19	Uttarpara Kotrung	Dr. S. Ghosh	Dr. S. Ghosh	U. Saha Mou Banerjee

**Trainers Training on Re-designed Family Schedule & HMIS for the Health Officer ,
Asstt. Health Officer & other resource person of the following ULBs
on 08.06.2006 at 2-00 pm at the Conference Hall, SUDA, ILGUS Bhavan, Salt lake**

Sl. No.	Name of the Municipality	Health Officer	Asstt. Health Officer	Other Resource Person
1	Barrackpore	Aditya Chandra		
2	Bidhan nagar	Dr. S. Mandal PTMO		Pradip Roy Chowdhury
3	Baranagar			
4	Barasat	E. D.	Sh. S.	Dr.
5	Dum Dum			(1) Kamal Kantar (1.5 hr. session) (2) Tahina Dutta F.T.S.
6	Halisahar	Siganta Chatterjee		Keshab Ch. Ray
7	Kanchrapara	Dr. Goutam Kr. Saha	Subha Das	Tapan Kr. Dey - Joun Ch. Poi S.S. Dr. K. C. Paul
8	Khurdah			
9	Madhyamgram	Chandni Chatterjee	S. K. S.	ABSA - (S.T.S)
10	Naihati	SK Bhattacharya	Nityanand Das	Biswanath Das
11	North Dum Dum	Sekha Kalakar Dr. S. K. Saha	Kakali Das (S.T.S)	Purnima Das F.T.S
12	Panihati		P. S. Majumdar	Minati Das F.T.S
13	Raharhat Gopalpur			Hemanta Kr. Kundu S.T.S.
14	South Dum Dum	Dr. P. K. Gupta H.O.		M. L. C. Thakur S.T.S
15	Titagarh	Dr. G. L. Sharma	Dr. S. Chatterjee	Dr. S. Chatterjee
16	Budge Budge	Dr. P. K. Saha		Kamal Mandal Aparna Manne Nemita Kundu Ariz Kishor
17	Maheshtala	Dr. S. M. Ali H.O.	Dr. Debashis Halder AHO	Tapan Neogi Sanitary Inspector
18	RajpurSonarpur	Dr. Subhas Kr. Deb Nath	Dr. Madhusudan Mandal	P. S. S.
19	Rishra		Dr. Amarnath Das	Manju Bag.
20	Serampore	Dr. Chandni Ch. Mandal AHO		Goutam Kr. Saha Sunita Dey Samadder
21	Bhadreswar	Dr. S. N. Mazumdar		(1) Panihati Sengupta F.T.S (2) Rakha Mitra F.T.S
22	Panihati	Dr. S. K. Sengupta		

- 23. Dr Chaitali Mukherjee - *ajin*
- 24. Dr. M. K. Datta - *Shree*
- 25. Dr. S. Roy -
- 26. Dr. S.K. Ghosh Dy COM, VITP
- 27. Dr. N.G. Gangopadhyay
- 28. Dr. S. Goswami

1	English
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Kolkata Metropolitan Development Authority

URBAN HEALTH IMPROVEMENT PROGRAMME UNIT



Unnayan Bhavan, Bidhannagar, 'G' Block, 1st, 2nd & 3rd floor, Kolkata - 700 091.

☎ 2334-5257/2337-0697/2358-6771/2337-4103. FAX No. : 2358-3931 & 2358-7368 E-mail : cmdaipp8@vsnl.net

No. _____/R-50/MIES/KMDA/Health/UHIP/

Dated:

From : The Officer-on-Special Duty,
UHIP Unit, KMDA
Unnayan Bhawan, 'G' Block, 2nd Floor,
Bidhannagar, Kolkata - 700 091.

To : The Mayor/ Chairman,

Corporation/ Municipality

Re. : **Submission of Monthly Reports on Service Delivery under Urban Health Improvement Programmes viz., CUDP-III, CSIP & IPP-VIII .**

Sir/Madam,

Existing monthly report formats such as Forms A/A-I, B/B-I, C/C-I & Form D have been revised recently and made uniformly applicable for all Urban Health Programmes viz., CUDP-III, CSIP & IPP-VIII. Accordingly new forms to be initiated at Block Level (Form A), Subcentre Level (Form B), HAU Level (Form C) and ULB Level (Form D) have been distributed to all concerned ULBs under arrangement of CMU, KUSP.

Out of above mentioned new forms, only Form 'D' which is the consolidated monthly report of all HAUs in the respective Municipality/Corporation is to be prepared separately for each type of programme like CUDP-III, CSIP and IPP-VIII and is required to be sent to the OSD(Health), UHIP Unit, 'G' Block, 3rd floor, Unnayan Bhavan, Salt Lake, Kolkata-91 within 14 days of succeeding month. Form 'C' to be kept at the individual HAU is no longer required to be submitted to UHIP Unit, KMDA.

Reports in respect of Maternity Home, ESOPD and RDC/Lab. Set up at Maternity Home, ESOPD/Upgraded Diagnostic Centres in existing Form E, F & G respectively will continue to be submitted along with consolidated report of HAU (Form D). Population Report as on 1st April, 2006 will be submitted in Form C-2 once in a year along with the reports for the month of March.

Municipalities implementing EC assisted Urban Health Improvement Plan will continue to submit report on upgraded HAU in addition to above monthly reports.

Kindly see all reports are submitted in time and instruct Health Officer/Asstt. Health Officer to ensure compliance w.e.f. July, 2006.

This supercedes previous orders/instructions on the subject.

Yours faithfully,

OSD(Health), UHIPU, KMDA

Dated: 08.06.06,

No. 247(A)/1(44)
_____/R-50/MIES/KMDA/Health/UHIP/

Copy to :-

1. Health Officer/Asstt. Health Officer.

2. _____ Corporation/Municipality for information and necessary action.

3. Dr. Shibani Goswami, Health Expert, KUSP, ILGUS Bhawan.

4. Dr. Sujit Kumar Ghosh, Dy. Chief of Health, UHIP Unit, KMDA

OSD(Health), UHIPU, KMDA

CONSOLIDATED MONTHLY REPORT OF HAU

FOR

* CUDP-III / CSIP / IPP-VIII / IPP-VIII(Extn.) / RCH Sub-Project Asansol / HHW SCHEME

Report for the month of _____ Year _____

Name of the Municipality / Corporation _____

No. of reporting HAUs _____ No. of reporting SCs _____

POSITION AS ON 1ST APRIL, _____

1. No. of Beneficiary Families _____ 2. No. of Beneficiary Population _____
 3. No. of Eligible Couples _____ 4. No. of Infants (under 1 year) _____
 5. No. of Children (1 to < 5years) _____

Sl. No.	Services	Performance in the reporting month	Cumulative performance since April _____
1.	Ante Natal Care		
1.1.	Ante Natal cases Registered		
	(a) New (i) Before 12 weeks		
	(ii) After 12 weeks		
	(b) Old		
1.2.	No. of Pregnant women who had 3 check-ups		
1.3.	Total No. of high risk pregnant women		
	a) Attended		
	b) Referred		
1.4.	No. of TT doses		
	a) TT1		
	b) TT2		
	c) Booster		
1.5.	No. of pregnant women under treatment for Anaemia		
1.6.	No. of pregnant women given prophylaxis for Anaemia		
2.	Natal Care		
2.1.	Total No. of deliveries conducted		
	a) Normal		
	b) Forceps		
	c) Caesar		
2.2.	Place of delivery		
	a) Home		
	b) Institution		
2.3.	Age of mother at the time of delivery		
	a) Less than 20 years		
	b) 20 years and above		
2.4.	No. of complicated Delivery cases referred to Govt. / Non-Govt. Hospital / Nursing Home / Maternity Homes		

* Put tick mark (✓) whichever is applicable.

Contd..

Sl. No.	Services	Performance in the reporting month		Cumulative performance since April _____	
		M	F	M	F
3.	Pregnancy Outcome				
3.1	No. of births				
	a) Live births				
	b) Still births				
3.2	Order of birth in 3.1 (a) (live births)				
	a) 1 st				
	b) 2 nd				
	c) 3+				
3.3	New born status of birth in 3.1 (a) (live births)				
	a) Less than 2.5 Kg.				
	b) 2.5 Kg. or more				
	c) Weight not recorded				
3.4	High risk new born				
	a) No. Attended				
	b) No. Referred				
4.	Post Natal Care				
4.1	No. of women received 3 post natal check-ups				
4.2	No. of Complicated cases referred				
5.	Maternal Deaths				
5.1	During Pregnancy				
5.2	During Delivery				
5.3	Within 6 weeks of delivery				
6.	RTI/STI	M	F	M	F
6.1	Cases detected				
6.2	Cases treated				

Contd..