

সূডা

SUDA

In view of the position as stated prepage the UBS may be advised to transfer the eligible surplus staff to the post of Storekeeper cum clerk and Attendant temporarily created for UEC. Salaries of such transferred staffs may be reimbursed from DFDI fund.

Submitted

Chairman

Secretary, Hd. Dept.
 &
 Chairman, SUDA

UO. No. SUDA-15/98(P2-D)C/30
 dated ...2.7.2004

orders prepape in connection with filling up of the posts of Storekeeper cum clerk and Attendant for MREC under DFID assisted Honorary Hetero Worker Scheme in selected 11 urban local bodies may kindly be recalled.

Our earlier proposal for filling up of the post of Storekeeper cum clerk and Attendant by way of direct recruitment and engagement of existing employees respectively has been re-examined. For this purpose we have obtained the present strength of employees of the concerned ULBs from the office of DLB, which is placed below at annexure A. It appears from the particulars supplied by the said Directorate that out of 11 ULBs concerned, staff pattern of two ULBs namely Cochrane and Bidhanpur is yet to be approved. Rest 9 ULBs have surplus staffs. Total no. of such surplus employees may please be seen at col. no. ⑥ of the statement as stated above. Incidentally it may be mentioned that category wise no. of such surplus staff could not be provided by the office of DLB. But it was understood that such surplus staffs/belongs to group C & D categories.

**Workload of Clerk cum StoreKeeper of the Municipal Management Cell under
DFID assisted Honorary Health Worker Scheme**

- To maintain day to day incoming and outgoing correspondence register.
- To attend telephone and operate Fax machine as and when required .
- To prepare other clerical jobs as will be required for the office
- To maintain stock register for consumable goods.
- To maintain fixed asset register.
- To visit to District / Sub division hospital for submission of requisition and getting supply of logistics.
- To receive all the logistics i.e. vaccines, I.E.C. materials, F.P. materials from District / Sub division hospital, furniture, drugs etc. from the different firms.
- To enter into register and Challan to be marked with corresponding page no.
- To release the above items to different health facilities on receipt of requisition and to update stock register.
- To visit to health facilities i.e. HP, SHP and blocks which are far away from MMC.
- To make list for necessary indents.
- To maintain store - receipt of goods & release of goods.
- To assist Health Officer or Asstt. Health Officer, CD Officer and Public Health Nurse.
- To perform any other duties as and when assigned by the Competent Authority.

DPID assisted Honorary Health Worker Scheme

- To maintain day to day incoming and outgoing correspondence register.
- To attend telephone and operate Fax machine as and when required.
- To prepare other clerical jobs as will be required for the office.
- To maintain stock register for consumable goods.
- To maintain fixed asset register.
- To visit to District / Sub division hospital for submission of requisition and getting supply of logistics.
- To receive all the logistics i.e. vaccines, I.C. materials, F.P. materials from District / Sub division hospital, furniture, drugs etc. from the different farms.
- To enter into register and Challan to be marked with corresponding page no.
- To release the above items to different health facilities on receipt of requisition and to update stock register.
- To visit to health facilities i.e. HP, SHP and blocks which are far away from AMC.
- To make list for necessary indents.
- To maintain store - receipt of goods & release of goods.
- To assist Health Officer or Asst. Health Officer, CD Officer and Public Health Nurse.
- To perform any other duties as and when assigned by the Competent Authority.

Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata.

86/MA/P/C-10/3S-51/2003

Dated Kolkata the 22nd January, 2004.

From : B.K.Saha, I.A.S.

Joint Secretary to the Government of West Bengal.

To : The Principal Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata - 700001.

Sub : Implementation of a Pilot Project with DFID assistance to launch
the Honorary Health Worker Scheme in 11 Municipalities viz.
Cooch Behar, Jangipur, Berhampore, Suri, Bolpur, Purulia,
Bankura, Bishnupore, Kalna, Krishnanagar and West Midnapore.

Sir,

I am directed to state that a pilot project with DFID support to extend the Honorary Health Worker Scheme in 11 Municipalities outside KMDA area has been approved by the Government of India vide their letter no.L-19012/46/02 dated 2.12.2003. The project will basically involve Selection/Training and deployment of Honorary Health Worker @ one per 200 B.P.L. households for providing mother child care on IPP pattern. It has been decided to set up a Central Coordinating Cell at SUDA and a Municipal Management Cell at each of the 11 Municipalities to coordinate and implement the project. The entire funding for the project will be provided by DFID for one year, likely to be extended for five years.

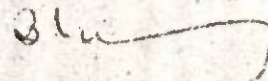
2. After careful consideration of the matter the Governor has now been pleased to accord the administrative approval to the DFID funded pilot project to extend Honorary Health Worker Scheme in 11 Municipalities viz. Cooch Behar, Jangipore, Berhampore, Suri, Bolpur, Purulia, Bankura, Bishnupore, Kalna, Krishnanagar and West Midnapore and to create a Central Coordinating Cell at SUDA and a Municipal Management Cell in each of the aforesaid Municipalities as per Annexure-'A' and Annexure-'B' for one year for the present with effect from 1.2.2004. The engagement of personnel in the Municipal Management Cell will be made in accordance with the manner prescribed in the booklet in Bengali circulated to them.

3. The Honorarium liabilities against all the posts of the Central Coordinating Cells at SUDA as well as the Municipal Management Cells will be borne out of the project fund to be provided by DFID.

4. This order issues with the concurrence of the Finance Department vide their U.O.No.G-299 dated 15.1.2004.

5. All concerned have been informed.

Yours faithfully,



Joint Secretary
to the Govt. of West Bengal.

Contd....p/2.

98(2)

Annexure - B

Municipal Management Cell (MMC) for 11 Municipalities

Dated, Kolkata, the 22nd January, 2004.]

Sl. No.	Category of Personnel	Qualification	Experience	No. of Post Required @ 1/Mpl	Persons already in place	Person to be procured	Scale of Pay (In Rs.) (If departed from Govt.)	Consolidated Pay per month per head (In case of contractual engagement)
1.	AHO	MBBS degree from recognised University	Knowledge in Community Health/maternality & Child health programmes.	11	Nil	11	Scale - 16	Rs. 8000/-
2.	Community Development Officer	Bachelor degree for recognised University	Knowledge and field experience in community development activities in State Govt./Central Govt./autonomous body.	11	Nil	11	-Do-	Rs. 4000/-
3.	PHN training	Nursing degree from recognised University	Adequate knowledge & experience in the field of public health including MCH and training.	11	Nil	11	Scale - 9	Rs. 3350/-
4.	Data Entry Operator	Bachelor degree for recognised University and Course in Computer Technology.	Should have knowledge in Data Entry.	11	Nil	11	Scale - 9	Rs. 4000/-
5.	Accounts Assistant	Bachelor degree for recognised University	Should have knowledge experienced in dealing accounting system.	11	Nil	11	Scale - 6	Rs. 3350/-
6.	Clerk cum Store keeper	Bachelor degree for recognised University	Should have knowledge and experience in office work.	11	Nil	11	Scale - 1	Rs. 2600/-
7.	Attendant	School Final						

One

Joint Secretary

98(2)

c/p-①

GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS
KOLKATA - 700 001

No. 1403 - S/04

Dated the 19th January, 2004

From : Sri D. Mukhopadhyay
Secretary to the Government of West Bengal
Municipal Affairs Dept.

To : The Chairman,
Cooch Behar / Jangipur / Baharampur / Suri /
Bolpur / Purulia / Bankura / Bishnupur / Kalna /
Krishnagar / West Medinipur, Municipality.

Sub : DFID assisted West Bengal Health Sector Development Initiative :
Pilot Support to expanding the Honorary Health Worker Scheme
to 11 New Municipalities.

Sir.

In continuation of this Dept. memo no. 1260 / 5-S/03 dt. 26.8.2003, I am to inform you that Ministry of Health & FW Dept., GOI has since sanctioned the Project noted above, which will be implemented wef 1.2.2004 for 1 year.

ADM, nominated by the concerned District Magistrate will function as Project Director. G.Os are being issued shortly by the Dept. regarding formation of Municipal Management Cell (MMC). Fund will be released in due course. In the meantime a separate Bank Account is to be opened in the name of " HHW Scheme, DFID" which will be jointly operated by the Project Director and the Chairman of the U.T.B.

The guidelines in Bengali towards preliminary actions of the Project are forwarded to you for initiating necessary steps.

For further details you may contact Project Officer, Health, SUDA.

Enclosure as stated

Yours faithfully,
19.1.04
(D. Mukhopadhyay)

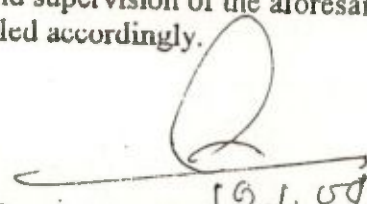
P.T.O.

No. 1403 - S/04/1(16)

Dated the 19th January, 2004

Copy forwarded along with enclosure for information to:

1. District Magistrate, District. You are requested to nominate one of your ADMs to function additionally as Project Director of the aforesaid Health Project.
2. CMOH District. A CMOH of Sub division and Supdt. of the nearest Govt. Hospital have been incorporated as members of the Municipal Management Cell for effective monitoring and supervision of the aforesaid Health Project. The concerned officers may be detailed accordingly.



19.1.04
Secretary to the Government of West Bengal.

No. 1403 - S/04/1(1)

Dated the 19th January, 2004

Copy to :

1. P.S to M.O.S, MA Department - for information;
2. Shri Rajeev Dube, Special Secretary (Project), Health & F.W Department;
3. Director, SUDA
- ✓ 4. Dr. Shibani Goswami, Project Officer (Health), SUDA


19.1.04
Secretary to the Government of West Bengal.

MMC

খ) এই সেলে কারা থাকবেন :

ক্র. নং	কারা থাকবেন	কি ভাবে নিতে হবে
১.	মিউনিসিপ্যাল অ্যাফেয়ার্সের দায়িত্বাধীন অতিরিক্ত জেলা শাসক - প্রজেক্ট ডাইরেক্টর	সরকারী আদেশনামা জারি করতে হবে।
২.	স্বাস্থ্যের দায়িত্বাধীন পৌরপিতা	পৌর প্রধান নির্দেশনামা দেবেন
৩.	সাবডিভিসানের এ. সি. এম. ও. এইচ.	সরকারের স্বাস্থ্য দপ্তর আদেশনামা জারি করবে
৪.	নিকটবর্তী সরকারী হাসপাতালের সুপারিন্টেন্ডেন্ট	ঐ
৫.	হেল্প অফিসার অথবা অ্যাসিস্ট্যান্ট হেল্প অফিসার	যেসব পৌর সভায় হেল্প অফিসার আছেন, পৌরপ্রধান তাদের নির্দেশ দেবেন। যেখানে হেল্প অফিসার নেই, সাময়িক চুক্তিতে অ্যাসিস্ট্যান্ট হেল্প অফিসার নিয়োগ করা হবে।
৬.	কমিউনিটি ডেভেলপমেন্ট অফিসার	সাময়িক চুক্তিতে নিয়োগ করা হবে।
৭.	পি. এইচ. এন. (ট্রেনিং)	ঐ
৮.	ডাটা এন্ট্রি অপারেটর (কমপিউটার অ্যাসিস্ট্যান্ট)	পৌরসভার নিজস্ব নিয়োজিত কর্মীকে পৌরপিতা নির্দেশনামা দেবেন।
৯.	অ্যাকাউন্টস অ্যাসিস্ট্যান্ট	সাময়িক চুক্তিতে নিয়োগ করা হবে।
১০.	ক্লার্ক-কাম-স্টোরকিপার	পৌরসভার নিজস্ব নিয়োজিত কর্মীকে পৌরপিতা নির্দেশনামা দেবেন।
১১.	অ্যাটেনড্যান্ট	ঐ

বিঃ দ্রঃ : পৌরসভার হেল্প অ্যান্ড এফ ডব্লিউ কমিটি সাময়িক চুক্তির পদগুলির
নিয়োগের দায়িত্বে থাকবে।