

*Instruction at NS pg-5.*

Procedure for selection of HHWs & FTSs adopted in IPP-VIII (launched in the year 1992-93) and in recently launched Community Based Primary Health Care Services in 63 Non-KMA ULBs in the year 2006 and proposed changes in the selection criteria are tabulated hereunder :

Existing Procedure	Proposed Changes
<b>Selection of HHW under IPP-VIII :</b> <ul style="list-style-type: none"><li>• Preferably married women.</li><li>• Age group 35 to 45 years.</li><li>• Residing in the same community or project block, if not available may be selected from adjacent project block.</li><li>• Educational qualification - Class VIII standard.</li><li>• Selection by Central Selection Committee constituted by KMDA.</li></ul>	In case of fresh selection of HHWs by the ULBs, the criteria for selection may be kept at par with those of CBPHCS Scheme which are as under : <ul style="list-style-type: none"><li>• Age group 25 to 35 years.</li><li>• Educational qualification - Class VIII pass.</li><li>• Selection by MHFWC.</li><li>• Other criteria will remain unaltered.</li><li>• But the HHWs who have already been selected by the Central Selection Committee of KMDA in respect of CUDP III and IPP-VIII may be allowed to be engaged by the respective ULBs.</li></ul>
<b>Selection of HHW under CBPHCS :</b> <ul style="list-style-type: none"><li>• Same as above excepting age group which is 25 to 35 years.</li><li>• Selection by Municipal Level Health &amp; Family Welfare Committee (MHFWC).</li></ul>	
<b>Selection of FTS under IPP-VIII :</b> <ul style="list-style-type: none"><li>• To be selected from the existing regular HHWs working for at least six months.</li><li>• <i>Age - 25 years &amp; above</i> Minimum qualification - Class VIII pass and is able to read &amp; write in Bengali.</li><li>• Desirable qualification - School Final &amp; above.</li><li>• Selection by the Chairman in consultation with Local Co-ordination Committee constituted in connection with implementation of IPP-VIII in the ULB.</li></ul>	<ul style="list-style-type: none"><li>• Prior to 1<sup>st</sup> April, 2008 (programmes have been taken over by SUDA from KMDA w.e.f. 01.04.2008) the FTS candidate who already been selected by the ULBs and approved by KMDA may be allowed to join after necessary training, if not already undergone.</li><li>• For new selection of FTS after 01.04.2008, selection may be done from existing regular HHWs who are within the age group of 50 years on the day of selection so that the FTS can serve for a considerable period.</li><li>• If the HHWs within the age group of 50 years are not available keeping other criteria for FTS selection unaltered, selection be done from freshly engaged HHWs after completion of six months experience.</li></ul>
<b>Selection of FTS under CBPHCS :</b> <ul style="list-style-type: none"><li>• Age 25 to 36 years.</li><li>• Minimum qualification - Madhyamik Pass and is able to do simple arithmetic calculation.</li><li>• Selection by MHFWC.</li></ul>	

Submitted.

*Spl. Secy. Dept-  
QMA*

*[Signature]*  
16.03.09

Uin  
18/12/08

U. No. SUDA... 156/08  
22-12-2008  
SPL. Inv.  
M.A. Dept.



We may approve the proposed guidelines for selection of H.H.Ws & FTSs.

Regarding age limit for FTS, we may approve proposal of Health Expert for maximum age for selection of FTS to be 50 years

Uin  
22/12

The observations as placed in file ~~have~~ are not in conflict with the proposal. The proposal may be approved

Uin  
11/2

The note should indicate the existing provision and changes proposed to be made to give a clear picture

Principal  
Secretary,  
M.A. Dept.

U. No. SUDA... 27/2009  
13-02-2009  
Principal  
Secretary,  
M.A. Dept.

By /

on behalf of the classification... 27/12/08

CUDP III & IPP-VIII Programme had been launched long back in the year 1985-86 and 1991-92 respectively by KMDA. Tried to obtain guideline from the ULBs but could not.

However, guideline for selection of HHWs & FTSs adopted in the recently launched project (in 2006), Community Based Primary Health Care Services in 63 Non-KMA ULBs approved by the DHFW may be followed for fresh engagement of HHWs & FTSs in the approved vacant posts under the Urban Health Programmes like CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.), RCH Sub-Project, Asansol which are in O & M Phase.

But with regard to age criteria for selection of FTS amongst the existing HHWs will not match with the recently adopted guideline. However, in such cases, age of the HHWs should not exceed 50 years on the date of selection of FTSs. If the HHWs within 50 years are not available (keeping other criteria for FTS selection unaltered) selection can be done from freshly engaged HHWs after completion of six months work experience.

The said guideline for selection of HHWs & FTSs adopted in CBPHCS are enclosed.

Submitted for kind approval.

Director, SUDA

Goswami  
12.12.08

Notes foregon.  
Criteria for selection of HHW and FTS as adopted under CBPHCS & other health programmes as mentioned in the 2nd para of the foregoing notes may be followed for selection of identical category of functionaries under CUDP-III and IPP-VIII Programmes. As for determining the minimum age for FTS and retirement age for HHW, FTS and STS, a committee be formed comprising of Spl. Secy., D.A. Dep't, Project Officer(H), SUDA, Advisor, M.S. D.A. D. S. ... .. Municipal

- (iii) To fill up one no. of vacancy for each of the posts of PT MO and Attendant, the selection is to be done through Municipal level Health & FW Committee and subsequently approved by the Board of Councillors.

B) In respect of filling up sanctioned vacant posts under CUDP-III

- (i) the two no. of vacant posts for FTSs may be filled up amongst the existing HHWs. Selection criteria may be adopted at par with CBPHC excepting the age factor, as these HHWs (age criteria was kept between 35-45 years at the time of joining) are working for about 20 years. However, age of the HHW should not exceed 50 years on the date of selection for FTS. The other criteria for selection of FTS is enclosed. After selection of FTSs, they should be given job orientation training.
- (ii) On selection of FTSs (2 nos.) the resultant vacancies for the post of HHW will be 2 and the previous vacancy is 5; thus the total vacancy will be 07 (seven). For selection of these personnel, we may adopt the guideline followed in recently launched CBPHCs in 63 Non-KMA ULBs. ~~\*\*\*~~ The same practice we have recently followed in case of fresh selection of HHWs in respect of Rajpur-Sonarapur Municipality. The selected HHWs should be given job orientation training.

After selection of personnel for each of the categories engagement is to be made by the Chairman of the ULB and Director, SUDA be informed accordingly to maintain office record.

SW:miHZD.

*[Signature]*  
07-12-08

Let us first ascertain as to whether my guideline was given to the ULBs for selection of manpower at grassroot level while launching IPR VIII / CUDP III

*[Signature]*  
05/12/08

PO(H)

\*\*\*CP-4  
U.O NO. SUDA-1400/17  
17/08 (PT IV) 182  
07.12.08  
Director, SUDA

**Sub.: Engagement of personnel in the vacant approved posts under IPP-VIII & CUDPIII**

\* 9P - ①  
Enclosed the communication of the Chairman, Panihati Municipality bearing no. PM/H/IPP/45/08-09 dt. 23.09.2008\* which speaks for itself. Status of vacancy against each of the post & programme as mentioned in his communication are as under:

Health Programme	Category	Approved No.	No. of vacancy
IPP-VIII	HHW	140	10
	FTS	28	5
	PT MO at ESOPD	2	1
	Attendant at ESOPD	2	1
CUDP-III	HHW	60	5
	FTS	12	2

A) In respect of filling up sanctioned vacant posts under IPP-VIII

(i) the five no. vacant posts for FTSs may be filled up amongst the existing HHWs. Selection criteria may be adopted at par with CBPHC excepting the age factor, as these HHWs ( age criteria was kept between 35-45 years at the time of joining) are working for about 14 years. The criteria for selection of FTS is enclosed. After selection of FTSs, they should be given job orientation training.

(ii) On selection of FTSs ( 5 nos.) the resultant vacancies for the post of HHW will be 5 and the previous vacancy is 10 ; thus the total vacancy will be 15 ( fifteen). These vacancies may be filled up out of the candidates selected by the Central Selection Committee of KMDA on 03.03.2008 as mentioned in the communication of the OSD (H) , UHIPU, KMDA in his memo no. 132/1(1) /S-9/KMDA/Health/UHIP/05 dt. 12.05.2008. All the candidates have already been trained by KMDA..

**Sub. : Engagement of personnel in the vacant approved post under CUDP III & IPP-VIII at Rajpur Sonarpur Municipality.**

Enclosed the communication of the Chairman, Rajpur Sonarpur Municipality bearing no. HAU/132/RSM dt. 05.09.2008, which speaks for itself. Status of vacancy against each of the post as mentioned in his communication are as under:

Health Programme	Category	Approved No.	No. of Vacancy
CUDP III	HHW	30	02
	PTMO at HAU and ESOPD	03	01
IPP-VIII	HHW	140	14
	STS	08	03
	PTMO	08	02
	Storekeeper cum Clerk	04	01
	Attendant	08	02
	Staff Nurse	01	01
	MO - MH	02	02
	Pathologist - RDC	01	01
	Administrative Officer - RDC	01	01
	UHIO	01	01

- a) In respect of the filling up of vacancy as per required no. for the category of HHWs & STSs <sup>approval</sup> may be accorded. For selection of such personnel, shall we follow the guideline adopted for the recently launched CBPHC programme in 63 Non-KMA ULBs, if in the affirmative the guideline may be issued to the ULBs. A copy of the guideline is enclosed at Flag - B.
- b) For the rest of the category of personnel, ULB may be asked to select the candidates to fill up the vacancies through Municipal Level Health & Family Welfare Committee and subsequent approval by the Board of Councillors.

The engagement is to be made for each of the categories by the Chairman of the ULB and Director, SUDA be informed accordingly to maintain office record.

Submitted for favour of kind approval.

*U.O No. SUDA-Health/17108 (01-IV) / 79  
dt. 24.11.08  
Director, SUDA*

*PO (H)*

*Goswami  
24.11.08*

*as proposed.  
Chin  
26/11/08*

*Draft letter is enclosed for signature, if approved*

*Goswami  
26.11.08*

*Director, SUDA  
PO (H)*

*Chin  
26/11/08*

Placed before comm. of the chairman, Panchajanya  
Mpl. bearing no. Panchajanya/Health/08/25584.  
25.10.08 requesting for sanction of diff.  
posts <sup>under</sup> at par with I.P.P. VIII.

He may know the sanctioned and  
actual no. of man-power under  
AWSP-III.

Draft letter is endorsed for signature,  
if approved.

Submitted.

~~5252mm~~

~~Director, SUDOR~~

~~PO (H)~~

Despatched.

Shim  
21/3/09

**Sub.: Engagement of personnel in the vacant approved posts under IPP-VIII & CUDPIII**

Enclosed the communication of the Chairman, Panihati Municipality bearing no. PM/H/IPP/45/08-09 dt. 23.09.2008<sup>\*</sup> which speaks for itself. Status of vacancy against each of the post & programme as mentioned in his communication are as under:

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**A) In respect of filling up sanctioned vacant posts under IPP-VIII**

(i) the five no. vacant posts for FTSs may be filled up amongst the existing HHWs. Selection criteria may be adopted at par with CBPHC excepting the age factor, as these HHWs ( age criteria was kept between 35-45 years at the time of joining) are working for about 14 years. The criteria for selection of FTS is enclosed . After selection of FTSs, they should be given job orientation training.

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\* CP - 1

\* CP - 2

\* CP - 3



- (iii) To fill up one no. of vacancy for each of the posts of PT MO and Attendant, the selection is to be done through Municipal level Health & FW Committee and subsequently approved by the Board of Councillors.

B) In respect of filling up sanctioned vacant posts under CUDP-III

(i) the two no. of vacant posts for FTSS may be filled up amongst the existing HHWs. Selection criteria may be adopted at par with CBPHC excepting the age factor, as these HHWs (age criteria was kept between 35-45 years at the time of joining) are working for about 20 years. However, age of the HHW should not exceed 50 years on the date of selection for FTS. The other criteria for selection of FTS is enclosed. After selection of FTSS, they should be given job orientation training.

(ii) On selection of FTSS (2 nos.) the resultant vacancies for the post of HHW will be 2 and the previous vacancy is 5; thus the total vacancy will be 07 (seven). For selection of these personnel, we may adopt the guideline followed in recently launched CBPHCs in 63 Non-KMA ULBs. The same practice we have recently followed in case of fresh selection of HHWs in respect of Rajpur-Sonarpur Municipality. The selected HHWs should be given job orientation training.

After selection of personnel for each of the categories engagement is to be made by the Chairman of the ULB and Director, SUDA be informed accordingly to maintain office record.

S. W. M. H. Z. D.

*[Signature]*  
09.12.08

Let me first ascertain as to whether my guideline was given to the ULBs for selection of manpower at grassroots level while launching IPR-VIII/CUDP-III

*[Signature]*  
09/12/08

\*CP-4

no. SUDA-Health  
[08 (PT IV)]/82  
4.12.08

Micro/SUDA

PO(H)

Instruction at Page-3 bottom.

CUDP III & IPP-VIII Programme had been launched long back in the year 1985-86 and 1991-92 respectively by KMDA. Tried to obtain guideline from the ULBs but could not.

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The said guideline for selection of HHWs & FTSs adopted in CBPHCS are enclosed.

Submitted for kind approval.

*[Signature]*  
12.12.08

*Notes foregoings*

*Criteria for selection of HHW and FTS as adopted under CBPHCS & other health programmes as mentioned in the 2nd para of the foregoing notes may be followed for selection of identical category of functionaries under CUDP-III and IPP-VIII Programmes. As for determining the minimum age for FTS and retirement age for HHW, FTS and STS, a committee be formed comprising of Spl. Secy., H.A. Deputy Project Officer(H), SUDA, Advisor(SUDA), Gen. Secy., D.B. Municipal*

Association, DUB, WB and the undersigned.

18/12/08

U. No. BUDA-156/08  
22-12-2008  
Spl. Inv.  
M.A. Dept.

We may approve the proposed guidelines for selection of HTHWS & FTSs.

Regarding age limit for FTS, we may approve proposal of Health Expert for maximum age for selection of FTS to be 50 years

22/12

The observations as placed in file ~~have~~ are not in conflict with the proposal. The proposal may be approved

11/2

The note should indicate the existing manner and changes proposed to be made to give a clear picture

Principal Secretary, M.A. Dept.

Principal Secretary, M.A. Dept.

Dr. G. G. G. 15/1/09

Pl. put up the classification

17/1/09



*Instruction at NS pg-5.*

Procedure for selection of HHWs & FTSs adopted in IPP-VIII (launched in the year 1992-93) and in recently launched Community Based Primary Health Care Services in 63 Non-KMA ULBs in the year 2006 and proposed changes in the selection criteria are tabulated hereunder :

Existing Procedure	Proposed Changes
<b>Selection of HHW under IPP-VIII :</b> <ul style="list-style-type: none"> <li>• Preferably married women.</li> <li>• Age group 35 to 45 years.</li> <li>• Residing in the same community or project block, if not available may be selected from adjacent project block.</li> <li>• Educational qualification - Class VIII standard.</li> <li>• Selection by Central Selection Committee constituted by KMDA.</li> </ul>	In case of fresh selection of HHWs by the ULBs, the criteria for selection may be kept at par with those of CBPHCS Scheme which are as under : <ul style="list-style-type: none"> <li>• Age group 25 to 35 years.</li> <li>• Educational qualification - Class VIII pass.</li> <li>• Selection by MHFWC.</li> <li>• Other criteria will remain unaltered.</li> <li>• But the HHWs who have already been selected by the Central Selection Committee of KMDA in respect of CUDP III and IPP-VIII may be allowed to be engaged by the respective ULBs.</li> </ul>
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<b>Selection of FTS under IPP-VIII :</b> <ul style="list-style-type: none"> <li>• To be selected from the existing regular HHWs working for at least six months.</li> <li>• <sup>Age - 25 years &amp; above</sup> Minimum qualification - Class VIII pass and is able to read &amp; write in Bengali.</li> <li>• Desirable qualification - School Final &amp; above.</li> <li>• Selection by the Chairman in consultation with Local Co-ordination Committee constituted in connection with implementation of IPP-VIII in the ULB.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to 1<sup>st</sup> April, 2008 (programmes have been taken over by SUDA from KMDA w.e.f. 01.04.2008) the FTS candidate who already been selected by the ULBs and approved by KMDA may be allowed to join after necessary training, if not already undergone.</li> <li>• For new selection of FTS after 01.04.2008, selection may be done from existing regular HHWs who are within the age group of 50 years on the day of selection so that the FTS can serve for a considerable period.</li> <li>• If the HHWs within the age group of 50 years are not available keeping other criteria for FTS selection unaltered, selection be done from freshly engaged HHWs after completion of six months experience.</li> </ul>
<b>Selection of FTS under CBPHCS :</b> <ul style="list-style-type: none"> <li>• Age 25 to 36 years.</li> <li>• Minimum qualification - Madhyamik Pass and is able to do simple arithmetic calculation.</li> <li>• Selection by MHFWC.</li> </ul>	

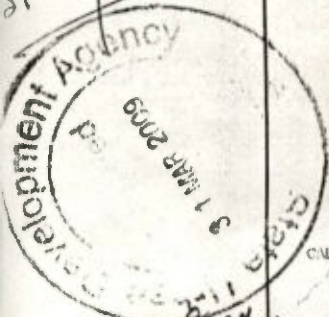
Submitted.

*[Signature]*  
16.03.09

*The above clarifications may be seen. The guidelines for selection of HHW & FTS as proposed may be approved for uniform adoption in all ULBs.*

C:\Dr. Goswami\RCI-63 ULBs\Notes\lwt.doc

*Sppl. Secy. Dept. of M&A*



*Principal Secy. M-A*

*MVC*  
*PO(HD)*  
*This may be approved on 17/3*  
*20/3/09*  
*29/3*

NSP-2 is referred to.

We may write to the chairman, Parikati M.p.e. in respect of engagement of HHWS under IPP VIII and selection of <sup>HHWS</sup> FTS under chapter 2 IPP-VII respectively as per approved guideline by the Dept at NSP-6.

Draft letter is enclosed for signature, if approved.

Submitted.

*[Signature]*  
18.5.09.

Director, Sump

It is revealed from this office record that Pratikha Mpe. has not yet submitted performance report under IPP-VNF for FY 2008-09.

We may write to the chairman, in this regard. Draft letter is enclosed for signature, if approved.

Director, SVDA

PO (H)

25.06.09.

25/6/09

25.6.09.

Despatched.

Placed herewith comm. of the chairman, Pratikha bearing no. Pa/Gen/Health/09/28/09 dt. 15.07.09 according to forward the name & designation of Rep. of SVDA as member of Mpe. Level Health & FW Committee.

Draft letter is enclosed herewith for signature, if approved. Submitted.

Director, SVDA

PO (H)

22.07.09

22/7/09

23.7.09.

Despatched.

Placed herewith comm. of the chairman Panikahi  
Mpl. bearing no. PM/Gab/H/2009/458  
dt. 09.10.09 ~~is~~ ~~is~~ necessary  
for grant of approval towards  
filling up of vacancy (1) for the  
post of Attendant at ESOPD under  
IPP-VIII.

Draft letter is enclosed for signature  
if approved.  
Submitted.

*[Signature]*  
22.10.09

Is there any laid down procedure?  
*[Signature]*  
23/10/09

Procedure adopted under DFID assisted  
MHW scheme vide comm. of Dept. of  
MA bearing no. 86/MA/P/C-10/35-51/2003  
dt. 22nd January 2004 is enclosed at  
Flag - "A" for kind perusal.

The guideline followed in respect of  
CBPHC vide comm. of Dept. of MA  
bearing no. 111-MA/P/C-10/35-55/2005  
dt. 02.02.07 is enclosed at Flag - "B"

for kind perusal.  
On the basis of above mentioned both the  
guidelines, guideline for selection  
of STS, clerk cum SK and Attendant  
has been issued to the UAs, Imphembry  
CDD-15 & IPP-VIII, at Flag - "C"

Draft letter may be signed, if approved

*[Signature]*  
04.11.09

Model code of conduct for the  
ensuing Bye-election is in force with  
N. 24 Panchayat. So pl. arrange to place the  
file after the election process is over. *[Signature]*  
11/11/09

~~Director, SUDW~~

~~PO(H)~~

~~Director, SUDW~~

~~PO(H)~~

State Urban Development Agency, Health Wing, West Bengal

Should we mention <sup>in the proposed letter</sup> that the engagement is to be made on contract basis upto 31.3.10?

Chin  
13/11/09

PD(H)  
/

Present tenure of IAP-VII was extended by the Dept. WDC A.O.No 456/MA/C-10/35-45/2007 dt. 03.07.09 upto 30.6.2010. Hence, the UCB may be asked to engage the ~~personnel~~ attendants for ESO PD on contract basis upto 30.6.2010. Draft letter is placed for signature.

Director SUOA  
/ PD(H)

~~Signature~~  
01.12.09

Despatched

Chin  
04/11/09  
~~Signature~~



Resubmitted.

Goswami  
11.11.09  
~~[Signature]~~

Placed hereon Comm. of the Chairman, Panitohi Mpl. bearing no. PM/Health/IPP-VIII/10/764 dt. 12.01.2010 sending the names of selected FTS by MITWC and vetted by BOC.

Draft letter for initiation of training for the selected candidates is enclosed for signature, if approved.

Goswami  
15.01.10  
[Signature]  
16/1/10

~~Director, SDUA~~  
PO(H)

Placed hereon Comm. of the Chairman, Panitohi Mpl. vide no. PM/Genl/Health/2011-12/FTS dt. 31.10.2011 with a propose for retention of the VSD Project (3 Malaria Clinics) with an annual cost of Rs. 2.50 lakhs.

We may suggest detailed cost break-up. Draft letter is enclosed for signature, if approved.

Goswami  
20.4.12

~~Director, SDUA~~  
PO(H)

[Signature]

Placed hereon Comm. of the DM, N.2489s vide no. 2602(2)/O. Con/DM dt. 4.6.2014 regarding outburst of viral hepatitis which may be forwarded to the Chairman for compliance. A status report on traction taken report may be obtained. Draft letter is placed hereon for signature.

Goswami  
5.6.14  
[Signature]

~~Director, SDUA~~  
PO(H)

Placed herewith comm. of the Chairman, Panchajati  
Mpl. vide no. PM/HEALTH/2014/49 dt.  
12.06.14 regarding measures adopted by  
the Municipality to combat outbreak  
of viral hepatitis.

We may send the said comm. to  
the Dept.

Draft letter is placed herewith for signature,  
if approved.

~~Director SUDDA~~

PO(X)

~~S. S. S. S. S.~~  
16.06.14.

WJ  
16/6/14