

To  
The Director,  
SUDA

Sub :- Joining Report.

Sir,

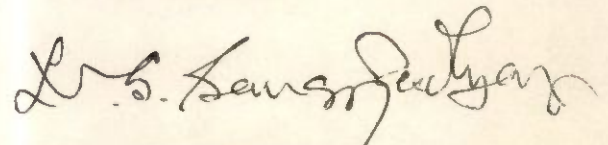
In obedience to your letter No. SUDA-20/2003/1006 dated 30.09.2003, I am joining on the forenoon of the 1<sup>st</sup> October ,2003 as Adviser, Health(SUDA).

I am therefore to request your kind honour to accept my joining report & oblige.

Dated, the 01.10 .2003.  
Salt lake, Kolkata.



Yours faithfully,



(Dr. N.G. Gangopadhyay )  
ADVISER (HEALTH)  
SUDA.

**SUDA**

রাজ্য নগর উন্নয়ন সংস্থা

**STATE URBAN DEVELOPMENT AGENCY**

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ০৯১, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector-III, Bidhannagar, Kolkata 700 091, West Bengal

ক্রমিক নং .....SUDA-20/2003/1006

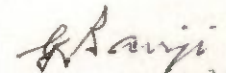


তারিখ ..... 30.9.2003

ORDER

In view of extension given to the RCH Sub-Project in Asansol by another six months, i.e. upto March, 2004 and as conveyed in order No. 1237/MA/P/C-10/3S-38/2003 dated 1.9.2003 of the Secretary, M.A. Deptt., the services of Dr. N.G. Gangopadhyay will be utilised, as and when required as Advisor, Health, SUDA on payment of sitting fee @Rs.250/- (Rupees two hundred fifty) only per day for the period from 1<sup>st</sup> October, 2003 to 31<sup>st</sup> March, 2004.

The expenditure shall be booked under RCH Sub-Project .

  
30/9/03

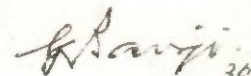
(G.C. Banerji)  
Director, SUDA

SUDA-20/2003/1006/1(7)

30.9.2003

Conv forwarded for information to :

1. The Secretary, M.A. Deptt.
2. Sri D.C. Chakrabarti, Joint Secretary, M.A. Deptt.
3. Sr. Shibani Goswami, Project Officer, IPP-VIII (Extn.)
4. Dr. N.G. Gangopadhyay, Advisor, Health, SUDA
5. Finance Officer, Health
6. Accounts Officer, CMU & SUDA
7. OSD & Administrative Officer, SUDA

  
30/9/03

Director, SUDA

দূরভাষ : ৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স : ৩৫৮ ৫৮০০

Tel : 358 6403/6421/5767, Fax : 358 5800, E.Mail : dirsuda@cal 3.vsnl.net.in

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ০৯১, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector-III, Bidhannagar, Kolkata 700 091, West Bengal

ক্রমিক নং .....SUDA-20/2003/1006



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*G.C. Banerji*  
30/9/03

(G.C. Banerji)  
Director, SUDA

SUDA-20/2003/1006/1(7)

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4. Dr. N.G. Gangopadhyay, Advisor, Health, SUDA
5. Finance Officer, Health
6. Accounts Officer, CMU & SUDA
7. OSD & Administrative Officer, SUDA

*G.C. Banerji*  
30/9/03

Director, SUDA



রাজ্য নগর উন্নয়ন সংস্থা  
STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ০৯১, পশ্চিমবঙ্গ  
"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 091, West Bengal

ক্রমিক নং ..... SUDA- 20/2003/ 57

তারিখ ..... 09.04.2003

**ORDER**

As per decision taken in the meeting regarding Re-structuring of Urban Health Set-up held in the chamber of Minister-of-State, Municipal Affairs Department and Vice Chairperson, KMDA on 28<sup>th</sup> March, 2003, the services of Dr.N.G. Gangopadhyay will be utilised, as and when required, as Advisor, Health, SUDA on payment of sitting fee @Rs.250/- per day for the period upto 30<sup>th</sup> September, 2003.

The expenditure shall be booked under RCH Sub-Project.

*G.C. Banerji* 9/4/03  
(G.C. Banerji)  
Director, SUDA

SUDA- 20/2003/ 57 / 1(7)

09.04.2003

Copy for information to :-

1. The Secretary, M.A. Department.  
- This is as per his verbal instruction in this regard.
2. Shri D.C. Chakraborty, Joint Secretary, M.A. Department.
3. Dr. Shibani Goswami, Project Officer, IPP-VIII (Extn.)
4. Finance Officer, Health
5. Accounts Officer, CMU & SUDA
6. The OSD & Administrative Officer, SUDA
7. Dr. N.G. Gangopadhyay, Advisor, Health, SUDA.

*G.C. Banerji* 9/4/03  
(G.C. Banerji)  
Director, SUDA

Proceedings of the meeting held in the chamber of the Minister of State,  
Municipal Affairs Department and Vice-Chairperson, Kolkata  
Metropolitan Development Authority on Urban Health  
set up on 28<sup>th</sup> March, 2003 at 12.00 noon

The meeting was chaired by Smt. Anju Kar, Minister of State, Municipal Affairs Department and attended by Secretary, Municipal Affairs Department, Director, SUDA and Special Secretary, Kolkata Metropolitan Development Authority.

In the meeting Secretary, M.A. Department informed the Government of India's decision to extend RCH project till 2<sup>nd</sup> half of 03-04 (letter dated 10.12.02 of Secretary, Ministry of Health). In view of this it was decided that the cell at SUDA as shown in Annexure-I will continue to work till September, 03. Expenditure for the cell will be borne out of RCH fund. Dr. Shibani Goswami will take over as Project Officer. The staff of M & S Cell at ULB level as well as grass root functionaries be also retained upto 30.9.03 for the present.

IPP VIII work will continue to be looked after by the cell at KMDA as shown in Annexure-II, wherein the strength has been reduced from 23 to 19.

The services of Dr. B. Bhattacharyya & Dr. N.G. Gangopadhyay will be utilised, as and when required, both in the Apex Committee and also as Advisors on payment of sitting fee @ Rs.250/- per day.

From October all the components of Urban Health Improvement Programme (UHIP) will be looked after by a single cell at KMDA. KMDA will please suggest a suitable structure for the cell and attempts will be made to obtain experienced personnel on deputation including Doctors from Health & F.W. Department/Social Welfare Department or from open market.

A few meetings will be arranged in April with the project functionaries at different levels to review the performance of IPP VIII including Extension project & RCH project.

Anju Kar  
31.3.03

(Anju Kar)  
Minister of State  
Municipal Affairs Department

Approved  
for  
3.03  
105  
To inform  
Special Secy,  
KMDA to  
arrange to  
collect the  
file & take  
forward up a union  
31.3.03



ANNEXURE - I

CELL AT SUDA

Name	Designation
Dr. Shibani Goswami	Project Officer
Sri S. Pal	Finance Officer
Sri S.K. Lahiri	MIES Officer
Sri P.R. Majumder	Clerk cum Typist

## ANNEXURE – II

Special Secretary, KMDA

M.M. Saha  
OSD, Health, KMDA

Contractual appointees as  
UHIP set up of KMDA

1. Dr. K.L. Mukherjee, Dy. COH
2. Sri J.K. Saha, Dy. COH
3. Dr. P.N. Chakraborty, Asstt. COH
4. Dr. B.N. Tripathy, Asstt. COH
5. Sri P. Bhattacharyya, Asstt. COH
6. Dr. Chaitali Mukherjee, Asstt. COH
7. Dr. P.K. Chatterjee, Asstt. COH
8. Sri P. Aich Bhowmick, Project Officer
9. Sri N.K. Ghosal, Project Officer
10. Sri Sunil Kanti Majumder, Project Officer
11. Sri S. Ghosh, Acctt. Officer
12. Sri S. Chakraborti, Accounts Professional
13. Smt. Soma Biswas, Progress Assistant (Computer)
14. Sri Sitanath Chattopadhyay, Progress Assistant (Computer)

Contractual appointees  
Maintenance set up of KMDA

1. Dr. Nirmal Kumar Dutta  
Programme Administrator
2. Dr. S.S. Chandra  
Programme Administrator
3. Sri Amar Nath Mukherjee  
Programme Assistant (Computer)
4. Dr. B.C. Kundu (Dispensary)



\*CP-①

Apropos M.A. Deptt. order no 1153-S/03 dt. March 31, 2003, the tenure of engagement of the following staff has been extended w.e.f. 01.04.2003 for six months i.e. 30.09.2003, to look after RCH-Sub Project Asansol as also IPP-VIII (Extn) - O & M.

Dr. Shibani Goswami	Project Officer	Medical Professional
Sri S. Pal	Finance Officer	Finance Professional
Sri. S.K. Lahiri	MIES Officer	Statistician
Sri P.R. Majumdar	Clerk cum typist	Office Assistant

In the M & S cell SUDA, there were three Medical Professionals namely Dr. N. G. Gangopadhyay, Adviser (Health), SUDA, Dr. R.N. Kar - Project Officer, RCH-Sub Project Asansol and Dr. Shibani Goswami - Project Officer, IPP-VIII (Extn). This composite M & S cell Health Professionals used to look after both the projects combinedly and cohesively. Now, with the release of Dr. R. N. Kar and Dr. N. G. Gangopadhyay, Adviser (Health), SUDA, pursuant to above mentioned orders w.e.f. 01.04.2003 there is only one Health Professional to look after O & M, IPP-VIII (Extn) and RCH-Sub Project Asansol.

Both the Projects - RCH, Asansol & IPP-VIII (Extn) - O & M are Health Projects, which need expertise in the particular field. For effective functioning of M & S cell, SUDA with regard to planning, monitoring and supervision of 11 ULBs under the projects demand more than one Health Professional with quality, capability & wide experience in the related field. Under the present situation, there is none to share responsibility on Medico - Technical Issues.

Since inception of the project upto 31.03.2003, daily interaction was made with Adviser, Health, SUDA and quick / immediate actions were taken up without lapse of time resulting in target achievement within a short span of time. It will not be out of context to mention that ICR (Implementation Completion Report) of IPP-VIII (Extn) was highly appreciated by World Bank / GOL. Though the ULBs under IPP-VIII (Extn) are in non-KMA, all the targets could be achieved because of having very efficient, field oriented and experienced medical experts in the M & S cell at SUDA as well as the close touch with the Adviser in each phase of work which helped in speedy disposal of issues.

A. Only few months are left to close the project, RCH- Asansol - the critical period for the project for smooth closing and stepping into O & M phase where valuable advice of Adviser will be highly required in the following areas as summarised below :







17. To prepare staffing pattern of RCH-Sub Project Asansol for O & M period keeping parity with those of IPP-VIII (Extn) and IPP-VIII.

In addition to those spelled out above, areas of common issues are :

18. Some of the ten ULBs implementing IPP-VIII (Extn) could not yet be made M.H. functional. Regular guidance to the ULBs is required to activate the programmes through valuable advice of Adviser.
19. To facilitate meetings / visit by World Bank / GOI.
20. Adviser to attend meetings of MOS and M.A. Secretary for reporting progress of the project and interaction.
21. Advice on technical issues raised by ULBs.
22. Routine evaluation and assessment of performance reports of IPP-VIII (Extn) - O & M and also running project of RCH- Asansol for necessary guidance and re-setting of targets on different health parameters.

For the reasons mentioned above, daily interaction with the Adviser on all the working days is very essential for effective implementation of the Projects.

In this context, it is to state that there is one post for Adviser, Health in RCH-Sub Project Asansol, which is lying vacant at present and to mention proceeding of the meeting held in the chamber of MOS dt. 28.03.2003. Expenditure with regard to fees to Adviser will be met out of RCH-Sub Project Asansol fund where enough provision exist. There will be no exchequer burden on State Government.

With the present manpower structure keeping the Adviser at Helm facilitated smooth and successful implementation of so many critical Projects without much hurdles up till now, so the structure needs to be maintained. To keep the system running, it is always better to have the person who is thoroughly conversant and expert with all the related Projects and helped in successfully completing them. Dr. N. G. Gangopadhyay is the person who is referred above.

B. Areas of assistance required from SUDA, Directorate :

1. Despatch of Files to Secretary M.A. Deptt. through Director, SUDA for decision / orders as & when required.
2. Communication with Jt. Secretary, M.A. Deptt. (Sri D.C. Chakraborty) in regard to procurement.
3. Placement of budget / revised budget to Secretary, M.A. Deptt. in case of O & M of IPP-VIII (Extn).



4. Placement of Fund requisition for O & M of IPP-VIII (Extn) through Director, SUDA.
5. Renewal of engagement of Health Management Cell, SUDA.
6. Issuance of convening order for the meeting of the Chairpersons of 11 projects ULBs as and when required.

Submitted for favour of kind perusal and issuance of necessary orders at the earliest in regard to - (A) Availability of assistance and expertise guidance from Dr. N. G. Gangopadhyay as Adviser, Health on all working days for day to day interaction and carrying out prompt actions towards furthering of both the projects.

(B) Assistance from SUDA Directorate in respect of administrative issues.

Director, SUDA

GOSWAMI  
P.O. - IPP-VIII Extn.

The related issues have been discussed with Dr. Goswami. She wants the advice of Dr. N.G. Gangopadhyay for management of the two projects effectively. It seems that advice of Dr. Gangopadhyay is essential for the rest period of the project activities. As such an arrangement for making available the advice of Dr. Gangopadhyay may kindly be considered and instructions may be <sup>issued</sup> provided for the same. This was also discussed in the meeting on 28.2.03 in the Chamber of N.O.S., M.A. Deptt.

Secretary, M.A. Deptt.  
2  
Chairman, SUDA.

Ranji  
7/4/03

State Urban Development Agency  
SUDA, U.O. No-15/98 (PE-II-c)/04

Dt 07-4-03

Further as per discussion with The Secretary over phone on 7-4-03 an order for availing of the services of Dr. Gangopadhyay as Adviser of IPP-8 & RCH Asansol will have to be issued as per proceedings of the meeting held in the Chamber of N.O.S., M.A. Deptt. on 28.3.0.3 at 12 noon.

As such this need not be sent to The Secy., M.A. Deptt.

Ranji  
9/4/03

Project Officer  
IPP-8 Extn.  
2  
RCH Asansol.



31 MAR 2003



98-①

GOVERNMENT OF WEST BENGAL  
Municipal Affairs Department  
Writers' Buildings, Kolkata-700 001

No. 1153-S/03

March 31, 03

From D. Mukhopadhyay,  
Secretary to the  
Government of West Bengal.

To Shri G.C. Banerjee,  
Director,  
State Urban Development Agency,  
Salt Lake, Kolkata.  
FAX : 2358 5800

The Project Director,  
RCH Sub Project, Asansol &  
ADM, Asansol.

*OSD/A.O.  
For n.a. Please.  
31/3/03*

*A copy of this fax message may  
be sent to Dr. S. Goswami Project Officer  
for information.*

*and  
31.3.2003*

*Director, SUDA*

*Adviser (Health)  
May kindly see form.a.*

*31/3/03*

Sir,

Pursuant to the extension given to the RCH Sub Project in Asansol by another six months i.e. upto September, 03 as communicated by the Secretary of Family Welfare, Ministry of Health & Family Welfare, Government of India vide his letter dated 10<sup>th</sup> December, 02, it is hereby ordered that the staff of M & S Cell at the corporation level for the sub project as well as the grass root functionaries be retained for another six months i.e. upto 30.9.03. The cell at SUDA consisting of Dr. Shibani Goswami as Project Officer, Sri S. Pal as Finance Officer, Shri S.K. Lahiri as MIES Officer and Shri P.R. Majumdar, Clerk-cum-Typist shall look after the RCH Sub Project and also IPP VIII Extension Project till September 03. The expenditure for the cell at SUDA shall be booked under RCH Sub Project.

Yours faithfully,

*31.3.03*  
(D. Mukhopadhyay)  
Secretary

*State Urban Development Agency  
U. G. No. 15/98 P.E.-I-c/225  
31-3-03*



\* C/P - ①

Apropos M.A. Deptt. order no 1153-S/03 dt. March 31<sup>\*</sup>, 2003, the tenure of engagement of the following staff has been extended w.e.f. 01.04.2003 for six months i.e. 30.09.2003, to look after RCH-Sub Project Asansol as also IPP-VIII (Extn) - O & M.

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A. Only few months are left to close the project, RCH- Asansol - the critical period for the project for smooth closing and stepping into O & M phase where valuable advice of Adviser will be highly required in the following areas as summarised below :



1. Close assessment of the activities in a more active & practical ways.
2. As the construction of MHs have been completed, requires vigorous monitoring and supervision for its operationalisation within the next six months of extension of the project granted by GOI.
3. Guidance to overcome the hurdles in procurement of equipment etc.
4. During the extended period of the project, procurement plan for drugs have already been submitted to GOI for approval. Regular follow up with GOI is necessary. On receipt of approval, the said procurement is to be completed according to World Bank norms within a short time including testing of drug, payment to parties and submission of SOE to GOI / World Bank.
5. Advice for strengthening software component of project activities like I.E.C.
6. New innovative programmes i.e. School Health Programme prepared by the ULB require valuable technical advice for proper implementation and evaluation.
7. End line survey of RCH Asansol is to be conducted deploying independent agency by the Health Wing, SUDA. Day to day work with regard to development of questionnaire, sampling methodology, field testing, data collection, collation, compilation & preparation of report etc. will require expertise advice.
8. Guidance for preparation of Implementation Complementation Report (ICR) of RCH-Sub Project Asansol.
9. Advice for preparation of SOE & changing in allocation of fund in different components based on performance.
10. Regular & frequent monitoring and interaction with the Chairperson of the ULB to solve the problems faced by them.
11. Necessary guidance for drawing of action plan for remaining period of the RCH-Sub Project Asansol based on performance.
12. Drawing of action plan for O & M phase of RCH-Sub Project Asansol.
13. Preparation and submission of budget for O & M phase of RCH-Sub Project Asansol.
14. Augmentation of raising of Health Fund towards self-sustenance.
15. Strengthening of re-orientation / exchange sharing session in different tiers of grass-root level functionaries.
16. Keeping active liaison with SFWO of State Health Department which is the Mother Institute of RCH programme in West Bengal.



17. To prepare staffing pattern of RCH-Sub Project Asansol for O & M period keeping parity with those of IPP-VIII (Extn) and IPP-VIII.  
In addition to those spelled out above, areas of common issues are :
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Director, SUDA

G. S. H. M. I  
P.O. IPP-VIII Extn.

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Secretary, N.A. Deptt.  
&  
Chairman, SUDA.

G. Ranji  
7/4/03

State Urban Development Agency

U.O. No-15/98 (Pt-II-c)/04

Dt 07-4-03



31 MAR 2003

418-1

GOVERNMENT OF WEST BENGAL  
Municipal Affairs Department  
Writers' Buildings, Kolkata-700 001

March 31, 03



No. 1153-S/03

From D. Mukhopadhyay,  
Secretary to the  
Government of West Bengal.

To Shri G.C. Banerjee,  
Director,  
State Urban Development Agency,  
Salt Lake, Kolkata.  
FAX : 2358 5800

The Project Director,  
RCH Sub Project, Asansol &  
ADM, Asansol.

*OSD/A.O.  
For n.a. Please.  
31/3/03*

*A copy of this fax message may  
be sent to Dr. S. Goswami Project Officer  
for information.*

*and  
31.3.2003*

*Director, SUDA*

*Adviser (Health)*

*May kindly see for n.a.  
31/3/03*

Sir,

Pursuant to the extension given to the RCH Sub Project in Asansol by another six months i.e. upto September, 03 as communicated by the Secretary of Family Welfare, Ministry of Health & Family Welfare, Government of India vide his letter dated 10<sup>th</sup> December, 02, it is hereby ordered that the staff of M & S Cell at the corporation level for the sub project as well as the grass root functionaries be retained for another six months i.e. upto 30.9.03. The cell at SUDA consisting of Dr. Shibani Goswami as Project Officer, Sri S. Pal as Finance Officer, Shri S.K. Lahiri as MIES Officer and Shri P.R. Majumdar, Clerk-cum-Typist shall look after the RCH Sub Project and also IPP VIII Extension Project till September 03. The expenditure for the cell at SUDA shall be booked under RCH Sub Project.

Yours faithfully,

*31.3.03*  
(D. Mukhopadhyay)  
Secretary

*State Urban Development Agency  
U.O. No. 15/98 PE-II-c/225  
31-3-03*