

# KOLKATA URBAN SERVICES FOR THE POOR (KUSP)

ASSISTED BY DFID

*Trg. file /  
Work plan*

AN OUTLINE FOR TRAINERS

REGARDING

TRAINING OF HHW, FTS & STS / ANM

ON

REPRODUCTIVE & CHILD HEALTH

AND

FAMILY PLANNING

AT HAU/HP NO. .... OF ..... MUNICIPALITY

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

Points for Discussion		
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session
Day - 1	<ul style="list-style-type: none"><li>• Pre-evaluation test.</li><li>• Maternal care - Symptoms of pregnancy. Ante-natal Care - early registration of all pregnancies by 12 weeks, importance of early registration LMP, EDD, at least 3 ante-natal check ups, components of check ups, increase in body weight of pregnant woman, Do's during pregnancy, Immunisation against Tetanus, Danger signals during pregnancy.</li><li>• High risk pregnancy - General factors - Maternal age below 18 yrs. and above 35 yrs. specially in case of First Pregnancy, short stature less than 140 cms. Height, parity more than 4, less than 38 kg. body weight, previous history of abortion/ pre-term delivery/any complication / difficult labour , still birth, any medical disorders. Complication during pregnancy like, bleeding, severe Anaemia, high BP, multiple pregnancies, pre-term labour etc.</li></ul>	<ul style="list-style-type: none"><li>• Maternal care - symptoms of labour, intranatal care - promotion of institutional delivery, danger signals during labour.</li><li>• Post natal care - Danger signals during post natal period, components of Post natal check up.</li><li>• Essential new born care - Delivery at Health Facility, adequate cloth covering, early breast feeding, avoid bathing till cord has fallen off.</li><li>• High risk neonates - Weight less than 2.5 kg. (LBW), twin / multiple babies, baby born by forceps, baby lost mother after birth, baby whose previous siblings died in infancy or early childhood, acute illness, congenital anomaly, repeated child birth of mother, baby not getting mother's milk, baby of mentally ill mother. Referral system.</li><li>• Danger signals of new born.</li><li>• Developmental mile stones.</li><li>• Referral system - When to refer ? Where to refer ?</li></ul>

Contd. to P-2.

Points for Discussion		
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session
Day - 2	<ul style="list-style-type: none"> <li>• Vaccine preventable diseases - What are the Vaccines available under Routine Immunisation ? Prevention from six vaccine preventable diseases.</li> <li>• T.B., Polio, Diphtheria, Whooping Cough, Tetanus and Measles - Agent, host, environmental factors, mode of spread, general symptoms, prevention.</li> </ul>	<ul style="list-style-type: none"> <li>• Routine Immunisation - Schedule, dosage, diluents etc., target</li> <li>• Disinfection of syringes &amp; needles, conduction of immunisation session, follow up, precaution during immunisation, immunisation card, complete immunisation.</li> <li>• Cold chain system - for storage, distribution at SHP Level. Vaccine carrier / Day carrier / Ice pack.</li> </ul>
Day - 3	<ul style="list-style-type: none"> <li>• Diarrhoea - Definition, Recognition of Danger Signs for Immediate Medical Care. To check for signs of dehydration.               <ul style="list-style-type: none"> <li>- Repeated purging &amp; vomiting, inability to drink / swallow, blood in stool, semiconscious, hurried respiration,</li> <li>- Signs of severe dehydration (e.g. sunken eyes, dry tongue, anuria, tears absent. Decreased skin turgor, increased thirst).</li> </ul> </li> </ul> <p>ARI -</p> <ul style="list-style-type: none"> <li>• Mode of infection &amp; its transmission, management of mild cases in domestic level; identification of serious cases by HHW &amp; mothers (for immediate medical help) on all or any of the signs e.g. hurried respiration rate, in-drawing of chest muscles, and / or stridor / wheezing / rumbling sound &amp; inability to suck breast / swallow - preventive &amp; control measures. Why it is important ?</li> </ul>	<ul style="list-style-type: none"> <li>• Family Planning Programme - Introduction, eligible couple, importance of Family Planning. Small family norm - Spacing, hazards of too frequent child - birth, different contraceptive and birth control measures suitable for (a) newly married couple, (b) mother of one child and (c) mother of two or more living children. Causes of increased birth rate.</li> <li>• FP Methods - Choice of contraception, spacing methods - Oral Pill, IUD, Condom and permanent methods - Ligation, Vasectomy - mode of action, clientele, complication, contra indications. MTP. Role of HHW.</li> <li>• Post Evaluation Test.</li> </ul>



**Sub. : Organisation of sensitization training of CIC (H), HO&/or AHO and Sanitary Inspector on Vector Borne Diseases control.**

Following to completion of 1<sup>st</sup> batch of training held on 03-04.07.2008 at SUDA Conference Hall for 13 ULBs, 2<sup>nd</sup> batch of sensitization training for the HO/AHO, SI, CIC (Health) is scheduled on 24-25.07.2008 at SUDA Conference Hall for 14 KMA ULBs. The sensitization training will be facilitated by ASHA.

The estimated expenditure for unit batch is as under :

(Amt. in Rs.)

Sl. No.	Item	Unit cost	Total cost
1	Training materials for 50 participants i.e. Writing Pad, Pen and Folder. Training Manual are available with CMU for distribution to participants.	To be supplied by CMU	
2	Tea and lunch for 2 days for 50 participants (to be arranged by the office of CMU)	Rs. 80/- per head x 50 nos. x 2 days	8,000.00

For tea & snacks Rs. 1,400/- (Rupees One thousand four hundred) only may be released to Sri Subir Dutta in cash as advance. Necessary adjustment will be submitted by him in due course.

Expenditure incurred for this purpose is to be booked under the A/C head "SHS-Training".

Submitted.

PM, CMU

*[Signature]*  
22.7.08



Sub.: Release of payment to "Association for Social And Health Advancement".

Placed below the Invoice for Rs.49,500/- ( Rupees forty nine thousand five hundred ) only submitted by Association for Social And Health Advancement against this office work order bearing no.CMU-94/2003(Pt.VI)/3174 dt.22.02.2008 ( enclosed ).

Apropos the said work order, the Firm conducted the 2 days- training for CIC(Health), HO&/or AHO and Sanitary Inspector of the KMA ULBs on Vector Borne Diseases Control in three batches on 3-4<sup>th</sup> July, 24<sup>th</sup>-25<sup>th</sup> July and 7<sup>th</sup>-8<sup>th</sup> August, 2008.

Training Report has been submitted by the Firm.

Hence, the payment for Rs.49,500/- ( Rupees forty nine thousand five hundred ) only may be released to "Association for Social And Health Advancement" through A/C payee cheque.

The expenditure is to be booked under the A/C head " SHS- Training".

Submitted for kind approval.

PD, CMV

S. S. S. S. S.  
21.10.08

ay  
2/10

Prcc. consultant: pl. do the needful.

ku  
29/10.

PM  
Prcc. Con  
AO



Sub. : Proposal for sensitization training of CIC(H), HO&/or AHO and Sanitary Inspector on Vector Borne Diseases control.

Booklets on Vector Borne Diseases Control have been developed in English & Bengali and supplied to all the 125 ULBs. To update knowledge on Vector Borne Diseases control, it is essential to sensitise CIC (Health), HO &/or AHO and Sanitary Inspector who are dealing with public health. Following to sensitization training, the HO/AHO and SI will impart training to the grass-root level health functionaries at the respective ULBs. Both the sensitization training at SUDA level and training for grass-root level health functionaries at ULB level have been incorporated in the Work Plan for 2008-09.

The sensitization training will be facilitated by ASHA and organized by CMU in 3 batches for two days duration. Initially this type of training will be held for 40 KMA ULBs. The first batch of training is scheduled during 3 - 4<sup>th</sup> July, 2008 at SUDA Conference hall for 13 ULBs.

The estimated expenditure for 1 batch is as under :

(Amt. in Rs.)

SL No.	Item	Unit cost	Total cost
1	Training materials for 50 participants i.e. Writing Pad, Pen and Folder. Training Manual are available with CMU for distribution to participants.	To be supplied by CMU	
2	Tea and lunch for 2 days for 50 participants (to be arranged by the office of CMU)	Rs. 80/- per head x 50 nos. x 2 days	8,000.00

Cost for 3 batches in respect of tea & lunch is estimated to Rs. 24,000/- (Rupees Twenty four thousand) only.

Facilitators fee will be Rs. 49,500/- for 3 batches which has already been approved by PD, CMU.

Expenditure incurred for this purpose is to be booked under the A/C head "SHS-Training".

Draft letter to the ULBs is enclosed for signature, if approved.

Submitted.

*Handwritten signature and initials*

*we may take the following action*

*Regarding "X"*

*Samin Mandal.*

*Regarding "Y"*

*Procurement consultant with the help of Subir Natta*

*Signature and date: 13.06.08*

*kw*

**Sub. : Approval for hiring of services of the Experts and Second Tier Supervisors with regard to training of grass root level health functionaries in Non-KMA ULBs under Health component of KUSP.**

Re-training of grass root level health functionaries is one of the approved activities for strengthening the community based health care programme at ULB level. One such training programme on re-designed Family Schedule and HMIS forms are to be organized at each HAU / HP level at Non-KMA ULBs. Trainers training for the Non-KMA ULBs has already been completed by CMU.

Hiring of services of the experts having vast experience in the community based health care programmes and services of some of the STSs may be done by CMU for monitoring and supervision. The panel of Experts and the STSs, who had already rendered their services during the training programme in 40 KMA ULBs, will attend the two days training at each HAU / HP Level. As the ULBs are situated in Non-KMA, the payment structure for each Expert / STS may be as under :

Sl. No.	Item	Amount (in Rs.)
<b>For the Experts :</b>		
1	Fee including outstation expenses for the Expert per day	700.00
2	Mobility Support	Actual expenditure incurred by the Expert. Payment will be made on submission of Xerox copy of tickets, vrs. etc.
3	Accommodation	Be provided by the ULB
<b>For the STSs :</b>		
1	Fee including outstation expenses for the STS per day	450.00
2	Mobility Support	Actual expenditure incurred by the STS. Payment will be made on submission of Xerox copy of tickets, vrs. etc.
3	Accommodation	Be provided by the ULB

The expenditure for monitoring & supervision may be booked under the A/C head "Support to health sector – Monitoring & Supervision".

Submitted for kind perusal and approval.

*P.D. CMU*

*Approved  
2/8*

*Goswami  
28.7.06.*

**Sub. : Re-training for grass root level health functionaries i.e. HHWs, FTSS and STSS of 40 KMA and 11 Non-KMA ULBs on STD / HIV / AIDS under Health component of KUSP.**

Re-training of grass root level health functionaries is one of the approved activities for strengthening the community based health care programmes at ULB level. One of the topics of re-training component during FY 2006-07 is "STD / HIV / AIDS" which are to organized at each HAU level by the ULBs.

A) Allotment letter for such training programme has already been issued to the ULBs concerned.

B) 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 50 participants = Rs. 1,500/-
Tea & tiffin	30.00	Rs. 30/- x 50 participants x 2 days = Rs. 3,000/-
Fee to internal faculty member (HO / AHO / MO)	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/-
	<b>TOTAL</b>	<b>Rs. 5,700/-</b>

Tentative cost involvement of the re-training programme for 40 KMA ULBs is as under :

No. of HAUs for 40 KMA ULBs		Total No. of HAUs	Unit rate per HAU (In Rs.)	Total Cost Involvement (In Rs.)
CUDP III	IPP-VIII			
38	115	153	5,700.00	8,72,100.00
No. of HAUs for 11 Non-KMA ULBs				
RCH Sub-Project, Asansol	IPP-VIII (Extn.)			
13	35	48	5,700.00	2,73,600.00
<b>TOTAL</b>				<b>11,45,700.00</b>

Expenditure is to be incurred by the ULBs from the KUSP fund already placed with them and to be booked under A/C head "Support to health sector – Re-training"

C) Hiring of services of the experts having vast experience in the community based health care programmes may be done by CMU for monitoring and supervision. The panel of Experts available with CMU will attend the two days training at each HAU Level. The fees for the whole day training programme @ Rs. 500/- and mobility support @ Rs. 200/- per day per Expert may be released to the expert concerned from the office of CMU directly. The expenditure for monitoring & supervision may be booked under the A/C head "Support to health sector - Re-training".

The above mentioned unit rate for fee and mobility support per Expert was approved in the earlier re-training programme conducted in the FY 2006-07.

Submitted for kind perusal and approval.

PD, CMU

*Dr. Goswami*  
28.8.06

Approved  
*Dr. Goswami*  
28/8

Dr. Goswami





Sub : Trainers training for Medical Officers/ Medical Supervisors engaged under CUDP III, CSIP & IPP-VIII of Kolkata Municipal Corporation on redesigned Family Schedule and HMIS forms under Health component of KUSP.

Trainers training for Medical Officers/ Medical Supervisors engaged under CUDP III, CSIP & IPP-VIII of Kolkata Municipal Corporation on redesigned Family Schedule and HMIS forms under Health component of KUSP is scheduled on 08.09.2006 at Conference Hall of SUDA.

Cost estimate for trainers training is as under :

Item	Amount (In Rs.)
Faculty fee @ Rs. 300/- x 2 faculties	600.00
Tiffin @ Rs. 25/- per head for 40 participants	1,000.00
Training materials i.e. folder, writing pad, pen and one copy each of Family schedule, Form A, B, C & D for 30 participants**	-
<b>Total</b>	<b>1,600.00</b>

\*\* Office of CMU may be requested to arrange the said training materials and to distribute to the participants on 08.09.2006.

The expenditure to be incurred for the purpose may be booked under the A/C head "Support to Health sector - Re-training".

Submitted for favour of kind perusal and approval.

~~PD, CMU~~

~~ay  
6/9~~

~~06.09.2006~~



**Sub. : Release of fund as advance to Non-KMA ULBs under Health component of KUSP during FY 2006-07.**

During FY 2005-06, fund had been released to 11 Non-KMA ULBs (10 ULBs under IPP-VIII (Extn.) and 1 ULB under RCH Sub-Project, Asansol).

The table below will show the status on release of fund by CMU to ULBs, submission of SOE by ULB to CMU and balance remaining with the ULB :

(Amounting in Rs.)

ULBs	Fund released by CMU to ULBs	SOE submitted by ULB to CMU	Balance remaining with the ULB
Asansol	1310926.00	590764.00	827599.00
English Bazar	230350.00	0.00	230350.00
Jalpaiguri	143372.00	53117.00	90255.00
Raiganj	228728.00	83736.00	144992.00
Siliguri	832772.00	634871.00	197901.00
Alipurduar	125852.00	44985.00	80867.00
Darjeeling	263220.00	58444.00	204776.00
Durgapur	804028.00	719421.00	84607.00
Balurghat	216786.00	101657.00	60373.00
Burdwan	558296.00	558296.00	0.00
Kharagpur	504283.00	504283.00	0.00

Letter may be issued to the ULBs who are yet to submit SOE. Draft letters are enclosed which may be issued, if approved.

As the two ULBs i.e. Burdwan & Kharagpur have already submitted SOE for full amount, fund may be released as advance to start implementation of work plan for 2006-07. This is to mention here that both the ULBs have completed trainers training on re-designed Family Schedule & HMIS and STD / HIV / AIDS, held on 16.06.2006 and subsequent to that the ULBs have scheduled retraining programme at HAU level with effect from 22.06.2006.

Requirement of fund for implementation of work plan by the ULBs during FY 2006-07 is enclosed.

Under the circumstances stated above, part of required fund may be released to Kharagpur & Burdwan Municipality, as detailed below :

ULBs	Amount (Rs.) to be released	Name of Payee
Burdwan	82,000.00 (Rupees Eighty two thousand) only.	IPP-VIII (Extn.) O & M, Burdwan Municipality
Kharagpur	67,000.00 (Rupees Sixty seven thousand) only.	IPP-VIII (Extn.) O & M, Kharagpur Municipality

After submission of SOE by the above mentioned two ULBs, further fund may be released in due course.

Accounts section of CMU may be requested to prepare DD as mentioned in the table above. After preparation of DD, the said ULBs be informed to collect the DD.

The advance is to be booked under the A/C head "Support to Health Sector".

Submitted for favour of kind perusal and further necessary action.

*[Signature]*  
21.6.07

D, CMU

CP-1

**Health Component - KUSP**

ULB wise estimated fund requirement in connection with Training & IEC for 11 Non-KMA ULBs under IPP-VIII (Extn.) and RCH Sub-Project, Asansol

(2017-18)

920

Sl. No.	Item	Alipurduar		Balurghat		Bardhaman		Darjeeling		Durgapur		English Bazar		Jalpaiguri		Kharagpur		Raiganj		Siliguri		Asansol		Total	
		1	2	2	2	5	2	2	8	2	2	1	4	2	8	8	2	8	13						
1	Re-orientation training for HHWs, FTSs, STSs / ANMs																								
	(i)	7800/- per HAU	15600	39000	15600	62400	7800	15600	31200	7800	15600	31200	7800	15600	31200	62400	101400	374400							
	(ii)	5700/- per HAU	11400	28500	11400	45600	5700	11400	22800	5700	11400	22800	5700	11400	22800	45600	74100	374400							
	(iii)	7800/- per HAU	15600	39000	15600	62400	7800	15600	31200	7800	15600	31200	7800	15600	31200	62400	101400	374400							
	(iv)	7800/- per HAU	15600	39000	15600	62400	7800	15600	31200	7800	15600	31200	7800	15600	31200	62400	101400	374400							
	<b>Total</b>	<b>29100</b>	<b>58200</b>	<b>145500</b>	<b>58200</b>	<b>232800</b>	<b>29100</b>	<b>58200</b>	<b>116400</b>	<b>29100</b>	<b>58200</b>	<b>116400</b>	<b>29100</b>	<b>58200</b>	<b>232800</b>	<b>378300</b>	<b>1497600</b>								
2	I.E.C.																								
(i)	Group discussion at block level with female and male members community - 1 such discussion per block by monthly @ 150/-	35100	58500	122400	70200	206100	41400	63900	100800	41400	63900	100800	41400	63900	100800	219600	348300	1329300							
(ii)	Baby show - 1 show per HAU per year @ 10000/-	10000	20000	50000	20000	80000	10000	20000	40000	10000	20000	40000	10000	20000	80000	130000	480000								
(iii)	Awareness through deployment of folk media - 2 programmes per HAU per year @ 1600/-	3200	6400	16000	6400	25600	3200	6400	12800	3200	6400	12800	3200	6400	25600	41600	153600								
	<b>Total</b>	<b>48300</b>	<b>84900</b>	<b>188400</b>	<b>96600</b>	<b>311700</b>	<b>54600</b>	<b>90300</b>	<b>153600</b>	<b>54600</b>	<b>90300</b>	<b>153600</b>	<b>54600</b>	<b>90300</b>	<b>325200</b>	<b>519900</b>	<b>1962900</b>								
3	Contingent Expenditure i.e. TA, DA etc. for Trainers Training to be held at CMU, SUDA	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	55000							
	<b>GRAND TOTAL</b>	<b>82400</b>	<b>148100</b>	<b>338900</b>	<b>159800</b>	<b>549500</b>	<b>88700</b>	<b>153500</b>	<b>275000</b>	<b>88700</b>	<b>153500</b>	<b>275000</b>	<b>88700</b>	<b>152600</b>	<b>563000</b>	<b>903200</b>	<b>3515500</b>								

296,000



Sub : Trainers training for Health Officer /Asstt. Health Officer & one other resource person by CMU on redesigned Family Schedule & HMIS , and STD /HIV / AIDS under Health component of KUSP.

Re-orientation training for HHWs, FTSS & STSS are to be taken by the KMA ULBs at each HAU level which will be imparted by the Health Officer / Asst. Health Officer and resource person of the ULB and monitored and supervised by an Expert from CMU time to time.

This re-orientation training is required for strengthening the services at Sub-Centre level. For this purpose, trainers training for 11 ULBs is scheduled on 15.06.2006.

Cost estimate for trainers training to be held on 15<sup>th</sup> June, 2006 is as under :

Item	Amount (In Rs.)	Remark
Faculty fee @ Rs. 300/- x 2 faculties x 1day	600.00	
Accommodation of the participants at ILGUS hostel	-	Jt. Director, ILGUS be approached for booking of accommodation on 14 <sup>th</sup> & 15 <sup>th</sup> June, 06.
Arrangement of Food for the participants	-	Canteen be entrusted for supply of food
Training materials i.e. folder, writing pad, pen and one copy each of Family schedule, Form A, B, C & D and copy of training module of STD /HIV /AIDS for 35 participants **	-	Office of CMU may be entrusted with the work

The expenditure to be incurred for the purpose may be booked under the A/C head "Support to Health sector - Re-training".

Submitted for favour of kind perusal and approval.

~~PM, CMU~~

Approved as proposed.  
13/06/06

13.6.06

**Sub. : Re-training for grass root level health functionaries i.e. HHWs, FTSs and STSs of 40 KMA and 11 Non-KMA ULBs on Re- designed Family Schedule & HMIS Forms under Health component of KUSP.**

Re-training of grass root level health functionaries is one of the approved activities for strengthening the community based health care programmes at ULB level. One of the topics of re-training component during FY 2006-07 is "Re-designed Family Schedule & HMIS Forms" which are to organized at each HAU level by the ULBs. Trainers Training for the purpose had been scheduled on 8-9 June, 2006.

A) Allotment letter for such training programme has already been issued to the ULBs concerned.

B) 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 50 participants = Rs. 1500/-
Tea & tiffin	30.00	Rs. 30/- x 50 participants x 3 days = Rs. 4500/-
Fee to internal faculty member (HO / AHO / MO)	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/-
	<b>TOTAL</b>	<b>Rs. 7,800/-</b>

Tentative cost involvement of the re-training programme for 40 KMA ULBs is as under :

No. of HAUs for 40 KMA ULBs		Total No. of HAUs	Unit rate per HAU (In Rs.)	Total Cost Involvement (In Rs.)
CUDP III	IPP-VIII			
38	115	153	7,800.00	11,93,400.00
No. of HAUs for 11 Non-KMA ULBs				
RCH Sub-Project, Asansol	IPP-VIII (Extn.)			
13	35	48	7,800.00	3,74,400.00
<b>TOTAL</b>				<b>15,67,800.00</b>

Expenditure is to be incurred by the ULBs from the KUSP fund already placed with them and to be booked under A/C head "Support to health sector – Re-training"

- C) Hiring of services of the experts having vast experience in the community based health care programmes may be done by CMU for monitoring and supervision. The panel of Experts available with CMU will attend the three days training at each HAU Level. The fees for the whole day training programme @ Rs. 500/- and mobility support @ Rs. 200/- per day per Expert may be released to the expert concerned from the office of CMU directly. The expenditure for monitoring & supervision may be booked under the A/C head "Support to health sector - Re-training".

The above mentioned unit rate for fee and mobility support per Expert was approved in the earlier re-training programme conducted in the FY 2005-06.

Submitted for kind perusal and approval.

~~PM, CMU~~

Approved as proposed.  
Am 15/6/06,

~~Sr. Dr. Goswami~~  
14.6.06

~~Sr. Goswami~~



**Sub : Trainers training for Health Officer , Asstt. Health Officer & one other resource person by CMU on redesigned Family Schedule and HMIS under Health component of KUSP.**

Re-orientation training for HHWs, FTSs & STSs are to be taken by the KMA ULBs at each HAU level which will be imparted by the Health Officer ,Health Officer and resource person of the ULB and monitored and supervised by an Expert from CMU time to time.

This re-orientation training is required for strengthening the services at Sub-Centre level. For this purpose, trainers training for 40 ULBs in two batches ( 20 ULBs per batch) are scheduled on 08.05.2006 and 09.06.2006 .

Cost estimate for trainers training to be held on 8<sup>th</sup> & 9<sup>th</sup> June, 2006 is as under :

Item	Amount (In Rs.)
Faculty fee @ Rs. 300/- x 2 faculties x 2days	1200.00
Tiffin @ Rs. 25/- per head x 75 participants x 2days	3750.00
Training materials ie folder, writing pad , pen and one copy each of Family schedule , Form A, B, C & D for 140 participants **	-
<b>Total</b>	<b>4,950.00</b>

\*\* Office of CMU may be requested to arrange the said training materials and to distribute to the participants on 8<sup>th</sup> & 9<sup>th</sup> June , 2006.

The expenditure to be incurred for the purpose may be booked under the A/C head "Support to Health sector - Re-training".

Submitted for favour of kind perusal and approval.

PM, CMU

*[Signature]*  
6.6.06

Approved. Office to pl.  
arrange 'x' above and  
tiffin @ Rs. 25/- for 75  
participants x 2 days.

*[Signature]*  
6/6/06

*[Signature]*  
6.6.06

Dr. Goswami  
AO  
Office



**Sub. : Hiring of services of some of the STSs for monitoring & supervision of the re-training for grass root level health functionaries on re-designed Family Schedule and HMIS under Health component of KUSP.**

Re-training for grass root level health functionaries i.e. HHWs, FTSs & STSs in 40 KMA and in 11 Non-KMA ULBs on re-designed Family Schedule and HMIS forms have already been started with effect from 12 June, 2006. It has been observed that no. of STSs of few ULBs are technically sound and well conversant with monitoring & supervision of filled in Family Schedule by HHWs & scrutiny and preparation of HMIS monthly reports. They were also trained in the trainers training on re-designed Family Schedule and HMIS held at SUDA on 8<sup>th</sup> & 9<sup>th</sup> June, 2006. The services of those STSs may be hired for monitoring & supervision of the training programme for grass root level functionaries of other ULBs on behalf of CMU.

The fees for the whole day training programme @ Rs. 250/- and lump sum mobility support @ Rs. 50/- per day may be provided directly by CMU to the STSs on submission of bill to this office. The expenditure for monitoring & supervision by STSs may be booked under the A/C head "Support to Health sector - Re-training".

Submitted for kind perusal and approval.

P.D. / CMU

Approved  
Aul  
7/7/06

Dr. Goswami  
7.7.06

Dr. Goswami