

File

S.T.D. : 03581, Ph. No. 255628,255103  
E-mail address: dinhatamunicipality@gmail.com

Office of the Councillors'

# DINHATA MUNICIPALITY

P.O+P.S- Dinhata

Dist- Coochbehar

Memo No. \_\_\_\_\_

Dated, Dinhata, the \_\_\_\_\_ 2018

## ORDER

In pursuance of the Memo No. SUDA-Health/71/08/345(72) dated 21/03/2018 of the State Urban Development Agency, Health Wing, Ilgus Bhavan, the present contractual personnel holding the post of Health Officer, Accounts Assistant, Computer Assistant, Health Assistant, Storekeeper-cum-Clerk, First Tier Supervisors and Honorary Health Workers under this Municipality has been extended for a further period of 01 (One) year w.e.f 01/04/2018 to 31/03/2019.



  
Chairman  
Dinhata Municipality

Memo No. 2689/1(2A)

Dated, Dinhata, the 26.03. 2018

Copy forwarded for information and necessary action:-

- ✓ The Project Director (Health Wing), State Urban Development Agency, Ilgus Bhaban, HC Block, Sector-II, Salth Lake City, Kolkata-700106.
2. Dr. Bidyut Kamal Saha, Health Officer, Dinhata Municipality.
3. Sibnath Bose, Accountss Assistant, Dinhata Municipality.
4. Subrata Dey Sarkar, Health Assistant, Dinhata Municipality.
5. Debasish Bhattacharya, Computer Assistant, Dinhata Municipality.
6. Bikash Sarkar, Storekeeper-cum-Clerk, Dinhata Municipality.
7. Alpana Sen (Sarkar), First Tier Supervisors, Dinhata Municipality.
8. Mosumi Mukherjee, (Samaddar), First Tier Supervisors, Dinhata Municipality.
9. Mithu Mandal, First Tier Supervisors, Dinhata Municipality.
10. Sampa Bose, First Tier Supervisors, Dinhata Municipality.
11. Mamataj Khatun, Honorary Health Workers, Dinhata Municipality.
12. Chanchala Das, Honorary Health Workers, Dinhata Municipality.
13. Malati Sarkar, Honorary Health Workers, Dinhata Municipality.

14. Gopa Chanda, Honorary Health Workers, Dinhata Municipality.
15. Sampa Dey, Honorary Health Workers, Dinhata Municipality.
16. Sudipta Saha (Roy), Honorary Health Workers, Dinhata Municipality.
17. Rakhi Paul, Honorary Health Workers, Dinhata Municipality.
18. Suchitra Mandal (Modak), Honorary Health Workers, Dinhata Municipality.
19. Jhumur Chowdhury, Honorary Health Workers, Dinhata Municipality.
20. Soma Dey, , Honorary Health Workers, Dinhata Municipality.
21. Aparna Roy (Barman), Honorary Health Workers, Dinhata Municipality.
22. Mousumi Karmakar, Honorary Health Workers, Dinhata Municipality.
23. Shila Saha, Honorary Health Workers, Dinhata Municipality.
24. Shibani Saha, Honorary Health Workers, Dinhata Municipality.
25. Sankari Shar (Majumder) , Honorary Health Workers, Dinhata Municipality.
26. Sipra Saha, Honorary Health Workers, Dinhata Municipality.
27. The Senior Clerk, Honorary Health Workers, Dinhata Municipality.
28. Athe Accountant, Honorary Health Workers, Dinhata Municipality.
29. The Cashier, Honorary Health Workers, Dinhata Municipality.

  
Chairman  
Dinhata Municipality

S.T.D. : 03581  
Ph. No. 255628,255103,  
Fax. 03581- 259139

E-mail address: dinhatamunicipality@gmail.com

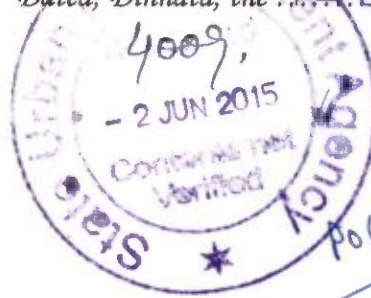
Office of the Councillors'

# DINHATA MUNICIPALITY

Memo no. 318..

Dated, Dinhata, the 28/05/2015

From :- The Chairman  
Dinhata Municipality,  
P.O. – Dinhata.  
Dist. – Cooch Behar



To:- The Director  
State urban Development Agency, Illgus Bhaban,  
H.C.Block, Sector-3, Salt Lake, Kol-91.

**Sub:- Seeking approval for new appointment against vacancy of G.N.M under RCH project.**

**Ref :- This office memo no. 2496, dated 23/2/2015.**

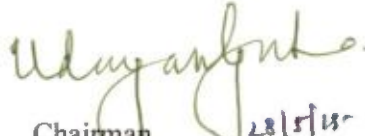
Sir,

Apropos of above, this is bring to your kind notice that after the resignation (18.2.14) of earlier appointed GNM-(Namly Shakina Khatoon) more or less six month have been elapased and the post is lying vacant till date for lacking the necessary approval of new appointment which ultimately caused to sufferings of patient.

I therefore request your good self to accord the necessary approval in the matter at the earliest possible.

With best of regards.

Yours Faithfully.

  
Chairman  
Dinhata Municipality  
dm.

o/c

S.I.D. 03581  
Ph. No. 255628,255103,  
Fax. 03581- 259139

E-mail address: dinhatamunicipality@gmail.com

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo no. 2436

Dated, Dinhata, the .....25/02/2015

**From :-** The Chairman  
Dinhata Municipality.  
P.O. – Dinhata.  
Dist. – Cooch Behar

**To:-** The Director  
State urban Development Agency, Illgus Bhaban,  
H.C.Block.Sector-3. Salt Lake.Kol-91.

**Sub:- Seeking approval for new appointment against vacancy of G.N.M under RCH project.**

Sir,

Apropos of above .this is bring to your kind notice that after the resignation (18.2.14) of earlier appointed GNM-(Namly Shakina Khatoon) more or less six month have been elapased and the post is lying vacant till date for lacking the necessary approval of new appointment which ultimately caused to sufferings of patient.

I therefore request your good self to accord the necessary approval in the matter at the earliest possible.

With best of regards.

Yours Faithfully.

  
for Chairman  
Dinhata Municipality  
25.02.2015



Office of the Councillors'

**DINHATA MUNICIPALITY**

Memo No. 1494

Dated, Dinhata, the 01/10/ 2013 8527

From: - The Chairman, Dinhata Municipality,  
P.o.Dinhata, Dist. Cooch Behar.

To :- The CMOH, Cooch Behar District. Cooch Behar.

**Sub:- Supply of Cold Chain equipments to Dinhata Municipality**

Sir,

I am to refer to this office Memo No- 549 dated -03.06.2012 along with its enclosures ( Copy enclosed for ready reference) and to say that no steps has yet been taken for supply of the cold chain equipments for strengthening and providing quality immunization services in Dinhata Municipal area.

In the circumstances you are requested to look into the matter personally and to take immediate steps in this regard .

Requirements: 1) ILR ( 140 L) - 1(one)  
2) Deep Freezer - 1(one)

With thanks

Yours faithfully

Enclo :- As Stated

*Self*  
Chairman  
Dinhata Municipality

Memo No.....1494/1(4)..... dated .....01/10/.....2013

Copy forwarded for information and necessary action to:-

- ✓ The Director, SUDA, Health wing, ILGUS BHAVAN, HC Block, Sec-III, Bidhannagar, Kolkata-91,
2. The State Family welfare Officer & Joint Director of Health service(FW), Directorate of Health Services, Swasthya Bhavan, Sec-IV, Salt Lake City, Kolkata -91
3. The District Magistrate Cooch Behar.
4. The Superintendent, Dinhata Sub- Divisional Hospital, Dinhata.

*Chairman*  
Chairman  
Dinhata Municipality

Dinhata Municipality, P.O.+P.S.- Dinhata, Dist.- Cooch Behar, Pin.- 736135  
Email:- dinhatamunicipality@gmail.com

Talked to H.O. on 28.10.13 for submission of paper for  
conduct of RS independently.

*28.10.13*

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. ....549.....

Dated, Dinhata, the...02...06.....2012

From: The Chairman, Dinhata Municipality, Dinhata

To: The CMOH, Coochbehar District

Through: The Superintendent, Dinhata S D Hospital

Sub: Supply of Cold Chain Equipments to Dinhata Municipality

Sir,

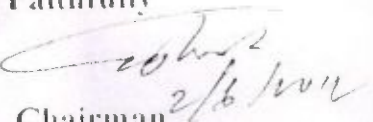
In reference to memo no. H/SFWB/2195 dt. 31-12-2009 from SFVVO and Jt. Director of Health Services (FW), Govt, of West Bengal the undersigned request you please supply the Cold Chain Equipments for strengthening and providing quality immunization services at Dinhata Municipality as early as possible.

Requirements: 1) ILR (140 L) - One

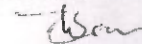
2) Deep Freezer - One

Thanking You,

Yours Faithfully



Chairman  
Dinhata Municipality



O/C

SUDA

10527  
03.02.2010

Health Assign

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Udalkar  
District Muz

Ref No SUDA-Health/530/09/566(18)

Date .....15.01.2010

From : Director, SUDA

To : The CMOH

..... District

Sub. : Supply of Cold Chain Equipments to the Urban Local Bodies (ULB) for strengthening & providing quality Immunization services in Urban Health Care Programme.

Sir,

Enclosed kindly find herewith communication of SFWO & Jt. Director of Health Services (FW), Govt. of West Bengal bearing memo no. H/SFWB/2195 dt. 31.12.2009.

You are requested to provide Cold Chain Equipments to the ULBs for strengthening & providing quality Immunisation services.

The list of ULB-wise requirement of Cold Chain Equipment is also enclosed for taking necessary action from your end.

Thanking you.

Yours faithfully

Enclo. : As stated.

Sdr

Director, SUDA

SUDA-Health/530/09/566(18)/1(96)

Dt. .. 15.01.2010

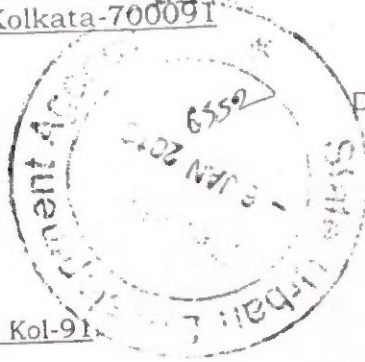
Copy forwarded to :

1. Mayor / Chairman, ~~Disa~~..... Municipal Corporation / Municipality
2. Dr. S.N. Bagchi, Project Manager, WBSISC
3. Dr. S. Goswami, Project Officer, Health, SUDA.

Director, SUDA

Government of West Bengal  
Directorate of Health Services  
Swasthya Bhavan , A-wing , 3<sup>rd</sup> Floor  
GN-29, Sector-V, Salt Lake City  
Kolkata-700091

Memo No.H/SFWB/ 2155



Dated. 21/12/09

To,  
The Director  
State Urban Development Agency  
Health Wing, Ilgus Bhavan  
HC-Block, Sector - III, Bidhan Nagar, Kol-91

20 (H)  
15

**Sub:** Supply of cold chain equipments to Urban Local Bodies (ULB) for strengthening & providing quality Immunization services in Urban Health Care program.

**Ref:** His Memo No.(1) SUDA- Health / 530 /09 / 219 dated.21.07.09  
& (2) SUDA- Health / 530 /09 / 482 dated. 01.12.09

In reference to above mentioned subject under noted memos the undersigned has already requested to the Chief Medical Officer of Health of each district and DFWO, Kolkata thus they can be allowed of ILR and DF as per their demand, if possible vide T.O. No. H/SFWB/ 873/1(4) dated. 07.09.09.

He is requested to communicate with the Chief Medical Officer of Health of each district in this regard. It is also to be informed him that there is no possibility to arrange the requisite quantity of ILR and DF from state in this financial year.

State Family Welfare officer &  
Jt. Director of Health Service (FW),  
Govt. of W.B.

Memo No. H/SFWB/

Dated.

Copy forwarded to the

- 1) Commissioner (FW) and Special Secretary, for his kind information
- 2) Joint Secretary (FW) for his kind information.
- 3) Dy. DHS (FW) for information.
- 4) ADHS (EPI) for information.
- 5) CMOH, ----- district for information and necessary action.

State Family Welfare officer &  
Jt. Director of Health Service (FW),  
Govt. of W.B.



**List of ULB-wise requirement of ILR & Deep freezer**

Sl. No.	Name of ULBs	Requirement of CC	
		No. of ILR (140 L) ✓	No. of DF
<b>BANKURA</b>			
1	BANKURA	1	Nil
2	BISHNUPUR	1	1
3	SONAMUKHI	1	1
<b>BIRBHUM</b>			
4	BOLPUR	1	Nil
5	DUBRAJPUR	1	1
6	NALHATI	1	1
7	RAMPURHAT	1	1
8	SAINTHIA	1	1
9	SURI	1	1
<b>BURDWAN</b>			
10	ASANSOL MC	1	1
11	DAINHAT	Nil	1
12	GUSHKARA	1	1
13	JAMURIA	1	1
14	KALNA	1	Nil
15	KULTI	1	1
16	MEMARI	1	1
17	RANIGANJ	1	1
<b>COOCH BEHAR</b>			
18	COOCH BEHAR	1	1
19	DINHATA ✓	1 ✓	1 ✓
20	HALDIBARI	1	1
21	MATHABHANGA	1	1
22	MEKHLIGANJ	1	1
23	TUFANGANJ	1	1
<b>DAKSHIN DINAJPUR</b>			
24	BALURGHAT	1	1
25	GANGARAMPUR	1	1
<b>DARJEELING</b>			
26	KALIMPONG	1	1
27	KURSEONG	1	1
28	MIRIK	Nil	1
<b>HOOGLY</b>			
29	ARAMBAG	1	1
30	SERAMPORE	Nil	1
31	TARAKESHWAR	1	1
<b>HOWRAH</b>			
32	BALLY	2	1
33	ULUBERIA	1	1
<b>JALPAIGURI</b>			
34	ALIPURDUAR	1	1
35	DHUPGURI	1	1
36	JALPAIGURI	1	Nil
37	MAL	1	1
<b>MALDA</b>			
38	ENGLISH BAZAR	1	1
39	OLD MALDA	1	1
<b>MEDINIPUR (EAST)</b>			
40	CONTAI	1	Nil
41	EGRA	1	1
42	HALDIA	Nil	1
43	PANSKURA	1	1
44	TAMLUK	1	1

**SUDA**

Sent to Fax on 24.5.13

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. **SUDA-Health/458/13/54**

Date **23.05.2013**

**From : Financial Advisor, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : Additional fund for payment to MO and GNM under Urban RCH  
Programme for the month of March, 2013.**

Sir,

With reference to your communication vide no. 424 dt. 21.05.2013, this is to inform you that fund released under memorandum no. SUDA-Health/458/13/43(69) dt. 16.05.2013 may also be used for payment to the MO and GNM for the month of March, 2013 w.e.f. the date of joining of the respective persons.

You are requested to submit Statement of Expenditure (SOE) and Utilisation Certificate (UC) accordingly by 31<sup>st</sup> May, 2013.

Thanking you.

Yours faithfully,

  
Financial Advisor, SUDA

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

424

Dated, Dinhata, the 21.5.2013

From:

The Chairman  
Dinhata Municipality,  
Dinhata

To:

The Financial Advisor  
State Urban Development Agency  
H.GUS Bhavan, IIC Block, Sector-III, Bidhannagar, Kolkata 106

PO(H)  
D  
21/5/13

Sub: Prayer for additional fund for payment of arrears to MO and GNM under Urban RCH Programme

Sir,

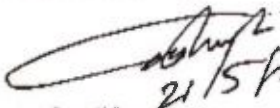
I am to refer to your letter no. SUDA-Health/458/13/43(69) dt 16-05-2013 on the subject noted above and to say that the Medical Officer and the GNM are recruited under Urban RCH Programme vide this office memo nos. 3221 and 3222 dt 13-03-2013 respectively. Accordingly they joined in their respective posts on 14-03-2013 and 15-03-2013.

Since we have received the honorarium for MO and GNM for the period from April, 2013 to June, 2013 vide your letter under reference.

In the circumstances you are requested to release fund for MO and GNM toward honorarium for the month of March, 2013 as calculated by your office taking into account of their dates of joining at your convenient earliest.

Thanking you,

Yours Faithfully

  
21/5/13  
Chairman  
Dinhata Municipality  
D  
21/5/13

## Office of the Councillors'

**DINHATA MUNICIPALITY**

Memo No. 3140/8

Dated, Dinhata, the 04.3.2013

From: Chairman  
Dinhata Municipality, DinhataTo: The Director  
State Urban Development Agency  
H.O.S. Mahanagar, H.C. P.O. Sector III, Bidhanagar  
Kolkata - 91Sub:- Selection of Sanitary Inspector under CBPHCS

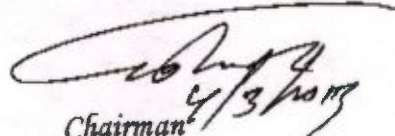
Sir,

With reference to the subject noted above, the date of interview for the post of "Sanitary Inspector under CBPHCS" is scheduled to be held on 12-03-2013 at 12 noon

Being a member of the 'Municipal Level Health & Family Welfare Committee' you are therefore requested to attend the above mentioned meeting and oblige.

Thanking you

Yours Faithfully

  
Chairman 4/3/2013

Dinhata Municipality



S.T.D.:03581  
Ph.No.255628, 255103  
Fax.03581-259139

Office of the Councillor's

# DINHATA MUNICIPALITY

Memo No.....09

Dated, Dinhata, the 08.04.2012

To  
The Director  
State Urban Dev. Agency.  
ILGUS Bhavan, H.C. Block, sector-III  
Bidhan Nagar, Kol-106

Sub:-Release of fund-payment-reg.  
Ref:-No. 188/MA/P/C-10/IG-9/2009(FS) ✓

FA  
Dinner  
P.O. (H)  
Pl. look into  
this  
G 14/4

Sir,


While referring to the subject cited above, I would like to inform you that the amount allotted to this Municipality has not been received at this end till date. The delay in receiving the allotted amount is badly affecting the works of urgent nature like purchase of medicines, equipments etc.

I would, therefore, request you to do the needful at the earliest to facilitate smooth-running of business.

A copy of the sanction order is enclosed herewith for ready reference.

With best regards.

Yours faithfully

  
Chairman 2/4/12  
(Dinhata Municipality)  
08/04/12

NO-

Dated-

Copy forwarded to the Joint Secretary, Department of Municipal Affairs  
Writers Buildings, Kolkata-01 for information & necessary action.

Chairman  
Dinhata Municipality

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. ....3126/3

Dated, Dinhata, the.....30.3.2012

## ORDER

In terms of the memo no. 287(74)/MA/C-10/3S-45/2007 dated 29-03-2012 of the Department of Municipal Affairs, Govt. of West Bengal, the present contractual personnel holding the posts of Health Officer, Sanitary Inspector, Accounts Assistant, <sup>Computer Assistant</sup> Health Assistant, Storekeeper-cum-Clerk, First Tier Supervisors and Honorary Health Workers under this Municipality has been extended for a further period of 1 (one) year w.e.f. 01-04-2012 to 31-03-2013.

sdr  
Chairman

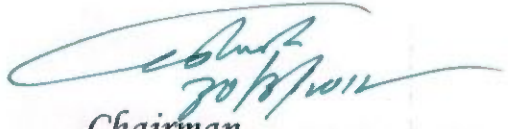
Dinhata Municipality

MEMO NO. 3126/3 DATED. 30.3.2012

Copy forwarded for information and necessary action:

- 1) The Project Director (Health Wing), State Urban Development Agency, ILGUS Bhaban, HC Block, Sector-III, Saltlake City, Kolkata-700106
- 2) Dr. Bidyut Kamal Saha, Health Officer, Dinhata Municipality
- 3) Sri. Bandan Kumar Das, Sanitary Inspector, Dinhata Municipality
- 4) Sri. Sibnath Bose, Accounts Assistant, Dinhata Municipality
- 5) Sri. Debashish Bhattacharjee, Commuter Assistant, Dinhata Municipality
- 6) Sri. Subrata Dey Sarkar, Health Assistant, Dinhata Municipality
- 7) Sri. Bikash Sarkar, Storekeeper-cum-Clerk, Dinhata Municipality
- 8) Smt. Alpana Sen (Sarkar), First Tier Supervisor, Dinhata Municipality
- 9) Smt. Mousumi Mukherjee (Samaddar), First Tier Supervisor, Dinhata Municipality
- 10) Smt. Mithu Mandal, First Tier Supervisor, Dinhata Municipality
- 11) Smt. Sampa Bose, First Tier Supervisor, Dinhata Municipality

- 12) Smt. Mamata Khatun, Honorary Health Worker, Dinhata Municipality
- 13) Smt. Chanchala Das, Honorary Health Worker, Dinhata Municipality
- 14) Smt. Malati Sarkar, Honorary Health Worker, Dinhata Municipality
- 15) Smt. Gopa Chanda, Honorary Health Worker, Dinhata Municipality
- 16) Smt. Sampa Dey, Honorary Health Worker, Dinhata Municipality
- 17) Smt. Sudipta Saha (Roy), Honorary Health Worker, Dinhata Municipality
- 18) Smt. Rakhi Paul, Honorary Health Worker, Dinhata Municipality
- 19) Smt. Suchitra Mandal (Modak), Honorary Health Worker, Dinhata Municipality
- 20) Smt. Jhumur Chowdhury, Honorary Health Worker, Dinhata Municipality
- 21) Smt. Soma Dey, Honorary Health Worker, Dinhata Municipality
- 22) Smt. Aparna Roy (Barman), Honorary Health Worker, Dinhata Municipality
- 23) Smt. Mousumi Karmakar, Honorary Health Worker, Dinhata Municipality
- 24) Smt. Shila Saha, Honorary Health Worker, Dinhata Municipality
- 25) Smt. Shibani Saha, Honorary Health Worker, Dinhata Municipality
- 26) Smt. Sankari Dhar (Majumder), Honorary Health Worker, Dinhata Municipality
- 27) Smt. Sipra Saha, Honorary Health Worker, Dinhata Municipality
- 28) The Senior Clerk, Dinhata Municipality
- 29) The Accountant, Dinhata Municipality
- 30) The Cashier, Dinhata Municipality

  
Chairman  
Dinhata Municipality  
30/3/12

# DINHATA MUNICIPALITY

Memo No. 1711 (6) – DM/E/2011

14<sup>th</sup> October, 2011

From : The Chairman, Dinhata Municipality

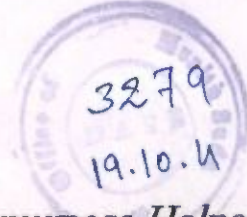
To : ACMOH of Sub-Divisional Hospital, Dinhata.

Health Officer of Dinhata Municipality, Member-Secretary.

President, Community Development Society, Specially Co-opted.

✓ Representative of SUDA, Health Wing, HC Block, Sector-111,  
Bidhannagar, Kolkata-700 091.

Superintendent of Dinhata Hospital.



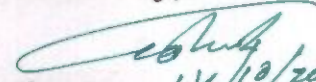
Sir,

*The Oral Test for recruitment of Multi-purpose Helper-cum-Store Keeper cum Clerk (under CBPHC services) shall be held at 11AM on 31/10/2011 in the Office Chamber of the undersigned.*

*Your presence, as the member of the Selection Committee, is solicited on the date and time.*

*Thanking you.*

*Yours faithfully,*

  
Chairman, 14/10/2011

Dinhata Municipality





# DINHATA MUNICIPALITY

Memo No. 1711 (6) - DME/2011

14<sup>th</sup> October, 2011

From : The Chairman, Dinhata Municipality

To : ACMOH of Sub-Divisional Hospital, Dinhata.

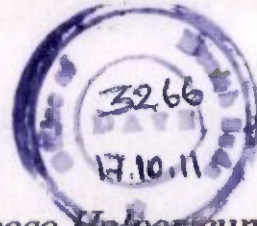
Health Officer of Dinhata Municipality, Member-Secretary.

President, Community Development Society, Specially Co-opted.

✓ Representative of SUDA, Health Wing, HC Block, Sector-111,  
Bidhannagar, Kolkata-700 091.

Superintendent of Dinhata Hospital.

Sir,




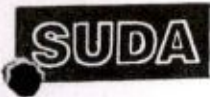
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*Your presence, as the member of the Selection Committee, is solicited on the date and time.*

*Thanking you.*

*Yours faithfully,*

  
Chairman, 14/10/11  
Dinhata Municipality  
AK 14/10/11



# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. **SUDA-Health/13/08/76**

Date .....**30.06.2011**

**From : Director, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : Recruitment of Multipurpose Helper cum Storekeeper cum Clerk  
under Community Based Primary Health Care Services.**

**Sir,**

With reference to your communication vide no. 563 dt. 22.06.2011, you are requested to follow the guideline of Dept. of Municipal Affairs vide no. 111/MA/C-10/3S-55/2005 dt. 02.02.2007 (copy enclosed for ready reference) for recruitment to the post of Multipurpose Helper cum Storekeeper cum Clerk.

Thanking you.

**Encl. : As stated.**

Yours faithfully

**Director, SUDA**

S. T. D. : 03581

Po(H) Ph. No. 255628, 255103, 259139

Office of the Councillors'

Fax. 03581 255628

# DINHATA MUNICIPALITY

Memo No. 563

Dated, Dinhata, the 22.6.2011

The Chairman, Dinhata Municipality, Dinhata

The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN,  
HC BLOCK, Sector-III, Salt Lake City, Kolkata-700106

Sub:- SEEKING PERMISSION TO FILL UP THE  
VACANT POST UNDER C.B.P.H.C.S.

Madam,

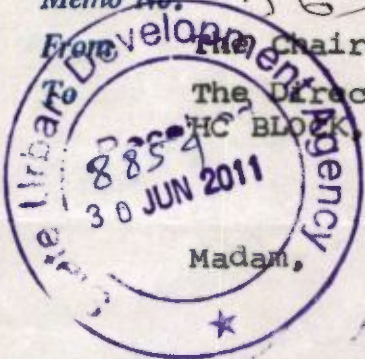
Kindly note that Shri Debasish Dutta, Multipurpose  
Helper-cum-store keeper-cum-clerk has resigned from the  
post on 07th day of June, 2011. Consequently the post of  
the said person under CBPHCS is presently vacant.

It shall be very nice of you if you kindly accord  
permission at your convenient earliest to make recruitment  
in the said vacant post.

Thanking you.

Yours faithfully,

  
CHAIRMAN  
DINHATA MUNICIPALITY



# DINHATA MUNICIPALITY

Memo No.

325/26

Dated, Dinhata, the 26.5.2011

From :- The Chairman, Dinhata Municipality, Dinhata

To :-

## ORDER

In terms of Memo No. 180(130)/MA/C-10/3S-45/2007 dated 31.3.2011 from the Joint Secretary, Municipal Affairs Department, Government of West Bengal it is ordered that the services of the following employees on contract basis are hereby renewed for one year from 01.4.2011 to 31.3.2012, after breaking each service on 01.4.2011 under the C.B.P.H.C.S & HHW Schemes.

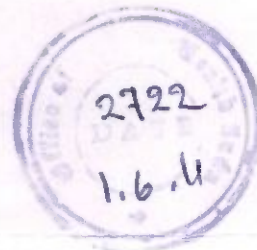
1. Dr. Bidyut Kamal Saha –Health Officer
2. The Sanitary Inspector
3. The Accounts Assistant
4. The Computer Assistant
5. The Health Assistant
6. The Storekeeper-cum-Clerk
- 7.

### FIRST TIER SUPERVISORS

- 1.Smt. Alpana Sen ( Sarkar)
- 2.Smt.Mousumi Mukherjee(Samaddar)
3. Smt. Mithu Mandal
4. Smt. Sampa Bose

### HONORARY HEALTH WORKER

- |                            |                             |
|----------------------------|-----------------------------|
| 1.Mamtaj Khatun            | 9. Jumur Chowdhury          |
| 2. Chanchala Das           | 10. Soma Dey                |
| 3. Malati Sarkar           | 11. Aparna Roy (Barman)     |
| 4. Gopa Chanda             | 12. Mousumi Karmakar        |
| 5. Sampa Dey               | 13. Sila Saha               |
| 6. Sudipta Saha (Roy)      | 14. Sibani Saha             |
| 7. Rakhi Paul              | 15. Sankari Dhar (Majumder) |
| 8. Suchitra Mandal (Modak) | 16. Sipra Saha              |



Sdf

CHAIRMAN  
DINHATA MUNICIPALITY

Dated, The 26.5.2011

Memo No.

325/26 (4)

Copy forwarded to the Project Director ( Health Wing ) ILGUS BHABAN, State Urban Development Agency, HC BLOCK, Sector –III, Salt Lake City, Kolkata-700106 for information.

Copy forwarded to the Head Clerk for information.

Copy forwarded to the Accountant for information.

Copy forwarded to the Cashier for information.

Copy forwarded to all 26 employees, as above for information and necessary action.

CHAIRMAN  
DINHATA MUNICIPALITY

26/5/11

Health Ex

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581 255628

Office of the Councillors

# DINHATA MUNICIPALITY



Memo No. 1825

Dated, Dinhat, the... 12.10.2010

From The Chairman, Dinhat Municipality, Dinhat  
To The Project Director, CMU., ILGUS BHABAN, HC BLOCK, sector-3., salt Lake City, Kolkata-700006.

Sub:- PROVISION OF UNIFORM, UMBRELLA, KIT BAG FOR GRASSROOT LEVEL HEALTH FUNCTIONARIES.

Ref:- Your No. CMU-94/2003 (Pt. VIII/1009 dt. 06.9.2010)

sir,

With reference to above this is to state for your information that the kits, as detailed thereunder, have been distributed amongst all the grassroot/health workers, (20 in number) after procuring the materials viz Umbrella, sari, Blouz, Kit Bag etc, locally.

In the context the expenditure incurred is Rs. 19,000/- (Rupees ninteen thousand only), which may please be noted.

As such the amount so spent viz Rs.19000/- may kindly be alloted in favour of this body at your earliest.

Thanking you.

Yours faithfully,

Talked with AFC, to meet up the bill out of available RWA fund.

*[Signature]*  
CHAIRMAN

DINHATA MUNICIPALITY

*[Signature]*

*Dr. D. Das*

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581 255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

1440

Dated, Dinhata, the.....20.....09.....2010

From

The Chairman, Dinhata Municipality, Dinhata.,

To

The Project Director, (HEALTH WING), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, Sector-III, Kolkata-106.

Sub:- MONTHLY REPORT ON CBPHCS  
=====

sir,

sending herewith please find the Monthly Report for the month of August, 2010 of CBPHCS in respect of Dinhata Municipality for your information and onward necessary action.

Thanking you.



Encl:-The statement

Yours faithfully,

*[Signature]*  
20/9/2010

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO.NO. \_\_\_\_\_

DATED, THE \_\_\_\_\_ 2010

Copy forwarded to the Director of Local Bodies Government of West Bengal, PURTA BHABAN(1st floor), salt Lake, Kolkata-91 for information and necessary action.

Copy forwarded to the Dy. Chief Medical Officer of Health, II, Cooch Behar for information.

CHAIRMAN  
DINHATA MUNICIPALITY  
----

**MONTHLY REPORT OF MUNICIPALITY  
FOR  
COMMUNITY BASED PRIMARY HEALTH CARE SERVICES IN 63 NON-KMA ULBS**

Report for the month of August Year 2010  
Dinhata Municipality  
No. of reporting SCs 1,2,3,4

POSITION AS ON 1ST APRIL, 2010

- 1) No. of Beneficiary Families 2713      2) No. of Beneficiary Population 13119  
3) No. of Eligible Couples 2247      4) No. of Infants (under 1 year) 134  
5) No. of Children (1 to < 5 years) 654

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	2	8
	- (ii) After 12 weeks	4	49
	(b) Old		
1.2	No. of Pregnant women who had 3 check-ups	5	30
1.3	Total No. of high risk pregnant women		
	a) Attended		
	b) Referred		
1.4	No. of TT doses		
	a) TT1	6	47
	b) TT2	8	28
	c) Booster	1	7
1.5	No. of pregnant women under treatment for Anaemia		
1.6	No. of pregnant women given prophylaxis for Anaemia	3	32
2.	Natal Care		
2.1	Total No. of deliveries conducted		
	a) Normal	9	38
	b) Forceps		
	c) Caesar	2	13
2.2	Place of delivery		
	a) Home		3
	b) Institution	11	48
2.3	Age of mother at the time of delivery		
	a) Less than 20 years		2
	b) 20 years and above	11	49
2.4	No. of complicated Delivery cases referred to Govt./ Non Govt. Hospital / Nursing Home / Maternity Homes		

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	6	5	24	25
	b) Still births			1	1
3.2	Order of birth in 3.1 (a) (live births)				
	a) 1 <sup>st</sup>	4	3	16	14
	b) 2 <sup>nd</sup>	2	2	7	9
	c) 3+			1	2
3.3	New born status of birth in 3.1 (a) (live births)				
	a) Less than 2.5 Kg.	2	1	5	4
	b) 2.5 Kg. or more	4	4	19	20
	c) Weight not recorded				1
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	5		25	
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..



7. Immunization & Prophylaxis :

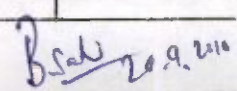
		During the month				Cumulative since April _____					
No. of Sessions planned											
No. of Sessions held											
No. of outreach Sessions held											
		During the month				Cumulative since April _____					
		Under - 1 Yr.		Above 1 Yr.		Under - 1 Yr.			Above 1 Yr.		
		Male	Female	Male	Female	Male	Female	Total	Male	Female	Total
BCG		4	7			17	23	40			
DPT	DPT-1	3	9			8	17	25			
	DPT-2	6	5			14	14	28			
	DPT-3	2	5			13	14	27			
OPV	OPV-0	3	4			16	19	35			
	OPV-1	3	9			6	17	23			
	OPV-2	5	5			14	14	28			
	OPV-3	2	5			10	13	23			
Hepatitis B	Hep-1	2	5			6	12	18			
	Hep-2	2	3			5	11	16			
	Hep-3		4			5	9	14			
Measles		4	3			10	13	23			
Fully immunized Children under 1 year	Having BCG+3 doses of OPV&DPT + Measles	1	3			6	11	17			
VITAMIN -A	Dose - 1	1	1			8	11	19			
Children more than 18 months	DPT Booster			2	2				8	4	12
	OPV Booster			1					7	3	10
VITAMIN -A	Dose - 2			1	1				8	5	13
	Dose - 3				2				1	5	6
	Dose - 4			1	1				5	3	8
	Dose - 5			2	2				5	3	8
Children more than 5 yrs.	DT - 1				1				1	3	4
	DT - 2										
Children more than 10 yrs.	TT - 1			1	1				2	1	3
	TT - 2										
Children more than 16 yrs.	TT - 1										
	TT - 2									1	1
No. of Children received IFA											
UNTOWARD REACTION											
1. Reported deaths associated with immunization											
2. No. of cases of abscess											
3. Other Complications											

Sl. No.	Services	Performance in the reporting month			Cumulative performance since April _____		
		M	F	T	M	F	T
8.	Vaccine preventable diseases for under -5 years children						
	a) Diphtheria	M	F	T	M	F	T
	i) Cases						
	ii) Deaths						
	b) Poliomyelitis						
	i) Cases						
	ii) Deaths						
	c) Neo Natal Tetanus						
	i) Cases						
	ii) Deaths						
	d) Tetanus other than Neo Natal						
	i) Cases						
	ii) Deaths						
	e) Whooping Cough						
	i) Cases						
	ii) Deaths						
	f) Measles						
	i) Cases						
	ii) Deaths						
8.1	Other specified communicable diseases						
	a) Malaria						
	i) Cases						
	ii) Deaths						
	b) Tuberculosis						
	i) Cases						
	ii) Deaths						
	c) Leprosy						
	i) Cases						
	ii) Deaths						
9.	ARI under 5 years (Pneumonia)						
	a) Cases	4	4	8	9	8	17
	b) Treated with Co-trimoxazole	4	4	8	9	8	17
	c) Deaths						
10.	Acute Diarrhoeal Diseases under 5 years						
	a) Cases				6	4	10
	b) Treated with ORS				6	4	10
	c) Deaths						
11.	Child Deaths						
	a) under 1 week				1	1	2
	b) 1 week to under 1 month						
	c) 1 month to under 1 year						
	d) 1 year to under 5 years						

Contd.

Sl. No.	Services	No. of Eligible Couple already protected (as existing on 31 <sup>st</sup> March preceding year and thereafter total of each previous month of current year)	Performance in the reporting month		Cumulative performance Since April _____ including carried over performance
			No of New Acceptors	Nos. Discontinued OR taken off for crossing Eligible age	
		(a)	(b)	(c)	(a + b - c)
12.	Contraceptive Services				
12.1	Male Sterilisation				
	a) -Conventional	3			3
	b) No scalpel	4			4
12.2	Female Sterilisation				
	a) Abdominal	575	2		577
	b) Laparoscopic				
12.3	Total IUD insertions	5			
12.3.1	Cases followed up				
12.3.2	Complications				
12.4	No. of CC users				
	a) No. of OP users	756	2		758
	b) No. of condom users	395	3		398
12.5	Total Nos protected by all methods (12.1+12.2+12.3+12.4)	1738	7		1745
12.6	No. of Eligible Couples accepted sterilization		Performance in the reporting month		Cumulative performance Since April _____
12.6.1	Having upto 2 living children	337	2		339
12.6.2	Having 3 or more children	245			245
12.7	No. of CC distributed				
12.7.1	No. of OP Cycle distributed				
12.7.2	No. of Condoms distributed				
13.	Abortions				
	a) Spontaneous		1		3
	b) No. of MTPs done				
	c) Deaths				
14.	Deaths				
	a) Maternal Deaths (as in Sl No. 5)				
	b) Child Deaths (as in Sl. No. 11)				2
	c) Other Death except Sl. No. 5 & 11		9		31
14.1	Total Death=Sl. No. 14 (a+b+c)		9		33
15.	IEC Activities	Held		Attendance	
		Topics	No. Held	Male	Female
	1. Group Discussion				
	2. Deployment of Folk Media				
	3. Others (Specify)				

Date :

  
 Signature of HO / AHO  
 HEALTH OFFICER  
 C.B.P.H.C., DINHATA MUNICIPALITY

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581 255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 723

Dated, Dinhata, the 09<sup>th</sup> July 2010

From The Executive Officer, Dinhata Municipality, Dinhata

To The Superintendent, S.D. Hospital, Dinhata



Sub:- APPROVED SUPPLIERS OF MEDICINES - LIST THEREOF

Kindly let the undersigned know at your earliest convenience the approved suppliers of medicines inside the district of Cooch Behar - who are also approved from MBCH/ Cooch Behar.

To purchase the medicines for this office Health Wing, named and styled as COMMUNITY BASED PRIMARY HEALTH CARE SERVICE, this list is required, which may please be noted.

Kindly treat this as URGENT.

Thanking you.

Yours faithfully,

EXECUTIVE OFFICER  
DINHATA MUNICIPALITY

MEMO .NO. 723/2

DATED, THE 09<sup>th</sup> July 2010

Copy forwarded to the Chief Medical Officer of Health, Cooch Behar with the request to send the approved list of suppliers of medicines inside the district for this office Health wing viz CBPHCs.

Copy forwarded to the Project Director (Health Wing), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC-BLOCK, Sector-III, Salt Lake, Kolkata-106 for information

EXECUTIVE OFFICER

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581 255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

Dated, Dinhata, the.....20

From The Chairman, Dinhata Municipality, Dinhata

To Bandan Das Sanitary Inspector/Deliasish Dutta, Store Keeper/Shilob Nath  
Dose, Asstt. Asstt. /Deliasish Dutta, Asstt. Comp. Asstt. /K. B. Das, Asstt. Secy. Officer  
#TASST

**Sub:- RENEWAL OF SERVICE (CONTRACTUAL)  
IN CBPHCS UNDER DINHATA MUNICIPALITY**



With reference to this office Memo.No.2448

dated 17.11.2008 Your service as \_\_\_\_\_

is renewed for a period of one year with effect from

18.11.09

You are to note and act accordingly.

*[Signature]*

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO.NO. 1310/5(6)

DATED, THE 16.11. 2009.

✓ Copy forwarded to the Project Director(Health wing), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC Block, sector-III, Salt Lake, Kolkata-106 for information & necessary action.

Copy forwarded to the Head Clerk/senior Clerk Cashier/Accountant, for information.

Copy forwarded to the Executive Officer, Dinhata Municipality for information.

CHAIRMAN/DINHATA MUNICIPALITY  
*[Signature]*  
16/11

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581 255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

Dated, Dinhata, the.....20

From The Chairman, Dinhata Municipality, Dinhata

To Dr. Bidyut Kamal Saha, MBBS, Health Officer, CBPHCS, Dinhata Municipality, Dinhata.

Dear Sir,

With reference to this office letter No.2445 dated 17.11.08 this is to inform you that your contractual service as Health Officer under ~~KMROCS~~ CBPHCS of this body is hereby renewed for one year more with effect from 17th November, 2009.

Thanking you.

Yours faithfully,

*Sd/-*  
CHAIRMAN

DINHATA MUNICIPALITY.

MEMO.NO. 1318/6

DATED, THE 17/11 2009.

Copy forwarded to the Project Director (Health wing), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, Sector-III, Salt Lake City, Kolkata-106.

Copy forwarded to the Executive Officer, Dinhata Municipality, Dinhata for information.

Copy forwarded to the Head Clerk/senior Clerk/Accountant/Cashier for information and necessary action.

*Xava*  
CHAIRMAN

DINHATA MUNICIPALITY

*17/11*

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. ...SUDA-Health/13/08/192

Date .07.07.2009.

**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : Grant for Uniform and Umbrella for HHWs.**

**Ref. : Your communication bearing no. 102 dt. 04.05.2009.**

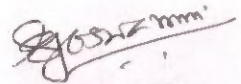
**Sir,**

I am directed to inform you that as per memo no. CMU-94/2003(Pt.V)/2816(63) dt. 17.12.2007 of CMU, it was one time grant for Uniform & Umbrella for HHWs. At present, there is no scope to provide further grant in this regard.

Please bear with us.

Thanking you.

Yours faithfully,

  
**Project Officer**

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. ....SUDA-Health/13/08/192

Date .07.07.2009.

From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA

To : The Chairman  
Dinhata Municipality

Sub. : Grant for Uniform and Umbrella for HHWs.

Ref. : Your communication bearing no. 102 dt. 04.05.2009.

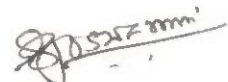
Sir,

I am directed to inform you that as per memo no. CMU-94/2003(Pt.V)/2816(63) dt. 17.12.2007 of CMU, it was one time grant for Uniform & Umbrella for HHWs. At present, there is no scope to provide further grant in this regard.

Please bear with us.

Thanking you.

Yours faithfully,



Project Officer



*Amshaban*

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY



Memo No. 102

Dated, Dinhat, the 05.05.2008

From The Chairman, Dinhat Municipality, Dinhat

To The Project Director, HEALTH WING, ILGUS BHABAN, Sector-III  
Salt Lake City, Kolkata-700091.

Sub:- PROPOSAL FOR UNIFORM GRANT FOR  
HHW WORKERS.

Sir,

This is to state for your information that one long year has been elapsed, new sarees for the HHW workers are needed to be supplied early. Added to this, in the teeth of monsoon ladies umbrellas are also needed. The indent thereof is as follows:-

- 1. saree -- 20X2 = 40 pcs
- 2. Blouge -- 20X2 = 40 pcs
- 3. Ladies umbrella - 20 pcs.

Thanking you in anticipation.

Yours faithfully,

*[Handwritten signature]*

CHAIRMAN  
DINHATA MUNICIPALITY

-- 2/5

*Sangay Dorjee  
Zimha.  
9134 886668*

*Chhans*

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY



Memo No. 119

Dated, Dinhat, the ..... 2008

From The Chairman, Dinhat Municipality, Dinhat

To The Project Officer(Health wing), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, salt Lake, Kolkata-91

Sub:- REQUIREMENT OF FAMILY SCHEDULE '08-'12 & INSTRUCTION BOOKLET OF ~~THE~~ HHW UNDER CBPHCS of DINHATA MUNICIPALITY

Sir,

This is to state for your information that in the very recent past survey of BPL families was conducted at this end, the figure thereof stood at 3004.

Nearly one year ago the above schedule was supplied from yours for a quantum of 2500 - but <sup>for</sup> some infrastructural deficiency some forms were damaged, which kindly note.

I would therefore request you to cause supply of the schedule - as per recent survey done - for a quantum of 1200 nos.

Hope you would do the needful in the matter & with thanks.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

*FS - Subtotalled = 2,500 Nos.  
BPL Population = 11,320  
" Families = 2264*

*already reply  
Memo No. SVDA-Health /13/08/2008  
Dt. 20.01.09*

*Chkdm.*  
*12.5.09*

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY



Memo No. 101 Dated, Dinhat, the 04.05.2008  
From The Chairman, Dinhat Municipality, Dinhat  
To The Project Director, HEALTH WING, ILGUS BHABAN, Sector-II,  
Salt Lake City, Kolkata-700091.

Sub:- INDENT FOR FAMILY SCHEDULE BOOK

sir,

The above form, since supplied from yours long ago, has been totally exhausted.

I t is therefore, requested that the said form may please be supplied at the earliest at the tune of <sup>Two</sup>~~one~~ thousand for the present.

Thanking you.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

*[Signature]*  
*4/5*



# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. ....SUDA-Health/13/08/24

Date .....20.04.2009

From : Director, SUDA

To : The Chairman  
Dinhata Municipality

Sub. : Request for supply of additional nos. of Family Schedule in connection with  
Community Based Primary Health Care Services.

Ref. : Your communication bearing no. 41 dt. 08.04.2009.

Sir,

This is to intimate you that as per project plan of Community Based Primary Health Care Services, approved by DHFW, no. of BPL population has been approved for 33% of the total population of your ULB as per 2001 census i.e. 11,320 population or 2264 families. We have already supplied 2,500 nos. of Family Schedule which is quite sufficient to serve the purpose.

Thanking you.

Yours faithfully,

Director, SUDA

mp 12031 - 409 398

Dr. De to ascertain no. of excess F.S. are accounted

S. T. D. : 03581  
Ph. No. 255628, 255103, 259139  
Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 41

Dated, Dinhata, Wm 18.4.2008

From The Chairman, Dinhata Municipality, Dinhata

To The Project Officer (Health Wing), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, Sector III, Salt Lake, Kolkata-91

Sub:- REQUIREMENT OF FAMILY SCHEDULE '08-'12 & INSTRUCTION BOOKLET OF HHW UNDER CBPHCS OF DINHATA MUNICIPALITY./

Sir,

This is to inform you that ~~some~~ at the CBPHCS of Dinhata Municipality the Instruction Booklet fell short by 06 nos only.

Moreover, Family Schedule was supplied at 1853 - whereas the total BPL Family is 2623. Hence 770 nos of schedule are required now, more.

I would therefore request you to send the aforesaid forms and instructions per bearer of this letter, if possible with thanks.

Yours faithfully,

*[Signature]*

CHAIRMAN  
DINHATA MUNICIPALITY

FS - 2500 already supplied.

BPL - 2623 pop

125 no. of FS may be supplied.

*[Signature]*

Attention:- Project Officer,  
Health Wing

PO(H) 17/4

S. T. D. : 03581  
Ph. No. 255628, 255103, 259139  
Fax. 03581255628

Office of the Councillors'

**DINHATA MUNICIPALITY**

Memo No. 48

Dated, Dinhata, the ..... 2008

From The Chairman, Dinhata Municipality, Dinhata

To The Director, STATE URBAN DEVELOPMENT AGENCY, (HEALTH WING)  
ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake, Kolkata-91

~~(XXXXXXXXXX)~~

Sub:- PARTICIPATION OF ALL PERSONNELS OF  
M&S CELL INCLUDING HEALTH OFFICER


Madam,

In acknowledging the receipt of your letter NO.SUDA-  
Health/67/08/13(5) dated 07/4/2009 this is to state for  
your information that following personnels of this office  
CBPHCS shall participate the training at yours on 17/4/09.

1. Dr. Bidyut Kamal Saha - Health Officer
2. Shri ~~sankar~~ Bandan Kr. Das - Sanitary Inspector
3. Shri Sibnath Bose - Accounts Clerk
4. Shri Debasish Dutta - Multipurpose Helper-cum-  
store Keeper
5. Shri Debasish Bhattacharjee-Computer Assistant
6. Shri Subrata Dey Sarkar-Health Assistant

Thanking you.

Yours faithfully,

  
CHAIRMAN  
DINHATA MUNICIPALITY

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 3304

Dated, Dinhata, the 27<sup>th</sup> 2<sup>nd</sup> 2008

From

The Chairman, Dinhata Municipality, Dinhata

To

*Project Officer.*  
The ~~Director~~ (Health wing), STATE URBAN DEVELOPMENT AGENCY,  
ILGUS BHABAN, HC BLOCK, SECTOR-III, Salt Lake, Kolkata 700106

Sub:- TRAINING OF THE C.B.P.H.C.S  
PERSONNELS OF DINHATA MUNICIPALITY  
=====

Sir,

This is to state for your information that officials under CBPHCS at Dinhata Municipality have been appointed since three months - and they are working systematically with the previously engaged HHWs of this body. There are 4 (four) nos of subcentres with regular FTS, duly trained from yours.

But the STORE CLERK, ACCOUNTS CLERK, COMPUTER ASST HEALTH ASSISTANT, SANITARY INSPECTOR - have not yet <sup>been</sup> provided with the official trainings from yours. Hence the works at this end is disturbed.

I would therefore request you to arrange for their training from yours at the earliest & with thanks.

Yours faithfully,

*[Signature]*  
CHAIRMAN  
DINHATA MUNICIPALITY

- 27/2

PO (H)



change to enter  
in comp.  
09.02.09.

Ph. No. (03581)  
55103, 255628  
Fax. 03581255628

Office of the Councillors'

## DINHATA MUNICIPALITY

Memo No.- 3087/5

Dated, Dinhata, the 30-01-2009

To

Sri Bandan Kr. Das  
S/o Sri Jagadish Ch. Das  
Vill:- Morbhanga Adabari  
Po:- Kajlikura  
Ps:- Sitai  
Dist:- Cooch Behar



In terms of the interview held on 13<sup>th</sup> December, 2008. you are hereby appointed in the post of Sanitary Inspector on contract basis at the total remuneration of Rs.-5,500.00 (Rs, Five thousand five hundred) – per month. In the scheme of Community base health care service.

The appointment is purely on contract basis but renewable after one calendar year subject to your satisfactory performance.

Yours fitfully

Chairman  
Dinhata Municipality

Memo No.- 3087/5

Dated, Dinhata, the 30-01-2009

Copy forwarded to :-

- ✓ 1. Project Director, (Health Wing), SUDA, ILGUS BHABAN, HC BLOCK SECTOR-III, Salt lake City, Kolkata- 700106.
2. The Director of Local Bodies, Government of West Bangal. PURTA BHABAN (1<sup>st</sup> floor), Salt lake City, Kolkata- 91.
3. Accountant Dinhata Municipality.
4. Head Clerk for information and necessary action.
5. Senior Clerk Dinhata Municipality.

Chairman  
Dinhata Municipality

30/1/09



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

Ref No. SUDA-63 ULBs/17/08 (Pt. II)/324

Date 08.12.2008..

**From : Director, SUDA**

**To : The Director  
Directorate of Local Bodies  
Salt Lake**

**Sub. : Interview for selection of Sanitary Inspector for Management &  
Supervision Cell under Community Based Primary Health Care Services.**

**Sir,**

Enclosed kindly find herewith the copy of communication of the Chairman, Dinhata Municipality bearing no. 2543 dt. 02.12.2008 in respect of selection of Sanitary Inspector for Management & Supervision Cell under Community Based Primary Health Care Services, to be held on 13.12.2008 at 12.00 noon.

You are requested to depute either Asstt. DLB & ex.-officio Asstt. Director, SUDA or Dy. DLB & ex.-officio Dy. Director, SUDA to represent SUDA in the interview board.

Thanking you.

Yours faithfully,



**Director, SUDA**

**Dt. .. 08.12.2008**

**SUDA-63 ULBs/17/08 (Pt. II)/324/1(1)**

**CC**

**Chairman, Dinhata Municipality**

**Director, SUDA**

Office of the Councillors'

# DINHATA MUNICIPALITY

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Memo No. 2543

Dated, Dinhata, the 02/12/ 2008

From The Chairman, Dinhata Municipality, Dinhata

To The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, SECTOR-III, salt Lake City, Kolkata-700091

Sub:- INTERVIEW IN THE POST OF SANITARY INSPECTOR UNDER HHW SCHEME AT DINHATA MUNICIPALITY

Madam,

This is to state for your information that the walk-in-interview for the post of Sanitary Inspector under HHW scheme of this body shall be hold in the office chamber of the undersigned at 12 O'clock noon on 13th day of December 2008.

Kindly make it convenient to send your representative in the selection Board on the day, as above.

Thanking you.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO.NO.

DATED, THE 2008.

Copy forwarded to the Director of Local Bodies, Govt. of West Bengal, PURTA BHABAN (1st floor), Salt Lake, Kolkata-91/The DDLA, Jalpaiguri Dvn, Jalpaiguri/The President I.R.C.S. Dinhata/President, CDS-SJSRY, Dinhata Municipality with the request to attend the Interview Board.

Copy to the President, standing Committee (Health) Dinhata Municipality for attending the interview

Copy to the A.C.M.O.H., Dinhata with the request to attend the interview.

Copy to Shri Basudeb Nandan, D.M's representative with the request to attend the interview

CHAIRMAN

PO(H)  
Let us  
request  
DLA to  
depend  
on  
10/11



**SUDA**

Faxed by Dir, SUDA.  
Receipt is in file.

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-63 ULBs/17/08 (Pt. II)/324

Date 08.12.2008

**From : Director, SUDA**

**To : The Director  
Directorate of Local Bodies  
Salt Lake**

**Sub. : Interview for selection of Sanitary Inspector for Management &  
Supervision Cell under Community Based Primary Health Care Services.**

**Sir,**

Enclosed kindly find herewith the copy of communication of the Chairman, Dinhata Municipality bearing no. 2543 dt. 02.12.2008 in respect of selection of Sanitary Inspector for Management & Supervision Cell under Community Based Primary Health Care Services, to be held on 13.12.2008 at 12.00 noon.

You are requested to depute either Asstt. DLB & ex.-officio Asstt. Director, SUDA or Dy. DLB & ex.-officio Dy. Director, SUDA to represent SUDA in the interview board.

Thanking you.

Yours faithfully,



**Director, SUDA**

**Dt. .. 08.12.2008**

SUDA-63 ULBs/17/08 (Pt. II)/324/1(1)

CC

**Chairman, Dinhata Municipality**

**Director, SUDA**



# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. ...SUDA-63-ULBs/06/08/300(9)

Date .....28.11.2008

From : Director, SUDA

To : The Chairman  
Jhalda / Mathabhanga / Mekliganj / Tufanganj / Mal /  
Kurseong / Kalimpong / Dinhata / Chandrakona Municipality

Sub. : Engagement of FTSs and subsequent filling up of the resultant  
Vacancies of regular HHWs from the panel candidates under  
Community Based Primary Health Care Services.

Sir,

The Trainee First Tier Supervisors of your ULB have successfully completed the job orientation training held at SUDA during 24-28 November, 2008.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 1<sup>st</sup> December, 2008. The FTSs will be in position at the Sub-Centre for the purpose of strengthening primary health care activities. The job responsibility chart is enclosed. Each FTS is entitled to get Honorarium @ Rs. 1,920/- (Rupees one thousand nine hundred twenty) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-FTS".

The resultant vacancies of the HHWs who have been upgraded to FTSs, are to be filled up from the panel candidates of HHWs with effect from 01.12.2008. These HHWs be suitably deployed accordingly as regular HHWs. Each of these HHWs is entitled to get Honorarium @ Rs. 1,750 (Rupees One thousand seven hundred fifty) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-HHW".

A feed back in respect of engagement of FTSs and newly engaged HHWs (along with their names) in the resultant vacancies is to be forwarded to the undersigned by 10.01.2009 for office records.

Thanking you.

Encl. : As stated.

Yours faithfully,

  
Director, SUDA

Contd. to P-2.

0/e

- 2 -

**SUDA-63 ULBs/06/08/300(9)/1(5)**

**Dt. .. 28.11.2008**

**Copy forwarded for kind information to :**

**DM, Purulia / Cooch Behar / Jalpaiguri /  
Darjeeling / Medinipur (West) District**

**Director, SUDA**

**SUDA-63 ULBs/06/08/300(9)/2(5)**

**Dt. .. 28.11.2008**

**Copy forwarded for kind information to :**

**CMOH, Purulia / Cooch Behar / Jalpaiguri /  
Darjeeling / Medinipur (West) District**

**Director, SUDA**

**SUDA-63 ULBs/06/08/300(9)/3(3)**

**Dt. .. 28.11.2008**

**Copy forwarded for kind information to :**

- 1. Project Officer, Health, SUDA**
- 2. Finance Officer, SUDA**
- 3. Finance Officer, Health, SUDA**

**Director, SUDA**

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

2430

Dated, Dinhata, the 14/11/2008

From

The Chairman, Dinhata Municipality, Dinhata

To

The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN  
(HEALTH WING), HC Block, sector-III, salt Lake, Kolkata-91

Sub:- TRAINING FOR FULL TIME SUPERVISORS

Madam,

As per the result of written and Oral examination taken by SUDA personnel in the recent past the following 04 (four) nos of candidates have been found successful. Please arrange for their formal training as Full Time supervisor at yours at your earliest convenience.

1. Smt. Mousumi Mukherjee (Samaddar)
2. Smt. Alpana Dey (Sarkar)
3. Smt. Sampa Bose (Sarkar)
4. Mithu Mandal

In anticipation of your co-operation & with thank

Yours faithfully,

  
CHAIRMAN  
DINHATA MUNICIPALITY

Dinhata Municipality

TO

OFFICE OF THE  
COUNCILLORS:  
DINHATA MUNICIPALITY  
DINHATA.



*PO(H)*  
Mr. Debasisch Dutta  
Sp. Dip. Kn. Dutta  
Ward No. 7, P.O. - Dinhat  
Dist. Cooc. Belar

In terms of resolution adopted in the meeting of the Board of Councillors, held on 17th November, 2008 you are appointed as Multi-purpose Helper cum Store Clerk at a total emoluments of Rs. 5000/- per month under Community Based Health Care service under Dinhat Municipality.

This appointment is purely on contract basis & for one year - but renewable on your satisfactory performance.

You are hereby requested to join at the earliest.

*Sd/-*  
CHAIRMAN  
DINHATA MUNICIPALITY

MEMO .NO. 2449/7

DATED, THE 17/11/ 2008.

- Copy forwarded to:-The Executive Officer, Dinhat Municipality
- The Accountant, Dinhat Municipality
- The Senior Clerk, Dinhat Municipality
- The Head Clerk, Dinhat Municipality
- The Cashier, Dinhat Municipality

✓ Copy forwarded to the Director, SUDA, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-91 for information

*PO(H)*  
CHAIRMAN  
DINHATA MUNICIPALITY  
...

OFFICE OF THE  
COUNCILLORS:

DINHATA MUNICIPALITY  
DINHATA.

TO

Shri Sibrath Bose,  
3/0, Mr. Sibrath Bose,  
Row No. 02, Dinhata

In terms of Resolution adopted in the meeting of the Board of Councillors, held on 17th November, 2008 you are appointed as Accounts Assst. at a total emoluments of Rs. 3000/- per month under Community Based Health Care Service under Dinhata Municipality.

This appointment is purely on contract basis & for one year - but renewable on your satisfactory performance.

You are hereby requested to join at the earliest.

Sdf  
CHAIRMAN

DINHATA MUNICIPALITY

MEMO. NO. 2467/7

DATED, THE 17/11/ 2008.

Copy forwarded to: -The Executive Officer, Dinhata Municipality

The Accountant, Dinhata Municipality

The Senior Clerk, Dinhata Municipality

The Head Clerk, Dinhata Municipality

The Cashier, Dinhata Municipality

✓ Copy forwarded to the Director, SUDA, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-91 for information

Copy to: -The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban

Salt Lake, Kolkata-91 for information.

Sdf  
CHAIRMAN  
DINHATA MUNICIPALITY



TO

Shri Debasish Bhattacharya  
30, Sri Manoj Bhattacharya  
Hard No. B, Dinhata, Dist. Coold Bazar.

OFFICE OF THE  
COUNCILLORS:  
DINHATA MUNICIPALITY  
DINHATA.

In terms of Resolution adopted in the meeting of the Board of Councillors, held on 17th November, 2008 you are appointed as Computer Assistant at a total emoluments of Rs. 5000/- per month under Community Based Health Care service under Dinhata Municipality.

This appointment is purely on contract basis & for one year - but renewable on your satisfactory performance.

You are hereby requested to join at the earliest.

Sd/-  
CHAIRMAN  
DINHATA MUNICIPALITY

MEMO. NO. 2446/7

DATED, THE 17/11 2008.

Copy forwarded to:-The Executive Officer, Dinhata Municipality

- ✓ The Accountant, Dinhata Municipality
- The Senior Clerk, Dinhata Municipality
- The Head Clerk, Dinhata Municipality
- The Cashier, Dinhata Municipality

✓ Copy forwarded to the Director, SUDA, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-91 for information

Copy to:-The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban (1st floor), Salt Lake, Kolkata-91 for information and necessary action.

Sd/-  
CHAIRMAN  
DINHATA MUNICIPALITY

... 17/11

TO

Shri Subrata Dey Sarkar  
3/0/08  
Shri Sushil Dey Sarkar  
Dard No. 01, Dinhata

OFFICE OF THE  
COUNCILLORS:  
DINHATA MUNICIPALITY  
DINHATA.

In terms of Resolution adopted in the meeting of the Board of Councillors, held on 17th November, 2008 you are appointed as Health Assistant at a total emoluments of Rs. 5000/- per month under Community Based Health Care service under Dinhata Municipality.

This appointment is purely on contract basis & for one year - but renewable on your satisfactory performance.

You are hereby requested to join at the earliest.

*Sdf*

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO. NO. 2448/7

DATED, THE 17/11 2008.

Copy forwarded to:-  
The Executive Officer, Dinhata Municipality  
The Accountant, Dinhata Municipality  
The Senior Clerk, Dinhata Municipality  
The Head Clerk, Dinhata Municipality  
The Cashier, Dinhata Municipality

Copy forwarded to the Director, SUDA, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-91 for information

Copy to:- The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Salt Lake, Kolkata-91 for information.

*Sdf*  
CHAIRMAN  
DINHATA MUNICIPALITY

TO

Dr. Bidyut Komal Saha, MBBS  
DINHATA MUNICIPALITY  
DINHATA.

OFFICE OF THE  
COUNCILLORS:  
DINHATA MUNICIPALITY  
DINHATA.

DAWN No. 01, Dinhata Babu Tara.  
P.O. Dinhata, Dist. Gooch Behar.

In terms of Resolution adopted in the meeting of the Board of Councillors, held on 17th November, 2008 you are appointed as Health Officer at a total emoluments of Rs. 6000/Per month under Community Based Health Care Service under Dinhata Municipality.

This appointment is purely on contract basis & for one year - but renewable on your satisfactory performance.

You are hereby requested to join at the earliest.

*Sd/-*

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO .NO. 2445/7

DATED, THE 17/11 2008.

Copy forwarded to:-The Executive Officer, Dinhata Municipality

The Accountant, Dinhata Municipality

The Senior Clerk, Dinhata Municipality

The Head Clerk, Dinhata Municipality

The Cashier, Dinhata Municipality

Copy forwarded to the Director, SUDA, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-91 for information

Copy to:-The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban Salt Lake, Kolkata-91 for information.

CHAIRMAN  
DINHATA MUNICIPALITY

*[Signature]*  
17/11

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

Dated, Dinhata, the .....2008

From

The Chairman, Dinhata Municipality, Dinhata

To

All Members - of H. H. V Selection Committee

sub:- INTERVIEW FOR THE POST OF F.T.S.

You are directed to appear before the selection Committee on 24th day of October, 2008 at 11 AM for the interview.

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO.NO. 2176/16(6)

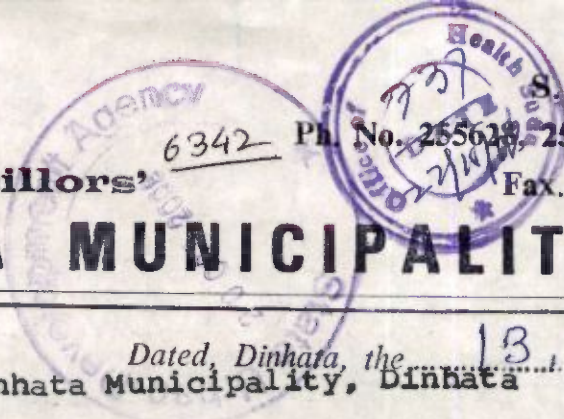
DATED, THE 13.10. 2008.

Copy forwarded to the District Magistrate, (Repr) Cooch Behar/ Chairman(President) of Health standing Committee, Dinhata Municipality/secretary, N.G.O.(IRCS)/President - C.D.S./The Assistant Chief Medical Officer of Health/suptd., S.D.Hospital, Dinhata with the request to attend the interview.

CHAIRMAN  
DINHATA MUNICIPALITY

Office of the Councillors'

# DINHATA MUNICIPALITY



S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Memo No.

2175

Dated, Dinhata, the 13.10.2008

From

The Chairman, Dinhata Municipality, Dinhata

To

The Project Officer, Health wing, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, salt Lake City, Kolkata-91 Fax:- 03323347805

sub:- SELECTION OF F.T.S.

sir,

Apropos our telephonic discussion on 13th October, 2008 on the above subject.

The date of selection has been fixed on 24th October, 2008 from 11 AM, which kindly note.

Presence of your nominee(s) is awaited at this end.

With regards.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

PO(H)  
20/10

MIES  
with  
[Signature]

S. T. D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No.

2175

Dated, Dinhata, the 13.10.2008

From

The chairman, Dinhata Municipality, Dinhata

To

The Project Officer, Health wing, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-91 Fax:- 03323347805



sub:- SELECTION OF F.T.S.

sir,

Apropos our telephonic discussion on 13th October, 2008 on the above subject.

The date of selection has been fixed on 24th October, 2008 from 11 AM, which kindly note.

Presence of your nominee(s) is awaited at this end.

with regards.

Yours faithfully,

[Signature]

CHAIRMAN  
DINHATA MUNICIPALITY

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/08/256

Date .....17.10.2008

**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : Selection of FTSS in connection with Community Based Primary Health  
Care Services in Dinhata Municipality.**

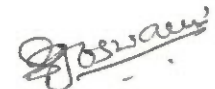
Sir,

This is to intimate you that Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA will represent SUDA as a member of MHFW in the process of selection of FTSS on 24.10.2008.

You are requested kindly to make necessary arrangement for his accommodation at your ULB on the above mentioned dates.

Thanking you.

Yours faithfully,



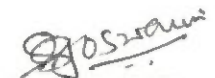
**Project Officer**

**Dt. .. 17.10.2008**

SUDA-Health/63 ULBs/08/256/1(1)

CC

Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA



**Project Officer**

**SUDA**

19  
**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No SUDA-63 ULBs/08/16/250

Date .....01:10:2008

**From : Project Officer  
Health, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : Honorarium of First Tier Supervisors (FTS) under CBPHCS.**

**Ref. : Your office order under memo no. 1949/8 dt. 12.09.2008.**

**Sir,**

It is observed from the above mentioned office order that there is no post of "Full Time Supervisor" as you have indicated. The post is "First Tier Supervisor" (FTS), not the Full Time Supervisor. Moreover, the honorarium of FTS is Rs. 1,920/- per head per month vide this office earlier communication bearing no. SUDA-Health/63 ULBs/08/16/209(63) dt. 15.09.2008.

You are requested to make necessary amendment of the said office order accordingly and to forward the copy of amended order to the undersigned.

Thanking you.

Yours faithfully,

**Enclo. : As stated.**

o/c

*Goswami*

**Project Officer**



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No **SUDA:63 ULBs/08/16/250**Date .....**01.10.2008****From : Project Officer  
Health, SUDA****To : The Chairman  
Dinhata Municipality****Sub. : Honorarium of First Tier Supervisors (FTS) under CBPHCS.****Ref. : Your office order under memo no. 1949/8 dt. 12.09.2008.**

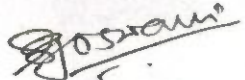
Sir,

It is observed from the above mentioned office order that there is no post of "Full Time Supervisor" as you have indicated. The post is "First Tier Supervisor" (FTS), not the Full Time Supervisor. Moreover, the honorarium of FTS is Rs. 1,920/- per head per month vide this office earlier communication bearing no. SUDA-Health/63 ULBs/08/16/209(63) dt. 15.09.2008.

You are requested to make necessary amendment of the said office order accordingly and to forward the copy of amended order to the undersigned.

Thanking you.

Yours faithfully,

**Enclo. : As stated.**  
**Project Officer**

P.O. (H)  
23/9

Phone-03581-255628  
255103

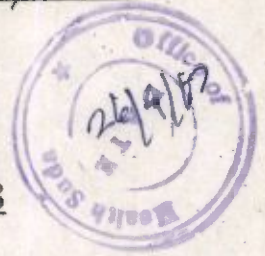
**OFFICE OF THE COUNCILLORS**

**DINHATA MUNICIPALITY**

MEMO NO. 1949/8 DATED. 12, 09, 2008

From : The chairman, Dinhata Municipality, Dinhata.

To :



**OFFICE ORDER**

Dated, Dinhata the 12<sup>th</sup> day of September, 2008

The H.H. Workers, as follows, under Community Based Primary Health care service under Dinhata Municipality are being elevated to the post of Full Time Supervisors.

- |                                 |   |                            |
|---------------------------------|---|----------------------------|
| 1) Mithu Mandal                 | - | Rajesh Mandal - W/No. 06   |
| 2) Sampa Bose ( Sarkar)         | - | Manaranjan Sarkar W/No. 07 |
| 3) Mousumi Mukherjee( Samaddar) | - | Chinmoy Samaddar W/No. 11  |
| 4) Alpana Sen (Sarkar)          | - | Jagadish Sen - W/No. 12    |

The above elevation shall take effect from 12-09-2008

On the contrary the vacant posts of H.H.Ws, as above shall be filled in by the following persons with effect from the same date, ward wise as above, in the following wards.

- 1) Sila Saha - Ward No- 06
- 2) Mousumi Karmakar - Ward No- 07
- 3) Gopa Chanda - Ward No - 11
- 4) Suchitra Mandal ( Modak) - Ward No- 12

The total emoluments of the Full Time Supervisor shall be Rs. 1950.00 ( one thousand nine hundred and fifty) only per months & the emoluments of H.H.Ws shall be Rs. 1750.00 (one thousand seven hundred and fifty) only.

All concern to note and act accordingly.

*Chairman*  
-Chairman/ Dinhata Municipality.



(2)

MEMO NO. 1949/8(7) DATED. 12.09. 2008

- Copy forwarded to <sup>FTS.</sup> (i) Mousumi Mukherjee (Samaddar) π Ward No-11  
ii) The Director of SUDA, ILGUS BHABAN, HC BLOCK, Sector -III, Salt Lake  
City, Kolkata - 91  
iii) Head Clerk, Dinhata Municipality.  
iv) Accountant Dinhata Municipality.  
v) The A.F.C, Dinhata Municipality.  
vi) Sr. Clerk, Dinhata Municipality.  
vii) Cashier Dinhata Municipality. for information and take necessary action

  
Chairman  
Chairman Dinhata Municipality.

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. **SUDA-Health/63 ULBs/Accts./08/226**

Date .....**25.09:2008**

**From : Project Officer  
Health, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : Salary of HHWs for the month of July,2008 under CBPHCs**

**Ref. : Your communication bearing no. 1147 dt. 31.07.2008.**

**Sir,**

With reference to your communication, approval is hereby accorded towards payment of honorarium to HHWs for the month of July,2008 out of fund available under A/C head " Furniture" of CBPHCs, as requested for.

Thanking you.

Yours faithfully,

  
**Project Officer**

Office of the Councillors'

# DINHATA MUNICIPALITY



S. T. D. : 03581

PH. No. 255628, 255103, 259139

Fax. 03581255628

Memo No.

1147

Dated, Dinhat, the 31.7.2008

From

The Chairman, Dinhat Municipality, Dinhat

To

The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN,  
HC BLOCK, sector-III, Salt Lake City, Kolkata-700091.

Sub:- salary of HHWS for the month of  
July, 2008.  
=====

Madam,

As asked for, from yours, the Utilisation Certificate in respect of this body's HHW fund was submitted to you. Added to this the demand/indent of further fund has also been submitted to you.

Now Madam, in the teeth of month-ending the salary of HHWS for the month of July, 2008, is being paid from the HHW grant of furniture for the time being, which, in turn shall be adjusted just with the receipt of our indented sum.

Hope you would kindly approve such act.

Thanking you.

Yours faithfully,

  
CHAIRMAN

DINHATA MUNICIPALITY

31/7

Office of the Councillors'

# DINHATA MUNICIPALITY

S. T. D. : 03581  
Ph. No. 255628, 255103, 259139  
Fax. 03581255628

Memo No. 1567

Dated, Dinhata, the 01.09.2008

From The Chairman, Dinhata Municipality, Dinhata

To

The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN,  
HC BLOCK, Salt Lake City, Kolkata-700091.

Sub:- DATE OF INTERVIEW ~~EX~~ FOR RECRUITMENT  
OF HEALTH OFFICER, SANITARY INSPECTOR,  
COMPUTER ASSISTANT, STORE CLERK, ACC+  
OUNTS CLERK ETC IN CONNECTION WITH  
THE RUNNING OF COMMUNITY-BASED PRI-  
MARY HEALTH CENTRE INSIDE DINHATA  
MUNICIPALITY

Madam,

with reference to the above I would like to inform  
you that the date of interview for the above-mentioned posts  
will be on 8/9/08 and 9/9/08 at the office chamber of the  
Chairman of Dinhata Municipality from 10 AM each day.

You,are therefore requested to depute one represen-  
tative from your end to remain present on the said dates of  
interview.

Thanking you.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

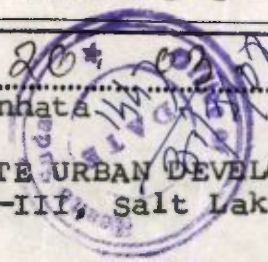
# DINHATA MUNICIPALITY

Memo No. 3142

Dated, Dinhata, the 20<sup>th</sup> 2008

From The Chairman, Dinhata Municipality, Dinhata

To The Project Officer, (Health wing), STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, Salt Lake City, Kolkata-700091.



Sub:- INDENT FOR BASE LINE SURVEY FORM

Sir,

Kindly arrange to send 1000 (one thousand) forms, as above, to this end at your earliest convenience because the works are being hampered badly.

Awaiting for your co-operation in the matter.

With thanks.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

*communicated verbally over telephone*  
*[Signature]*

*[Signature]*  
20/3

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. ....  
**SUDA-Health/63 ULBs/07/713**Date **10.03.2008****From : Director, SUDA****To : The Chairman  
Dinhata Municipality****Sub. : Commencement of functioning of regular HHWs under Community  
Based Primary Health Care Services.****Ref. : Your communication bearing no. 2966 dt. 05.03.2008.****Sir,**

With reference to above, the following activities are to be undertaken by your ULB :

- The names of regular candidates (Sixteen nos.) only is to be listed and put up in the notice board of ULB, asking them to function as HHW with effect from 12<sup>th</sup> March, 2008 and inform Director, SUDA accordingly with regard to date of joining of HHWs.
- The Chairman of the ULB is to allocate the area of operation for each HHW.
- One HHW will cover a population not exceeding 1,000 BPL contained in a single ward. A ward having less than 1,000 BPL population will have one HHW.
- The HHW shall be responsible for Primary Health Care of BPL families under her jurisdiction and be responsible for both public health and health statistical data collection for the entire population within the ward.
- The ward Councillor will monitor and supervise the activity at ward level.
- HHW Kit bag along with contents provided by SUDA is to be given to all the regular HHWs only.
- To start with, HHW will conduct baseline survey of the allotted BPL families as per the proforma already provided by SUDA, to be checked and scrutinized by HO / MO / SI, who will compile the data ward-wise and ULB-wise.
- Job responsibility of the HHW (working hours 12-00 Noon to 4-00 P.M. of each working day) is :
  - fortnightly home visit to each BPL families,
  - motivate the community to avail health services – collection of data and filling up of Family Schedule,
  - treatment of minor ailments at door step, distribution of drugs for three days maximum,
  - registration of pregnancy within 12 weeks,
  - identification of danger signs of pregnancy and its referral,
  - act as depot holder of ORS, Nirodh, OCP, Iron Folic Acid tablet etc.,
  - counselling on child nutrition and immunization,

**Contd. to P-2**



- counselling adolescents for physical, psychological and nutritional growth,
  - promotion of IEC activities including group discussion with the community on awareness generation towards Primary Health Care, Public Health and National Health Programmes,
  - assisting implementation of ongoing National Health Programmes.
  - preparation and submission of fortnightly HMIS report,
  - ensure community participation.
- Honorarium for HHWs will be @ Rs. 1,000/- per HHW per month with effect from the date of commencement of their work.

Furthermore, the following preliminary activities be initiated simultaneously so that primary health care services can be provided to the community.

- Accommodation for 4 ( Four ) nos. of Sub-Centres are to be identified.
- Suitable accommodation for Sub-Centre be in municipal / community building or Club / CBO accommodation. Preference should be given for municipal / community accommodation.
- The Sub-Centre should preferably contain one room (size = 10' x 8') for setting up clinical room and covered waiting space for the beneficiaries, toilet and water facilities.
- The Sub-Centre is to be located in such a way that maximum number of BPL population could have easy access to it.
- As per Project proposal, the service charge (rental) should not exceed Rs. 1,000/- per month per Sub-Centre which includes electricity, water & sweeping / cleaning charges. These rental charges will only be applicable for the Sub-Centre accommodated in Club / CBO accommodation. There will be no rental charges for the Sub-Centre accommodated in municipal / community accommodation.

Further instruction will follow in due course. A feed back on the above mentioned activities be forwarded to the undersigned.

Thanking you.

*O/c*

Yours faithfully,  
✓

Director, SUDA

Dt. .. 10.03.2008

SUDA-Health/63 ULBs/07/713/1(1)  
C.C.  
DM, Cooch Behar District

Director, SUDA

Dt. .. 10.03.2008

SUDA-Health/63 ULBs/07/713/2(1)  
C.C.  
CMOH, Cooch Behar District

Director, SUDA

Dt. .. 10.03.2008

SUDA-Health/63 ULBs/07/713/3(2)  
C.C.  
1. Finance Officer, SUDA  
2. Finance Officer, Health Wing, SUDA

✓  
10/3/08  
Director, SUDA

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****Ref No. ....  
SUDA-Health/63 ULBs/07/714****Date .....  
10.03.2008****From : Director, SUDA****To : The Chairman  
Dinhata Municipality****Sub. : Procurement of Furniture, Equipment and Drugs for Sub -Centres  
under Community Based Primary Health Care Services.****Sir,**

On completion of Honorary Health Workers' training for 45 days, you are to engage regular HHWs with effect from 12.03.2008. In the mean time, You have already identified premises for sub-centres for implementation of primary health care services under CBPHC.

The minimum no. of clinics which are to be held in each of the sub-centres are as under :

- Ante natal / Post natal care & Family Welfare clinic – once / twice per month
- Immunisation Clinic – once per month
- Growth Monitoring Clinic – once per month
- Treatment Clinic by Doctor – once in a week
- Health Awareness programme – twice per month

To implement such clinic services from the sub-centres , it is high time to equip the sub-centres with necessary Furniture , Equipment and Drugs as per approved list which are enclosed at Annexure – I , II & III respectively.

Procurement is to be done by the ULB concerned through their Procurement Committee already constituted for the purpose, following the Government procurement norms. Fund already placed with the ULB is to be utilized for the purpose. Further fund will be released on submission of requisition as per proforma already provided only after acceptance by SUDA at least 70% of SOE of earlier fund released to you.

**Contd. to P-2.**

- 2 -

The expenditure is to be booked under the A/C head –“Furniture / Equipment / Drug” separately as will be applicable. Statement of Expenditure (SOE) is to be submitted by 10<sup>th</sup> of the following month and Utilisation Certificate (UC) at the end of each quarter.

You are requested to undertake such procurement at the earliest so that the primary health care services could be extended to the beneficiaries.

Thanking you.

O/E

Enclo. : As stated.

Yours faithfully,

Director, SUDA

SUDA-Health/63 ULBs/07/714/1(1)

Dt. .. 10.03.2008

Copy forwarded for kind information to :

CMOH, Cooch Behar District

Director, SUDA

SUDA-Health/63 ULBs/07/714/2(1)

Dt. .. 10.03.2008

Copy forwarded for kind information to :

AFC, Dinhata Municipality

Director, SUDA

SUDA-Health/63 ULBs/07/714/3(1)

Dt. .. 10.03.2008

Copy forwarded for kind information to :

Finance Office, SUDA

Director, SUDA

Office of the Councillors'

# DINHATA MUNICIPALITY

S.T.D.: 03581

Ph. No. 255628, 255103, 259139

Fax: 03581255628

Memo No. 2966

Dated, Dinhata, the 05/03/2008

From The Chairman, Dinhata Municipality, Dinhata

To The Director, STATE URBAN DEVELOPMENT AGENCY (Health wing), ILGUS BHABAN, HC BLOCK, sector-III, salt Lake City, Kolkata-700091.

sub:- RESULT SHEET OF EMPANELLED H.H.W.

<u>NAME</u>	<u>WARD NO.</u>	<u>PRE. EXM</u>	<u>POST EXM</u>	<u>TOTAL</u>
1. Mamtaj Khatun	01	26	32	58
2. Chanchala Das	02	22	37	59
3. Malati sarkar	03	17	30	47
4. Sampa Dey	04	14	30	44
5. sudipta Saha	05	20	38	58
6. Mithu Mandal (Ghosh)	06	23	35	58
7. Sampa Bose (Sarkar)	07	17	39	56
8. Rakhi Paul	08	28	39	67
9. Jhumur Chowdhury	09	20	38	58
10. Aparna Barman (Roy)	10	20	36	56
11. Mousumi Mukherjee (samaradar)	11	29	40	69
12. Alpana sen (sarkar)	12	29	40	69
13. soma Dey	13	20	37	57
14. sibani saha	14	23	37	60
15. sipra saha	15	17	38	55
16. Sankari Dhar (Majumder)	16	16	24	40
17. sila saha	06	19	25	44
18. Mousumi Karmakar	07	26	31	57
19. Gopa Chanda	11	22	36	58
20. suchitra Mandal (Modak)	12	15	22	37
21. Mousumi Mitra	14	22	37	59
22. Anita Roy	15	22	34	56

Hope you would approve the panel per return FAX i.e. early.  
with thanks.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY



S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors

# DINHATA MUNICIPALITY

Memo No. 2966

Dated, Dinhat, the 05.03.2008

From The Chairman, Dinhat Municipality, Dinhat

To The Director, STATE URBAN DEVELOPMENT AGENCY (Health wing), ILGUS BHAR  
HC BLOCK, sector-III, salt Lake City, Kolkata-700091.

SUB:- RESULT SHEET OF EXPANDELLED H.H.W.

NAME	WARD NO.	PRE EXM	POST EXM	TOTAL
1. Mantaj Khatun	01	26	32	58
2. Chanchala Das	02	22	37	59
3. Malati sarkar	03	17	30	47
4. Sampa Dey	04	14	30	44
5. sudipta saha	05	20	38	58
6. Mithu Mandal (Ghosh)	06	23	35	58
7. Sampa Bose (sarkar)	07	17	39	56
8. Rakhi Paul	08	26	39	67
9. Jhumur Chowdhury	09	20	38	58
10. Aparna Barman (Roy)	10	20	36	56
11. Mousumi Mukherjee (saha)	11	29	40	69
12. Alpana Sen (sarkar)	12	24	40	69
13. Soma Dey	13	20	37	57
14. Sibani Saha	14	23	37	60
15. Sipra saha	15	17	38	55
16. Sa. Kari Dhar (Majumdar)	16	16	24	40
17. Sila Saha	05	19	25	44
18. Mousumi Karmakar	07	26	31	57
19. Gopa chanda	11	22	36	58
20. Suchitra Mandal (Modak)	12	15	22	37
21. Mousumi Mitra	14	22	37	59
22. Anita Roy	15	22	34	56

Hope you would approve the panel per return FAM i.e. ear  
with thanks.

Yours faithfully

  
CHAIRMAN

DINHATA MUNICIPALITY

**SUDA**

o/c 17  
**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

Ref No. ..SLDA..Health/63 ULBs/07/667

Date .....14.02.2008

From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA

To : The Chairman  
Dinhata Municipality

Sub. : Training of HHWs in connection with Community  
Based Primary Health Care Services.

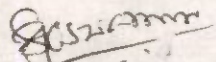
Sir,

This is to intimate you that Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA will be visiting to your ULB to impart training to regular HHWs including panel candidates on Family Schedule, Baseline Survey Format and HMIS on 19<sup>th</sup> - 20<sup>th</sup> February, 2008. No training fee is to be provided by you to Shri Lahiri.

You are requested kindly to make necessary arrangement for his accommodation on the above mentioned dates.

Thanking you.

Yours faithfully,

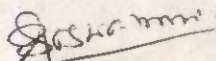
  
Project Officer

Dt. .. 14.02.2008

SUDA-Health/63 ULBs/07/667/1(1)

CC

Shri Salil Kr. Lahiri, MIES Officer, Health, SUDA

  
Project Officer

8143  
Received  
- 4 FEB 2008  
Urban Development Agency

S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 2642 Dated, Dinhata, the 30th day of Jan 2008

From The Chairman, Dinhata Municipality, Dinhata

To The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, salt Lake City, Kolkata-700091

Sub:- TRAINING OF H.H.W.PERSONS UNDER  
DINHATA MUNICIPALITY./

Madam,

As per your telephonic query on 30th day of January, 2008 this is to state for your information that the training of H.H.W. persons has been started in the office of the undersigned - by the guidance of municipal doctor & the Medical Officer of S.D.Hospital,Dinhata with two nos of GNM, who obtained trainings from yours, on and from 10th day of December, 2008 and is now in continuation.

With thanks.

Yours faithfully,

*[Signature]*  
CHAIRMAN  
DINHATA MUNICIPALITY

FILE

S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY



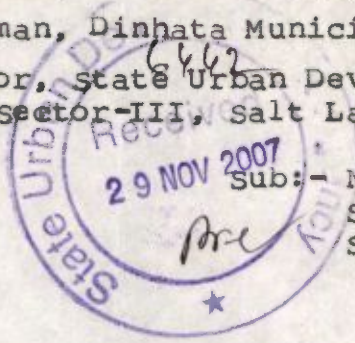
Memo No. 2124

Dated, Dinhat, the ..... 2007

From The Chairman, Dinhat Municipality, Dinhat

To The Director, State Urban Development Agency, ILGUS BHABAN, HC BLOCK, Sector-III, Salt Lake City, Kolkata-700091.

P.A.(N)  
29/11



Sub: - NAMES OF DOCTORS AND NURSES WHO SHALL HAVE TRAINING UNDER HHW SCHEME IN RESPECT OF DINHATA MUNICIPALITY.

Madam,

This is to state for your information that as per your directives contained in your Memo.No.SUDA/HEALTH/63 ULBs/07/525 dated 05/11/2007 the doctors and nurses, as follows, shall obtain training at yours on 23rd November,2007,under HHW schem

1. Dr. Ujjal Acharjee, M.O., S.D.Hospital, Dinhat
2. smt. Chhaya saha,GNM,S.D.Hospital, Dinhat
3. smt. Rita saha,G.N.M., S.D.Hospital,Dinhat
4. Dr. Bidyut Kamal saha,MBBS - ULB Doctor

Kindly arrange for their accomodation and training on 23rd November,2007.

with regards.

Yours faithfully,  
CHAIRMAN  
DINHATA MUNICIPALITY  
21/11



File  
X



S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors,

# DINHATA MUNICIPALITY

Memo No. ~~2106/2~~ 2111

Dated, Dinhat, the 19.11.2007

From The Chairman, Dinhat Municipality, Dinhat

To Dr. Bidyut Kamal Saha, MBBS, Ward No.1., Dinhat



P.A. (H)

Dear sir,

This is to state for your information that in respect of HHW scheme of this body your name has been sent to the State Urban Development Agency, Kolkata as Municipal Doctor and the same awaits approval.

By this time through Memo.No.SUDA-HEALTH/63 ULBs/07/525 dated 05/11/2007 the Director, SUDA has instructed to have a one-day training at Kolkata(SUDA-ILGUS BHABAN-HC BLOCK, sector-III, Salt Lake, Kolkata-700091) on 23rd November, 2007. Hence you are requested to start for Kolkata on 22nd November, '07 & your TA, DA, Incidental all expenses shall be borne by this body

Thanking you.

Yours faithfully,

*Signature*

CHAIRMAN  
DINHATA MUNICIPALITY

MEMO.NO. ~~2106/2~~ 2111/2

DATED, THE 19.11.2007

Copy forwarded to the Director, Suda, Ilgus Bhaban, Hc Block, Sector-III, Salt Lake City, Kolkata-700091/The Accountant for information.

*Signature*  
19.11.07  
CHAIRMAN

DINHATA MUNICIPALITY

9/13/11

17  
Govt. of West Bengal  
Office of the Superintendent S.D.Hospital  
Dinhata Coochbehar.



No -----

O R D E R

Date -----

In pursuance of the Chief Medical Officer of Health, Coochbehar Order No 3938 dt. 21.11.07 the marginally noted Medical Officer and Nursing Staff attached to Dinhata S.D.Hospital are hereby released from their duties on 22.11.2007 in the fore-noon for undergoing Trainer's Training of the Honorary Health Worker's which will be held on 23.11.07<sup>at</sup> H.C.Block, Sector III, Bidhannagar, Kolkata 700091. You are directed to report to the Director, State Urban Development Agency, H.C.Block, Sector III, Bidhannagar on 23.11.07 at 9-30 AM for training course positively.

1. Dr. Ujjal Acharjee, Medical Officer
2. Smt. Chhaya Saha, G.N.M.
3. Smt. Rita Saha, G.N.M.

attended  
training on  
23.11.07

Sd/-  
Superintendent  
S.D.Hospital Dinhata  
Coochbehar

Memo No 1770/1/07

Date 22.11.07

Copy forwarded for information and necessary action to :-

1. Dr. Ujjal Acharjee, Medical Officer, Dinhata S.D.Hospital.
2. Smt. Chhaya Saha, G.N.M., Dinhata S.D.Hospital.
3. Smt. Rita Saha, G.N.M., Dinhata S.D.Hospital.
4. The Nursing Superintendent, Dinhata S.D.Hospital.
5. The Chairman, Dinhata Municipality, Dinhata, Coochbehar.
6. The Chief Medical Officer of Health, Coochbehar.
7. The Director, State Urban Development Agency, Ilgus Bhavan, H.C.Block, Sector III, Bidhannagar, Kolkata 700091.

Sd/-  
22/11/07  
Superintendent  
S.D.Hospital Dinhata  
Coochbehar

17 File  
22/11/07



Govt. of West Bengal  
Office of the Superintendent S.D. Hospital  
Dinahata Coochbehar

Memo No -----

Date -----

To,  
The Chief Medical Officer Health,  
Coochbehar

Ref. No :- 1146 dt. 23.3.07.

Sub:- List of Name for Trainer Training  
Course in connection with HEMs.

In reference of your above Memo No 1146 dt. 23.3.07  
sending herewith the names of 1(One) Doctor and 2(Two) Nurses  
of Dinahata S.D. Hospital who will act as Trainers for the Municipal  
Health Workers of Dinahata Municipality.

The names of Doctor and Nurses shown below :-

- 1. Dr. Ujjal Acharjee, M.O., Dinahata S.D. Hospital
- 2. Smt. Chhaya Saha, G.N.M. -do-
- 3. Smt. Rita Saha, G.N.M. -do-

This is for favour of your kind information and  
necessary action please.

*Sst*  
Superintendent  
S.D. Hospital Dinahata  
Coochbehar

Memo No 1763/1(2)

Date 20/11/07

Copy forwarded for kind information and necessary action to  
the Chairman, Dinahata Municipality, Dinahata, Coochbehar.

*Sst*  
20/11/07  
Superintendent  
S.D. Hospital Dinahata  
Coochbehar

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/63 ULBs/07/560****22.11.2007**.....**From : Director, SUDA****To : The Chairman  
Dinhata Municipality****Sub. : Honorary Health Workers (HHWs) training under Community  
Based Primary Health Care Services.****Sir,**

As the trainers' training will be completed centrally by SUDA on 23.11.2007 in respect of your ULB, you are requested to start HHWs' (both regular & panel candidates) training as per prescribed schedule of basic training course for HHWs and outline of course curriculum (vide enclosures) by 2<sup>nd</sup> week of December, 2007.

1. **The following training materials are to be provided to each HHW including panel candidates :**
  - a. Suitable folder or bag – 1.
  - b. Exercise book no. 12 – 1.
  - c. Ball pen, pencil, eraser, sharpener, scale – 1 each.
  - d. Nirdeshika for HHWs – to be Xeroxed from the training material booklet already provided to the trainers, if the printed material is not supplied in the mean time.
  - e. Family Schedule – 1 (already supplied).
  - f. Form A – 1 set.
  - g. Baseline Survey Format – 1 set.
2. **The rates of expenditure to carry out during the said training are detailed below :**
  - a. Training materials per HHW not exceeding Rs. 300/- (Rupees three hundred) only (total no. of HHWs + 5).
  - b. Tea & tiffin @ Rs. 30/- (Rupees thirty) only for the participants per head per day (total no. of HHWs + 5).
  - c. Mobility support @ Rs. 20/- (Rupees twenty) only per HHW trainees per day.
  - d. Trainers fees @ Rs. 200/- per trainer for two hours session.
  - e. Contingency not exceeding 10% of the total expenditure.

The expenditure is to be met out of the fund already provided to you and booked under the A/C head "Training - HHWs". Statement of Expenditure (SOE) is to be forwarded as per the prescribed proforma, already provided to you.

**Contd. to P-2.**

OK

- 2 -

3. You are requested to conduct a pre-training examination & evaluation on 1<sup>st</sup> day of training and post-training examination & evaluation on last day of training. Questionnaire for both the pre & post training evaluation are enclosed in a separate sealed envelopes which are to be Xeroxed and kept ready before conduction of such examination. The score sheet for each of HHWs training is to be forwarded to the undersigned within 7 days on completion of examination.
4. A set of 3 (three) Charts consisting of (a) Human Body (b) Female Reproductive System (c) Balance Diet is sent to you along with this letter for use during HHWs' training.

The schedule dates for each day long sessions are to be indicated along with training venue, course co-ordinator, trainers name in the prescribed training schedule and a copy of the same may kindly be forwarded to the undersigned. After completion of training of HHWs for 45 days, and on receipt of Score Sheet of the above mentioned post evaluation examination, further instruction towards engagement of regular HHWs will be issued by this office.

You are also requested to send the information with regard to date of commencement of the training for HHWs, so that monitoring officer of SUDA could visit your ULB.

Thanking you.

Yours faithfully,

✓  
Director, SUDA

Dt. .. 22.11.2007

**SUDA-Health/63 ULBs/07/560/1(1)**

Copy forwarded for information and necessary action to :  
CMOH, Cooch Behar District

✓  
Director, SUDA

Dt. .. 22.11.2007

**SUDA-Health/63 ULBs/07/560/2(3)**

Copy forwarded for information and necessary action to :

1. Director, Directorate of Local Bodies
2. P.O., Health, SUDA
3. F.O, SUDA

M 22/11/07  
Director, SUDA

ଆଜ୍ଞା ୧ ନମ୍ବର ନଭେମ୍ବର '୦୭ ର୍ଦ୍ୱିତୀୟା ୨ (ଦୁଇ) ଦିନ ମୋର ମୋର ମୋର  
 କର୍ମକ୍ରମ ଆବଦ୍ଧିତ କାର୍ଯ୍ୟକ୍ରମର ସମ୍ପର୍କରେ ତଥ୍ୟ ଉପରେ ଆଧାର  
 ଗ୍ରହଣ କରାଯାଇଛି । ଆବଦ୍ଧିତ କାର୍ଯ୍ୟକ୍ରମର ସମ୍ପର୍କରେ ତଥ୍ୟ  
 ଉପରେ ଗ୍ରହଣ କରାଯାଇଛି ।

ସାକ୍ଷୀ :-

- |                             |                   |
|-----------------------------|-------------------|
| ୧) ଦେବୀ କାନ୍ତା କାନ୍ତା ପୋଖରୀ | ୧୧) ଦୁର୍ଗାବତୀ ବାମ |
| ୨) ସମାଜିକ କାନ୍ତା            | ୧୨) ବିବାହ କାନ୍ତା  |
| ୩) କାନ୍ତା କାନ୍ତା            | ୧୩) କାନ୍ତା କାନ୍ତା |
| ୪) କାନ୍ତା କାନ୍ତା            | ୧୪) କାନ୍ତା କାନ୍ତା |
| ୫) କାନ୍ତା କାନ୍ତା            | ୧୫) କାନ୍ତା କାନ୍ତା |
| ୬) କାନ୍ତା କାନ୍ତା            | ୧୬) କାନ୍ତା କାନ୍ତା |
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| ୯) କାନ୍ତା କାନ୍ତା            | ୧୯) କାନ୍ତା କାନ୍ତା |
| ୧୦) କାନ୍ତା କାନ୍ତା           | ୨୦) କାନ୍ତା କାନ୍ତା |

ଆଜ୍ଞା ୧ ନମ୍ବର ନଭେମ୍ବର '୦୭ ର୍ଦ୍ୱିତୀୟା ୨ (ଦୁଇ) ଦିନ ମୋର ମୋର ମୋର  
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 ଗ୍ରହଣ କରାଯାଇଛି । ଆବଦ୍ଧିତ କାର୍ଯ୍ୟକ୍ରମର ସମ୍ପର୍କରେ ତଥ୍ୟ  
 ଉପରେ ଗ୍ରହଣ କରାଯାଇଛି ।

ଆଜ୍ଞା ୧ ନମ୍ବର ନଭେମ୍ବର '୦୭ ର୍ଦ୍ୱିତୀୟା ୨ (ଦୁଇ) ଦିନ ମୋର ମୋର ମୋର  
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 ଉପରେ ଗ୍ରହଣ କରାଯାଇଛି ।

ଆଜ୍ଞା ୧ ନମ୍ବର ନଭେମ୍ବର '୦୭ ର୍ଦ୍ୱିତୀୟା ୨ (ଦୁଇ) ଦିନ ମୋର ମୋର ମୋର  
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 ଗ୍ରହଣ କରାଯାଇଛି । ଆବଦ୍ଧିତ କାର୍ଯ୍ୟକ୍ରମର ସମ୍ପର୍କରେ ତଥ୍ୟ  
 ଉପରେ ଗ୍ରହଣ କରାଯାଇଛି ।

*Handwritten signature*

**ATTESTED**  
  
**CHAIRMAN**  
 Dinhat Municipality

ସାକ୍ଷୀ - ଦୁର୍ଗାବତୀ ବାମ  
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Urban  
Res 5984  
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AO(H)  
15/10/07

S.T.D. : 03581  
Ph. No. 255628, 255103, 259139  
Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 1038

Dated, Dinhata, the 21st day of October 2007

From The Chairman, Dinhata Municipality, Dinhata

To The Director, STATE URBAN DEVELOPMENT AGENCY, PUSPUS BHABAN HC BLOCK, sector-III, Salt Lake City, Kolkata-700091.

Sub:-REGULAR AND PANEL LIST OF H.H.W.  
UNDER DINHATA MUNICIPALITY.

Madam,

Enclosed please find herewith a regular & panel list of H.H.W. under Dinhata Municipality selected by the selection committee on 15/10/07 & 31/10/07.

The regular and panel list, /duly approved by the Board of Councillors in its meeting on 01/11/2007.

You are therefore, requested to take necessary action in the matter from your end.

Thanking you.

Yours faithfully,

Encl:- As stated.

CHAIRMAN  
DINHATA MUNICIPALITY  
9/11/07

S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 1938

Dated, Dinhata, the 2<sup>nd</sup> 11<sup>th</sup> 2007

From The Chairman, Dinhata Municipality, Dinhata.

To The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, salt Lake City, Kolkata-700091

Sub: -REGULAR AND PANEL LIST OF H.H.W.  
UNDER DINHATA MUNICIPALITY.  
=====

Madam,

Enclosed please find herewith a regular & panel list of H.H.W. under Dinhata Municipality selected by the selection Committee on 15/10/07 and 31/10/07.

The regular and panel list, has been duly approved by the Board of Councillors in its meeting on 01/11/2007.

You are therefore, requested to take necessary action in the matter from your end.

Thanking you.

Yours faithfully,

Encl:- As stated.

*Sdf*  
CHAIRMAN

DINHATA MUNICIPALITY

MEMO.NO. 1938/2

DATED, THE 2<sup>nd</sup> 11<sup>th</sup> 2007.

Copy with the copy of the panel are being sent to the Project Officer, Health, SUDA, ILGUS Bhaban, Hc Block, sector-III, salt Lake City, Kolkata-91/The Director of Local Bodies, Government of West Bengal, PURTA BHABAN (1st floor), Salt Lake, Kolkata-91 for information and necessary action.

*Yad*  
CHAIRMAN

DINHATA MUNICIPALITY





**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/07/525

Date: 05.11.2007.....

From : Director, SUDA

To : The Chairman  
Dinhata Municipality

Sub. : Obtaining list of trainers from CMOH, Cooch Behar in respect of  
Community Based Primary Health Care Services.

Ref. : This office earlier communication bearing nos. SUDA-Health/63  
ULBs/06/183(60) dt. 15.11.2006, SUDA-Health/63 ULBs/06/252 dt. 15.02.2007  
and SUDA-Health/63 ULBs/07/96 dt. 21.05.2007.

Sir,

It is learnt that selection of HHWs and panel candidates under CBPHC programme has already been done by your ULB. Now it is high time to get the list of trainers i.e. 1 (One) Doctor and 2 (two) nurses nominated by the CMOH, Cooch Behar District, and one local Doctor nominated by you who would act as trainers for ensuing training of the HHWs and panel candidates of your ULB. On receipt of the said list, the training of trainers for one day would be organized at SUDA somewhere during 19-23 November, 2007.

You are requested to look into the matter personally.

Thanking you.

Yours faithfully,

*Chin*  
Director, SUDA

Dt. .. 05.11.2007

*Chin*  
Director, SUDA

SUDA-Health/63 ULBs/07/525/1(1)

C.C.

CMOH, Cooch Behar District.

Office of the Councillors'

# DINHATA MUNICIPALITY

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S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Memo No. 1836

Dated, Dinhata, the 24.10.2007

From The Chairman, Dinhata Municipality, Dinhata.

To The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN  
HC BLOCK, SECTOR-III, Salt Lake City, Kolkata-700091

Sub:- INTERVIEW OF HHW & ~~PREPARATION~~ OF  
PANEL THEREOF.

PREPARATION  
30/10  
24/10

Sir,

The interview for the post of HHW persons inside  
municipal area of Dinhata shall be held at 4 PM on 31st  
day of October, 2007 in the office chamber of the under-  
signed. The interview shall be held for ward No. 8 & 9 only.

The official representative from your end may  
kindly be sent as such.

In the context kindly let the undersigned know  
the permanent representative from your end who may be  
invited time-to-time for the purpose.

Thanking you.

Yours faithfully,

*[Signature]*  
CHAIRMAN  
DINHATA MUNICIPALITY  
---

DO NOT WRITE  
18/10/07

S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 1836

Dated, Dinhata, the 24.10.2007

From The Chairman, Dinhata Municipality, Dinhata.

To The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN HC BLOCK, SECTOR-III, Salt Lake City, Kolkata-700091

Subj:- INTERVIEW OF MHW & PREPARATION OF PANEL THEREOF.



Sir,

The interview for the post of MHW persons inside municipal area of Dinhata shall be held at 4 PM on 1st day of October, 2007 in the office chamber of the undersigned. The interview shall be held for Ward No. 8 & 9 only.

The official representative from your end may

in the course kindly let the undersigned know the person to represent you and who may be invited time-to-time for the purpose.

Thanking you.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

My representative will attend  
18/10/07

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/07/505

Date: 11.10.2007...

**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA**

**To : The Chairman  
Cooch Behar Municipality**

**Sub. : Selection of HHWs in Dinhata Municipality under Community Based  
Primary Health Care Services in 63 Non-KMA ULBs.**

Sir,

You may be aware that Community Based Primary Health Care Services has been launched in 63 Non-KMA ULBs. Selection of HHWs is one of the preliminary activities of the said programme. Interview of the candidates for selection of Honorary Health Workers (HHWs) of Dinhata Municipality is scheduled on 15<sup>th</sup> October, 2007 at 11.00 A.M. in the chamber of the Chairman, Dinhata Municipality.

You are requested kindly to depute Dr. P.K. Mitra, Health Officer, Cooch Behar Municipality to attend the above mentioned selection process in Dinhata as representative of State Urban Development Agency, Dept. of Municipal Affairs. A suggested proforma for interview of the candidates is enclosed.

You are also requested to provide mobility support to Dr. Mitra on 15.10.2007 and the expenditure thereof may be met out of DFID assisted Honorary Health Worker Scheme fund under the A/C head "O & M - TA".

Thanking you.

Yours faithfully,

Encl. : As stated.

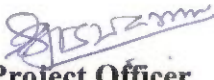
  
Project Officer

SUDA-Health/63 ULBs/07/505/1(1)

Dt. .. 11.10.2007

CC

Dr. P.K. Mitra, Health Officer, Cooch Behar Municipality

  
Project Officer

SUDA-Health/63 ULBs/07/505/2(1)

Dt. .. 11.10.2007

CC

Chairman, Dinhata Municipality – for information with reference  
to his memo no. 1634 dt. 04.10.2007.

  
Project Officer



S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 1634  
 From The Chairman, Dinhata Municipality, Dinhata  
 To The Director, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABHA  
 HC BLOCK, sector-III, salt Lake City, Kolkata-700091

Dated, Dinhata, the 04.10.2007

sub:- DATE OF INTERVIEW FOR SELECTION OF HHW UNDER DINHATA MUNICIPALITY

PO (H)  
✓  
D/110

Madam,

In reference to the above this is for your kind information that the date of interview for the abovementioned subject has been fixed on 15/10/2007 at 11 AM in the office chamber of the Chairman, Dinhata Municipality.

You are, as such, requested to make it convenient to send your representative for the same.

Thanking you.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

4/10

Office of the Councillors'

# DINHATA MUNICIPALITY

Ph. No. ( 03581 )

255103, 255628

Fax: 03581255628

Memo No.

1515/9

Dated, Dinhata, the 22.9.2007

From

The Chairman, Dinhata Municipality, Dinhata.

To

All the members of Municipal level Health & Family Welfare Committee (MHFWC)

Dear sirs,

The constitution of Municipal Level Health & Family Welfare Committee (MHFWC) with the following members are formed as per resolution adopted in the meeting of the Board of Councillors, held on 27/10/2006.

1. Chairman, Dinhata Municipality - Chairman
2. Councillor to monitor health workers - Shri C.K.Ghosh
3. Representative of the District Magistrate, Cooch Behar -- Shri Basudev Nandan, sr. SOI Civil Defence
4. N.G.O. Representative -- Shri B.S. Agarwala, SECY, IRCS, Dinhata Branch
5. The Local A.C.M.O.H -- Member
6. The representative of viz President of the Community Development Society -- Smt. Sakti Paul
7. Health Officer - NIL
8. Representative of SUDA, Kolkata - Member
9. The supdt. S.D. Hospital, Dinhata -- Invitee Member.

One meeting of the above committee is convened on 25/9/07 at 3 PM in the chamber of the undersigned. Kindly make it convenient to remain present.

Thanking you.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

**SUDA**

13 OK  
**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

**Ref No SUDA-Health/63 ULBs/07/328**

**Date .....14.08.2007**

**From : Director, SUDA**

**To : The Chairman  
✓Dinhata / Haldibari / Mathabhanga /  
Mekhliganj / Tufanganj Municipality**

**Sub. : Ensuring involvement of CMOH and District Health Office in  
implementation of Community Based Primary Health Care Services.**

**Sir,**

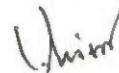
Enclosed, kindly find herewith a copy of communication bearing no. HFW/CFW/331/HS-1003/07 dt. 31<sup>st</sup> July, 2007 of the Project Director, HSDI, Commissioner, FW & Special Secretary, Dept. of Health & Family Welfare, addressed to the Chief Medical Officer of Health of all the districts.

This is for your kind information and necessary action.

Thanking you.

**Encl. : As stated.**

Yours faithfully,



**Director, SUDA**



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/07/163

22.06.2007.....

**From : Director, SUDA**

**To : The Chairman  
Dinhata Municipality**

**Sub. : (a) Final selection of Honorary Health Workers (HHWs) including panel candidates (b) forwarding list of trainers from CMOH, Cooch Behar under Community Based Primary Health Care Services.**

**Ref. : This office earlier communication bearing nos. SUDA-Health/63 ULBs/06/292(5) dt. 23.03.2007 & SUDA-Health/63 ULBs/07/96 dt. 21.05.2007.**

**Sir,**

The final selection of Honorary Health Workers including panel candidates is supposed to be completed in your municipality by this time. But no information has yet been received from your end regarding the date of final selection of Honorary Health Workers, where representative of SUDA will be present. It is high time to complete the said final selection.

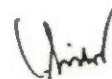
Furthermore, you were requested to forward the list of trainers (1 Doctor and 2 Nurses from CMOH and one Doctor from your locality). This is to inform you that this office is yet to receive the said list of trainers.

Hence, you are requested to expedite the actions with regard to final selection regular & panel HHWs and forward the list of trainers by 10<sup>th</sup> July, 2007 positively.

**Top most priority be accorded in these matters.**

Thanking you.

Yours faithfully,



**Project Officer**

**SUDA**

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/07/96

Date 21.05.2007

From : Director, SUDA

To : The Chairman  
Dinhata Municipality

Sub. : Obtaining list of trainers from CMOH, Cooch Behar in respect of  
Community Based Primary Health Care Services.

Ref. : This office earlier communication bearing nos. SUDA-Health/63  
ULBs/06/183(60) dt. 15.11.2006 and SUDA-Health/63 ULBs/06/252 dt.  
15.02.2007 addressed to the CMOH along with a copy to the Chairman.

Sir,

With reference to this office communications quoted above, I am to inform you that the list of trainers is yet to be received.

Hence, you are requested kindly to liaise with the CMOH at the earliest to obtain the list of 1 (One) Doctor and 2 (two) nurses, who would act as trainers for ensuing training of the HHWs and panel candidates of your ULB. On receipt of the said list, it may be forwarded to the undersigned for organizing one day trainers training centrally at SUDA.

The tentative date of such trainers' training is 15<sup>th</sup> June, 2007.

Thanking you.

Yours faithfully,

Director, SUDA

Dt. .. 21.05.2007

SUDA-Health/63 ULBs/07/96/1(1)

C.C.

CMOH, Cooch Behar District.

Director, SUDA

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**

Ref No. ....SUDA-Health/63 ULBs/06/252

Date -15.02.2007

**From : Director, SUDA****To : The CMOH  
Cooch Behar****Sub. : Trainers training in connection with ensuing training of Honorary Health Workers (HHWs) of your Municipality under Community Based Primary Health Care Services in 63 Non-KMA ULBs.****Ref. : This office letter no. SUDA-Health/63 ULBs/06/183(60) dt. 15.11.2006.**

Sir,

With reference to this office communication quoted above, I am to inform you that though majority of municipalities have received the names of trainers from their respective CMOH, some municipalities are yet to receive the same from their CMOH concerned.

The marginally noted municipalities of Cooch Behar District have not yet received the list of trainers as nominated by CMOH.

**District : Cooch Behar****Name of ULBs**

- ✓ 1. Dinhata
2. Mathabhanga
3. Tufanganj

The selected HHWs and panel candidates are waiting for their basic training. Unless trainers are detailed and trainers training is imparted to them, HHWs training programme of the municipalities concerned can not be started at ULB level.

You are requested kindly to nominate and arrange to forward names of 1 (One) Doctor and 2 (two) nurses, who would act as trainers for training of the HHWs and panel candidates of the said municipalities, to the Chairpersons concerned at the earliest with an intimation to the undersigned so that trainers training could be organized at SUDA.

Thanking you.

Yours faithfully,

SUDA-Health/63 ULBs/06/252/1(1)

C.C.

District Magistrate, Cooch Behar

Director, SUDA

15.02.2007

SUDA-Health/63 ULBs/06/252/2(3)

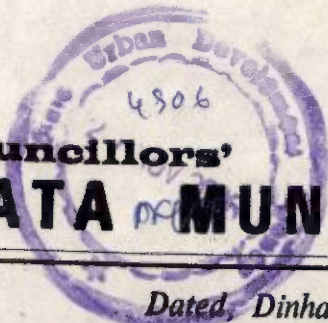
C.C.

Chairman, .....

Director, SUDA

15.02.2007

Director, SUDA



S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No, 1778 Dated, Dinhata, the 23. 11. 2006

From The Chairman, Dinhata Municipality, Dinhata.

To The Director & Chief Executive, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, Sector-III, Salt Lake City, Kolkata-91

Sub:- REPRESENTATIVE OF HEALTH HONORARY COMMITTEE.  
=====

30 NOV 2006



Madam,

As per government guidelines and as per resolution adopted in the meeting of the Board of Councillors, held on 27/10/06 the above committee has been formed in respect of this body.

PD(H)  
L  
23/11

In the said committee the representative of SUDA is to be named from yours at your convenient earliest for the onward functioning of the committee.

I would therefore request the favour of your kindly doing the needful in the matter at the earliest.

with regards.

Yours faithfully,

CHAIRMAN  
DINHATA MUNICIPALITY

*[Handwritten signature]*  
23/11

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/06/ 121

Date .....05.10.2006

From : Director, SUDA

To : The Chairman  
Dinhata Municipality

Sub. : Release of 1<sup>st</sup> installment of fund worth Rs. 2,19,000.00 towards  
expenditure in connection with Community Based Primary Health  
Care Service in 63 Non-KMA ULBs.

Sir / Madam,

An A/C payee demand draft bearing no. 320220 dt. 03.10.2006, on SBI, Salt Lake for an amount of Rs. 2,19,000/- (Rupees Two lakhs nineteen thousand) only is released to meet up concomitant expenditure in connection with Community Based Primary Health Care service in 63 Non-KMA ULBs.

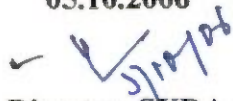
You are requested kindly to send your authorized representative along with money receipt to collect the said draft from the A/C section of SUDA.

Financial guideline is enclosed herewith. You are also requested kindly to submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) as laid down in the said guideline.

Yours faithfully,

  
Director, SUDA

SUDA-Health/63 ULBs/06/ 121/1(1)  
CC  
Cashier, SUDA

05.10.2006  
  
Director, SUDA

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

Ref No. ...SUDA-Health/63 ULBs/06/ 133

Date .....12.10.2006

From : Director, SUDA

*o/c*

To : The Chairman

*Dihhala*..... Municipality

**Sub. : Constitution of Procurement Committee for procurement of items to be undertaken by the ULB in connection with Community Based Primary Health Care Service in 63 Non-KMA ULBs.**

Sir,

A Procurement Committee is constituted at Municipal Level comprising of the following members for procurement of items to be undertaken by the Municipality in connection with Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Sl. No.	Members	Designation
1.	Chairman of the ULB	Chairman
2.	Chairman in Council Health	Member
3.	Health Officer	Member
4.	ACMOH	Member
5.	Executive Officer	Member - Convenor
6.	Finance Officer	Member

The list for the items i.e. furniture and equipment for training purpose and furniture for Management & Supervision (M & S) Cell, to be procured by the ULB for the present are enclosed indicating the specification, quantity for each of the items to be procured and the total cost limit. The other lists for procurement will be forwarded to you in due course.

Procurement is to be done by the Municipality through the said Procurement Committee maintaining the Government norms. Fund already placed with your Municipality under the HHW Scheme is to be utilized for such procurement. The expenditure is to be booked under the A/C head "Equipment and Furniture" as the case may be. Statement of Expenditure (SOE) and Utilisation Certificate (UC) be submitted accordingly as per Financial Guideline already forwarded to you.

**Contd. to P-2.**

- 2 -

Since, the training of Honorary Health Workers (HHWs) is to be initiated by you shortly and office of M & S Cell is to set up to implement the activities under the said scheme, procurement is to undertaken by you at the earliest to speed up the entire process of implementation.

Thanking you.

Yours faithfully,



**Director, SUDA**

12.10.2006

**Encl. : As stated.**

SUDA-Health/63 ULBs/06/ 133/1 (1)

CC

**Finance Officer, SUDA**



**Director, SUDA**

S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No. 1246,

Dated, Dinhata, the 12/9/2006

From Chairman, Dinhata Municipality -  
To The Project Officer, Health Wings, SIDA.

Sir,

I am to inform you that you will kindly realise of A.H.K Fund in favour of Dinhata Municipality. Account open at State Bank of India, Dinhata Branch, vide A/C No. (Savings Account) 01100050852.

This is for your information  
Take necessary action.

Yours faithfully

*[Signature]* 12/9/06.

CHAIRMAN  
Dinhata Municipality

*[Signature]*



S.T.D. : 03581

Ph. No. 255628, 255103, 259139

Fax. 03581255628

Office of the Councillors'

**DINHATA MUNICIPALITY**

Memo No. 1240

Dated, Dinhata, the.....11.09.....2006

From The Chairman, Dinhata Municipality, Dinhata.

To The Director &amp; Chief Executive, STATE URBAN DEVELOPMENT AGENCY, ILGUS BHABAN, HC BLOCK, sector-III, salt Lake City, Kolkata-91

Sub:- OPENING OF HHN SCHEME FUND ACCOUNT

" The bank A/C in respect of this fund of the said Fund has been opened in the state Bank of India, Dinhata Branch on 14/7/2006 - and the number is 01100050852.

This is for favour of your information and onward necessary action.

With thanks.

Yours faithfully,

  
CHAIRMAN  
DINHATA MUNICIPALITY



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/63 ULBs/06/13(5)**Date **10.08.2006****From : Director, SUDA****To : The Chairman****✓ Dinhat / Tufanganj / Mathabhanga / Haldibari /  
✓ Mekhliganj Municipality  
Dist. : Cooch Behar***COOCH BIHAR  
o/c***Sub. : Community based primary health care services in 63 Non-KMA ULBs -  
Implementation of.****Sir / Madam,**

You may be aware that with the approval of Dept. of Health & Family Welfare, community based primary health care services in 63 Non-KMA ULBs has been launched in February, 2006. Dept. of Municipal Affairs has been vested with the responsibility of implementation of the said programme through SUDA. In this connection, a sensitization session with the chairperson of the ULBs concerned had been organized at SUDA on 16.06.2006 to discuss the programme and preliminary actions to be undertaken by the ULBs. Following to the said discussion session, a few information had been received from some of the ULBs. But the required information are still pending from a good no. of ULBs.

Pursuant to it you are requested to submit the following information to the undersigned **by 24<sup>th</sup> August, 2006** :

- a) List of ward-wise BPL population.
- b) Municipal map showing ward boundary along with no. of BPL population.
- c) Constitution of Municipal Level Health & Family Welfare Committee (MHFWC) with the following members :
  - (1) Chairman of the Municipality : President
  - (2) Councillor-in-Charge of Health : Member
  - (3) Representative of District Magistrate : Member
  - (4) Representatives of local NGOs : Member
  - (5) ACMOH of Sub-Divisional Hospital : Member
  - (6) Health Officer of Municipality : Member - Secretary
  - (7) President, Community Development Society: Specially Co-opted
  - (8) Representative of SUDA : Specially Co-opted
  - (9) Superintendent of referral hospital : Invitee

A copy of the resolution constituting the said Committee is to be forwarded.

**Contd. to P-2.**

d) Opening of a separate Bank A/C in the name of "HHW Scheme, ..... Municipality" where the joint signatory will be Chairman / Vice-Chairman and Finance Officer / Executive Officer.

After opening the Bank A/C, A/C No. & Name of the Bank is to be forwarded.

From this office record, status on information already submitted by the ULBs is tabulated hereunder :

ULBs	List of ward-wise BPL population	Municipal map showing ward boundary along with no. of BPL population	Constitution of MHFWC	Opening of a separate Bank A/C	Remarks
	(a)	(b)	(c)	(d)	
Dinhata	Yes	Yes	No	No	To submit (c) & (d)
Tufanganj	Yes	Yes	No	No	To submit (c) & (d)
Mathabhanga	Yes	Yes	No	No	To submit (c) & (d)
Haldibari	No	Yes	No	No	To submit (a), (c) & (d)
Mekhliganj	Yes	Yes	No	No	To submit (c) & (d)

On receipt of the required information of your ULB as detailed in the Remarks Column of the above Table, the next stage for implementation of the programme will be taken up consequently.

Thanking you.

Yours faithfully,

✓ *Chiranjit*  
Director, SUDA

10.08.2006

SUDA-Health/63 ULBs/06/ 13(5)/1(1)

Copy forwarded for kind information to :

District Magistrate, Cooch Behar

✓ *Chiranjit*  
Director, SUDA

10.08.2006

SUDA-Health/63 ULBs/06/ 13(5)/2(1)

Copy forwarded for kind information to :

CMOH, Cooch Behar

✓ *Chiranjit*  
Director, SUDA

## STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/63 ULBs/06/ 06

Date 07.08.2006

From : Director, SUDA

To : The Chairman

Dinhata Municipality

Sub. : Grass root level manpower &amp; health facilities under Community Based Primary Health Care Service in 63 Non-KMA ULBs.

Sir / Madam,

Apropos project proposal with regard to community based primary health care service in 63 Non-KMA ULBs, approved by the Dept. of Health & Family Welfare, the grass root level manpower & health facilities admitted for your ULB is indicated in the table below :

No. of HHWs (Regular)	1 <sup>st</sup> Panel for replacement of HHWs to be upgraded to FTSS	2 <sup>nd</sup> Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training	No. of Sub-Centres	No. of FTSS
16	4	2	22	16	4	4

N.B. : HHW = Honorary Health Worker,

FTS = First Tier Supervisor

- During selection of HHWs, no. of regular candidates & both the 1<sup>st</sup> & 2<sup>nd</sup> panel candidates are to be strictly adhered to. The list of both the panel candidates are to be prepared serially on merit basis. Guideline for selection of HHWs is enclosed.
- Total no. of regular HHWs and the panel candidates should undergo job orientation training.
- After completion of training only the regular HHWs are to be engaged.
- No. of Sub-Centres as specified in the table are to be identified more or less centrally to the BPL population to be served under that particular Sub-Centre to facilitate easy access.
- FTSSs for Sub-Centre are to be selected for amongst the HHWs working at least for six (6) months. Detail guideline will be issued in due course.
- Working hours of grass root level manpower will be from 12 Noon to 4 P.M.

Contd. to P-2.

- Honorarium for grass root level manpower are as under :

Grass root level manpower	HHW	FTS
Honorarium per person per month (Amount in Rs.)	1,000/-	1,170/-

You are requested kindly to take necessary action with regard to selection of HHWs and identification of accommodation for Sub-Centres.

Yours faithfully,

*Chin*  
Director, SUDA

07.08.2006

*Chin*  
Director, SUDA

SUDA-Health/63 ULBs/06/06/11)

Copy forwarded for kind information to :

District Magistrate, Cooch Behar

## 1. Ward wise Population &amp; BPL Population based on Survey under SJSRY

Ward No.	Male Population	Female Population	Total Population	No. of BPL Household	BPL Population
1			2625		1028
2			2450		800
3			2303		828
4			1707		791
5			2237		327
6			1925		859
7			2135		1537
8			1724		817
9			2414		1006
10			2673		495
11			2841		1778
12			2190		1696
13			2642		1372
14			2632		1473
15			2445		1853
16			2031		1421
<b>Total</b>			<b>36974</b>		<b>18081</b>

## 2. Whether there is any Infrastructure facilities available for Sub Centre to provide Health Care?

No

## 3. Location of Community Centre in the ULB

Yes

1) Ward No : 2

2) Ward No : 16

## 4. Whether Family &amp; Health Care Committee has been formed ? Whether committee functions regularly ?

No

## 5. Whether any standing committee formed in the ULB for health, education and Poverty alleviation?

No

## 6. Whether map showing ward demarcation with ward population has been prepared?

Yes

## 7. Is there any post of Health Officer/Medical Officer/Sanitary Inspector? Presently Filled or Vacant?

Health Officer

No

Medical Officer

No

Sanitary Inspector

Yes

Vacant

0.12

34

Ph. No. ( 03581 )  
255103, 255628  
Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No, 433  
From The Chairman, Dinhata Municipality, Dinhata  
To Shri S.N.Ray, Executive Officer, Dinhata Municipality, Dinhata

Dated, Dinhata, the 14/6 2006

Dear sir,

As per Memo.No. SUDA/67/2006/340(63) dated 06/6/06 from the Director, STATE URBAN DEVELOPMENT AGENCY, Kolkata I would request you to proceed to Kolkata at your earliest to attend the meeting on 16th June, 2006 at the SUDA CONFERENCE HALL, HC Block, Sector-III, salt Lake City, Kolkata-91 on Health welfare of urban populace.

Thanking you.

Yours faithfully,

*Sd/-*

CHAIRMAN  
TA MUNICIPALITY

MEMO.NO. 433

DATED, THE 14/6 2006.

Copy forwarded to the Director, state Urban Development Agency, HC Block, sector-III, ILGUS BHABAN, salt Lake City, Kolkata-91 for information and necessary action.

*[Signature]*

CHAIRMAN  
DINHATA MUNICIPALITY

14/6

34 ✓

Ph. No. (03-  
255103, 255628  
Fax. 03581255628

Office of the Councillors'

# DINHATA MUNICIPALITY

Memo No, 435 Dated, Dinhata, the 14. 06 2006

From The Chairman, Dinhata Municipality, Dinhata

To The Director, STATE URBAN DEVELOPMENT AGENCY, HC Block, sector  
-III, ILGUS BHABAN, salt Lake, Kolkata-91

Madam,

In acknowledging the receipt of your Memo No.SUDA/67/2  
-006/340(63) dt. 06/6/06 I am to send herewith the replies  
of the questionairre, as serialised in your letter under  
reference, 1 - 7 , for favour of your kind information.

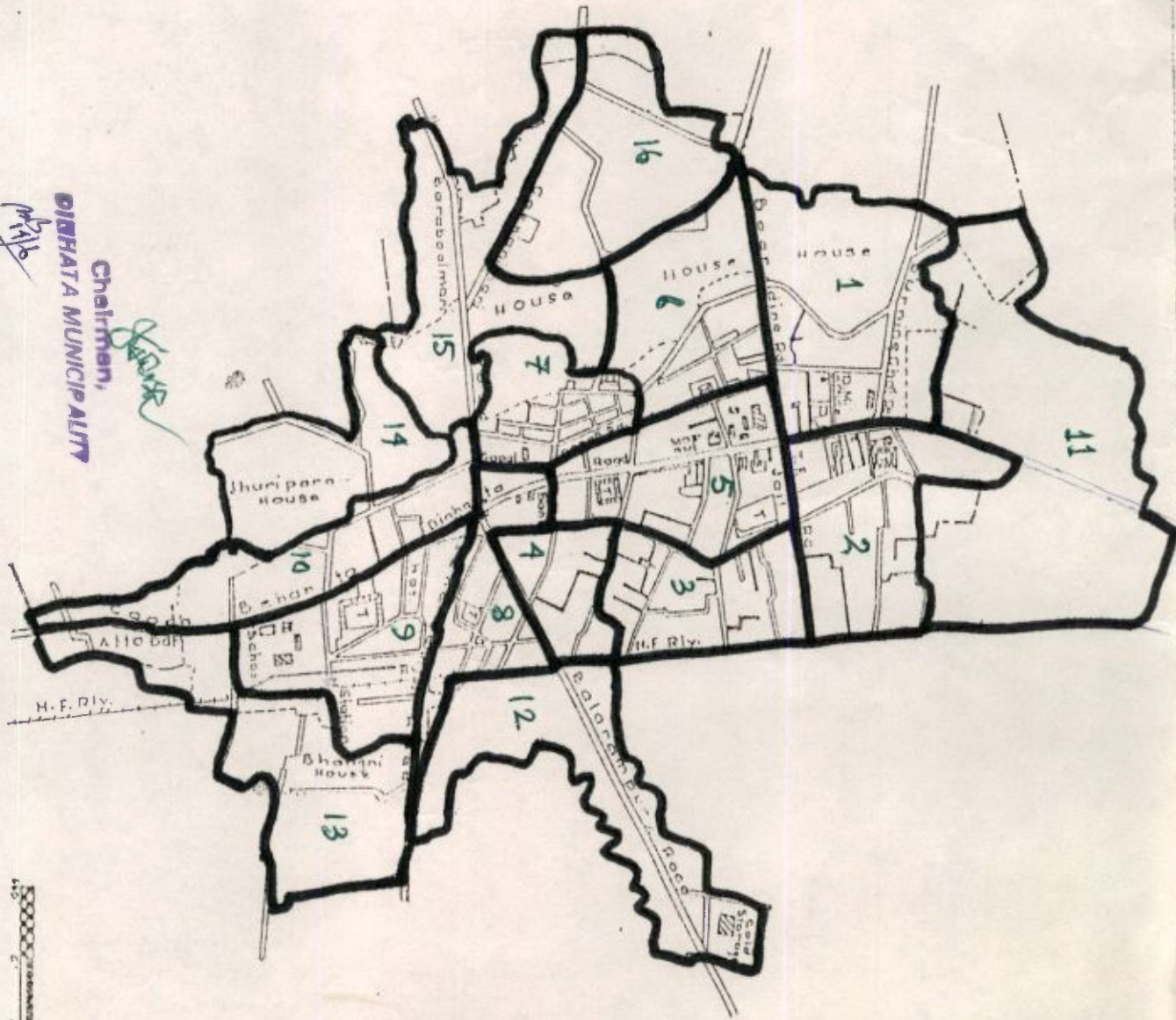
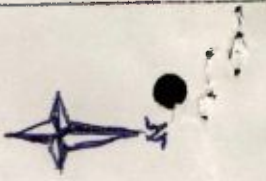
with thanks.

Yours faithfully  
*[Signature]* 14/6/06

Encl:- As stated.

CHAIRMAN  
DINHATA MUNICIPALITY  
DINHATA MUNICIPALITY





*Chairman*  
**DIRHATA MUNICIPALITY**

Ward No -	Population
01	2668
02	2492
03	2250
04	1520
05	2042
06	2108
07	1995
08	1578
09	2215
10	1439
11	2984
12	2237
13	2780
14	1554
15	2688
16	1753

<b>MED/DMA</b> GOVT. OF WEST BENGAL	
DRAWN BY	APPROVED BY
SCALE	TITLE DATE
	A.E.
	E.E.
	S.E.
	C.E.
DRAWING NO.	