

OFFICE OF THE BOARD OF COUNCILLOERS
MIRIK MUNICIPALITY
P.O & P.S – MIRIK, DIST- DARJEELING
ESTD- 1984

Memo No.....58...../I-38/MM/15

Date: 6/6/15

To
The Project Director
SUDA Health Wing
SUDA
ILGUS Bhavan.

Madam,

With due regards I would like to inform you that the unfortunate mistakes from our end regarding the information of Bank Account create a major annoyance from your end as well as our side too. As we got a letter from SBI-Mirik that they ask to close the existing account and to open a current account as they directed by the RBI that offices are not eligible to have savings account and for that reason BOC decided to open a new account in Indian Overseas Bank as they informed that they are decided to not follow the RBI Guideline.

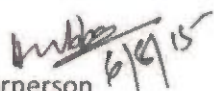
The information regarding the bank account was provided wrongly mentioned i.e, IOB Account no – 345601000006348 instead of IOB Account no – 345601000006384.

I would also like to inform you that the last e-transfer payment received by this office on 30/04/2015 amounting Rs.207700/- in SBI-Mirik, Account no.11678270066 (scan copy of the pass book attached here for your kind perusal) vide GO no SUDA-67/2006(Pt. – II)/23(51) dated 04.05.2015. After that no payment received by this office yet. We correspondence with the IOB in this regards and waiting for their reply.

Now, I request you to please take this note that the account of CBPHC Mirik Municipality is with Indian Overseas Bank IOB Account no – 345601000006384, IFSC – IOBA0003456

Thanking you,

Yours faithfully,


Chairperson
Mirik Municipality

**Chairperson
Mirik Municipality
Mirik**

OFFICE OF THE BOARD OF COUNCILLOERS
MIRIK MUNICIPALITY
P.O & P.S - MIRIK, DIST- DARJEELING
ESTD- 1984

An extract copy of the board resolution meeting held on 20th day of February, 2015, 1 pm at
Chairperson's chamber

Agenda No- 09

The house discussed and It is decided to open an account for the CBPHC , Mirik Municipality
in Indian Overseas Bank (IOB) as the present bank account lying with the SBI-Mirik and the
bank sent a letter that they not allowed to have savings account for the offices as per the
direction of Reserve Bank of India, but the IOB informed that they are not following the RBI
guideline and allowed to have savings account.

-sd-
Chairperson
Mirik Municipality

M. S. S. S.
M. S. S. S.
Chairperson
Mirik Municipality
Mirik
6/9/15

CHEQUE NO.

DEBIT

CREDIT

BALANCE

22.01.15 CAS CASH CREDITE

710806

759.00

Brought Forward

57245.01Cr

28.01.15 L/C 10B MIRIK CHQ 710807

710807

400000.00

Brought Forward

446475.01Cr

30.04.15 DR AC 31227510436

533976288

207700.00

46475.01Cr

28.05.15 L/C 10B MIRIK CHQ 710808

710808

250000.00

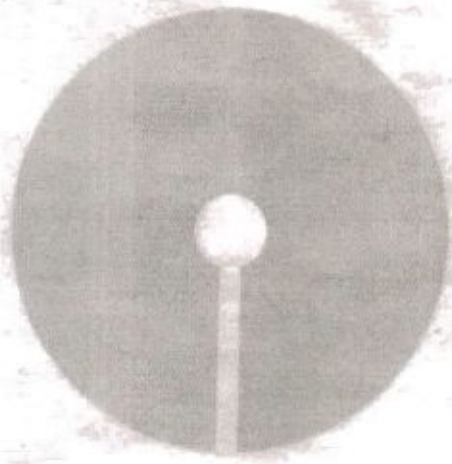
254175.01Cr

25.06.15 INTEREST CREDIT

2935.00

4175.01Cr

7110.01Cr





इण्डियन ओवरसीज़ बैंक
Indian Overseas Bank
आपकी प्रगति का सच्चा साथी
Good People to grow with



THANADARA
PO - MIRIK
MIRIK DIST: DARJEELING
PIN: 734214

Ph : 0354- 2243018
Ref :
Date: 21.08.2015

To The Chairperson

Mirik municipality

With ref to your letter dt 06.08.2015 memo 59 /I-38/MM/15 we wish to inform you we have received only 63000/- dt 11.08.2015 in mirik municipality a/c no 34560100006384.

We also wish to inform you we have not received any amount in a/c 34560100006348.

For your further information we wish to inform you that we have received a sum of Rs. 263000/- in a/c no. 34560100006348 dt 29.07.2015 with name mismatch from sbi salt lake Kolkata, we have returned to above said amount to sbi salt lake Kolkata dt 01.08.2015 with utr IOBAR52015080100071982.



MINIMUM BALANCE TO BE MAINTAINED IN SAVINGS BANK ACCOUNT

	With cheque facility	Without cheque facility	Charges will be Levied for non maintenance of minimum balance as per circulars in force
Rural & Semi-Urban branches	Rs. 500/-	Rs. 100/-	
Other branches	Rs. 1000/-	Rs. 500/-	
Pensioner's S.B. Account	Rs. 250/-	Rs. 5/-	

इण्डियन ओवरसीज बैंक Indian Overseas Bank 3456JNIRIK PBR-A (EH) (011886) 16P SSP

IFSC : IOBA0003456 TEL:0354-2243015
EMAIL : iob3456@iob.in
Account No : 345601000006784 Opened On : 27/01/2015
Scheme Cd : SB-PUB Customer Id : 40710245
Nomination : Not Available Operated By : Self Operated

CHAIRPERSON MIRIK MUNICIPALITY (KUSP)
MIRIK MUNICIPALITY
THANA LINE PO MIRIK
MIRIK KHAMMAHAL (P) Td MIRIK TL
DARJILING - 734214 WEST BENGAL



प्रबंधक Manager

शिवधन अवरसाज बक Indian Overseas Bank

तारीख Date	चेक नं. Cheque No.	व्यक्ति Particulars	आधार Initial	निकासियाँ Withdrawals	जमायाँ Deposits	शेष Balance
29.01.15		self				
02.02.15	932182	self			40000.00	40000.00
04.02.15	932181	Bank Enterprises		8500.00		31420.00
04.02.15	932181	Contribution - M		1470.00		29950.00
04.02.15	932181	Bank Enterprises			1470.00	31420.00
05.02.15		Normal Interest - M		1470.00		29950.00
02.03.15	932183	self			100.00	29950.00
04.03.15	932184	To P204-10g CHAI		9000.00		21047.00
02.04.15	932185	self		875.00		20172.00
08.05.15	932186	self		2425.00		17747.00
29.05.15		self		3525.00		14222.00
					20000.00	24222.00
05.06.15	932187	self				
11.06.15	932188	self		4150.00		19972.00
02.07.15	932189	self		4782.00		15190.00
08.07.15		self		3000.00		12190.00
02.08.15	932191	self		670.00		11520.00
01.09.15		Normal Interest - M		3000.00		14520.00
11.09.15		By MPT-021-10105			1481.00	16001.00
					6000.00	22001.00

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-Health/21/08/85
Ref No.

07.07.2014
Date

From : Director, SUDA

**To : The Chairperson
Mirik NAA**

Sub. : Observation relating to SOE submitted under CBPHCS.

Madam,

I am to refer to your communication vide no. 61/1-38/MM/13 & 63/1-38/MM/13 dt. 24.04.2014 submitting SOE for the month of December, 2013 for an amount of Rs. 1,81,569/- and Rs. 2,06,302/- for the month of February, 2014 respectively relating CBPHCS.

On scrutiny of the said SOEs, it is observed by the A/Cs section that receipt of the supplier for purchase of drug for the month of December, 2013 & February, 2014 have not been enclosed by your ULB. Hence, the accepted SOE is Rs. 85,575/- instead of Rs. 1,81,569/- for the month of December, 2013 and Rs. 1,10,308/- instead of Rs. 2,06,302/- for the month of February, 2014.

You are requested to submit receipt of the supplier for both the supplies as mentioned above for acceptance of the said SOEs by this end.

Thanking you.

Yours faithfully



Director, SUDA

প্রথম সারির পরিদর্শিকার 'প্রাক-প্রশিক্ষণ মূল্যায়ণ'

সময় : ৪৫ মিনিট

মোট নম্বর : ৩০

ক্রমিক সংখ্যা	প্রশ্ন	সঠিক উত্তরে টিক (✓) দিন ও যথাযথ জায়গায় উত্তর লিখুন	প্রশ্নের মান
১।	এক গর্ভবতী মহিলার শেষ মাসিকের প্রথম দিনের তারিখ বিগত ৩০শে জানুয়ারী, ২০০৫ সাল হলে, তার প্রসবের সম্ভাব্য তারিখ লিখুন। 30/1/05	L.M.P - 30/1/05 E.O.D - 8/10/06 X	১
২।	প্রধান চারটি কি কি পরিষেবা সাব-সেন্টার থেকে দেওয়া হয়? SC-4 clinic	সামগ্রী বাছাই ইন্ডিক্সেশন, সামগ্রী সাপ্লাই - ইন্ডেক্সেশন, 1	৪
৩।	তিন বার এ.এন.সি. চেক আপে বাঙ্কনীয় সময় সূচী কি? 3 checkup	3 সপ্তাহী, 7 মাসিক, 9 মাসিক 2	৩
৪।	একটি সুস্থ শিশুর জন্ম ওজন ১ বছরে স্বাভাবিক ভাবে কতটা বৃদ্ধি পাবে? 1 year	2x 3x 4x 2 তন / 3 তন / 8 তন X	১
৫।	কোন ভিটামিন সূর্যের আলোতে চামড়ার নীচে তৈরি হয়? ৫'১০'৩০'৩০'৩০'	Vitamin D 1	১
৬।	বাচ্চাদের কোন বয়স থেকে কত বয়স পর্যন্ত ভিটামিন এ তেল খাওয়ানো হয়? মোট কতগুলি ডোজ? ৫-২-৩-৪-৫-৬-৭-৮-৯-১০	5 year এর, 9 dose. 2	২
৭।	মিজিন্স ও বিসিজি টীকা গোলার পর কতক্ষণ পর্যন্ত ব্যবহার করা যায়? ৫-৬-৭-৮-৯-১০	1 over. X	১
৮।	খাদ্যে প্রোটিনের ঘাটতির জন্যে শিশুর যে অপুষ্টিজনিত রোগটি হয় তার নাম কি? Protein এর ঘাটতি ৫-৬-৭-৮-৯-১০	কুপাউচা X	১
৯।	শিশুর সর্দি কাশি হলে কোন তিনটি বিপদের লক্ষণ লক্ষ্য রাখতে হবে? ১-২-৩-৪-৫-৬-৭-৮-৯-১০	High fever, ৫-৬-৭-৮-৯-১০ 1	২

পরবর্তী পৃষ্ঠায় দেখুন

ক্রমিক সংখ্যা	প্রশ্ন	সঠিক উত্তরে টিক (√) দিন ও যথাযথ জায়গায় উত্তর লিখুন	প্রশ্নের মান
১০।	বিসিজি টীকা দেওয়া হয় ?	চামড়ার মধ্যে / চামড়ার তলায় / মাংস পেশীর মধ্যে	১
১১।	কপার টি কাকে দেবেন না ? ওদরা খিঁচি নকটোনা		১
১২।	প্রসবোত্তর সময়ে প্রসূতি মায়ের বিপদ সংকেত কি কি ? Delivery বাড় ৩৫ সা ৫১, Dengel hingol.	white discharge, bleeding, fever,	২
১৩।	যক্ষা রোগের লক্ষণ কি কি ? F.B Gintans.	15 দিনে ৫০০, 15 দিনে ৫০০ Cough or bleeding	২
১৪।	এইডস রোগের ক্ষেত্রে ঝুঁকি সম্পন্ন জীবনযাপন করী কারা ? AIDS or ২০০০ জনে ১ জনে	Driver, drug users, Sex-workers.	২
১৫।	কোনো এক জায়গায় নির্দিষ্ট বছরে ২ জন মহিলা হার্টের রোগে মারা গেছেন, ১ জন মহিলা যক্ষা রোগে, ১ জন গর্ভবতী মহিলা প্রসবকালে, ১ জন মহিলা আগুনে পুড়ে ও ১ জন প্রসূতি মা প্রসবের ৪২ দিনের মধ্যে রক্তস্রাবের কারণে। ঐ নির্দিষ্ট বছরে মোট জীবিত শিশুর জনসংখ্যা ৫০০ হলে মাতৃ মৃত্যুর হার কত ? 1 + 200		৩
১৬।	কোনো এলাকায় ২০০ জন প্রজননশীল দম্পতির মধ্যে নির্দিষ্ট বছরে ২৫ জন মহিলা লাইগেশন করিয়েছেন, ৫ জন পুরুষ ভ্যাসেকটমি করিয়েছেন, ১২ জন মহিলা ওরাল পিল খান, ৮ জন পুরুষ নিয়মিত কন্ডোম ব্যবহার করেন - এক্ষেত্রে প্রজননশীল দম্পতির সুরক্ষা হার কত ? 25, 5M, 120, 8 condoms L V	20 Couple.	৩
	মোট		৩০

প্রথম সারির পরিদর্শিকার নাম :

এস. এইচ. পি. নং :

13/30 তারিখ : 03/12/12

প্রথম সারির পরিদর্শিকার 'প্রাক-প্রশিক্ষণ মূল্যায়ণ'

সময় : ৪৫ মিনিট

মোট নম্বর : ৩০

ক্রমিক সংখ্যা	প্রশ্ন	সঠিক উত্তরে টিক (✓) দিন ও যথাযথ জায়গায় উত্তর লিখুন	প্রশ্নের মান
১।	এক গর্ভবতী মহিলার শেষ মাসিকের প্রথম দিনের তারিখ বিগত ৩০শে জানুয়ারী, ২০০৫ সাল হলে, তার প্রসবের সম্ভাব্য তারিখ লিখুন। L.M.P 30 Jan 2005 E.D.D	L.M.P. 30/1/2005 E.D.D. NOV 6/2005	১
২।	প্রধান চারটি কি কি পরিষেবা সাব-সেন্টার থেকে দেওয়া হয়? S.C tree	১) B.P.L কর্মসিদ্ধতা ওয়াশ টয় ২) খাদ্যের বিতরণ ও পরিষ্কার ৩) A.N.C কী মার্চ নগরসংস্কার কর্মসিদ্ধতা ৪) O.R.S, O.P.C.C, ইত্যাদি	৪
৩।	তিন বার এ.এন.সি. চেক আপে বাঞ্ছনীয় সময় সূচী কি? ৩ বার A.N.C চেক আপ	I ৩ মাসের II ৬ মাসের III ৯ মাসের	৩
৪।	একটি সুস্থ শিশুর জন্ম ওজন ১ বছরে স্বাভাবিক ভাবে কতটা বৃদ্ধি পাবে? ২৫৫ গ্রাম নীচে নয় ৭-৮	২ ৩০০ / ৩ ৩০০ / ৪ ৩০০	১
৫।	কোন ভিটামিন সূর্যের আলোতে চামড়ার নীচে তৈরি হয়? সূর্যের আলোতেই বিটামিন	বিটামিন - D	১
৬।	বাচ্চাদের কোন বয়স থেকে কত বয়স পর্যন্ত ভিটামিন এ তেল খাওয়ানো হয়? মোট কতগুলি ডোজ? ৫ দিন ৫ বার ৩ দিন ৩ বার	৭ Dose. 5 year.	২
৭।	মিজিলস ও বিসিজি টীকা গোলার পর কতক্ষণ পর্যন্ত ব্যবহার করা যায়? B.C.V No কত বার	২ বার	১
৮।	খাদ্যে প্রোটিনের ঘাটতির জন্যে শিশুর যে অপুষ্টিজনিত রোগটি হয় তার নাম কি? প্রোটিনের ঘাটতি		১
৯।	শিশুর সর্দি কাশি হলে কোন তিনটি বিপদের লক্ষণ লক্ষ্য রাখতে হবে? এবং কী Danger Sign	স্বাস্থ্য উন্নয়ন কেন্দ্র খাদ্যের অভাব জলীয় পদার্থের অভাব	২

পরবর্তী পৃষ্ঠায় দেখুন

Post Evaluation Test For FTS & SI - Mirik Municipality

Total Marks—30

Time- 45 minutes

Sl.No.	Question	Put tick mark / give answer	Marks
1	Normal weight of a child at the age of 6 months (B.W - 2.5kg)	2 गुणा / 5 kg ✓	2
2	Reconstituted BCG & Measles vaccine can be used within how much time ?	4 घंटा ✓	2
3	Kwashiorkor is caused due to deficiency of in the diet	प्रोटीन ✓	2
4	Measles vaccine is given by which route ?	सूक्ष्म क्लिनाईक S/C ✓	2
5	MCV 2 is given during what age group?	16 to 24 Month ✓	2
6	Which vaccines are kept at the bottom and top of the ILR ?	उपर में - D.P.T Hep B निचे में - पॉलियो, मजलबू विषाणु ① ✓	2
7	Contraindications for OP users- any two	जिनमात्र 1 से 6 महीना के बच्चे हैं और 35 वर्ष के ऊपर हैं ✓	2
8	ORS after preparation is used within how many hours	24 घंटा ✓	1
9	Route of transmission of HIV – any two	इन्जेक्शन द्वारा, बूजल असुरक्षित यौन सम्पर्क ✓	2
10	Deficiency of Iodine in the diet causes.....	बालकेंड ✓	1

11	Yellow colourish thick breast milk for 4-5 days after delivery is known as.....	छि मरत दूध ✓	2
12	Should the Yellow colourish thick breast milk be fed to the new born	Yes/No ✓	1
13	At what age of the child weaning food is to be introduced?	6 Month ✓	1
14	In a certain municipal area in a year, 1 pregnant woman died due to snake bite, 1 died due to T.B , 1 died during delivery and 1 died within 15 days after delivery due to vaginal bleeding. During that year the total births in that area was 200. What was the Maternal Mortality Rate of that area?	$M.M.R = \frac{2}{200} \times 1000$ $M.M.R = 10$	4
15	In a certain area there were 250 Eligible Couples. In a year, 20 females were ligated , 2 Males had Vasectomy, 8 Females used OCP, and 5 Males used condoms. What was Couple Protection Rate of that area?	$C.P.R = \frac{35}{250} \times 100 = 14$ $C.P.R = 14$	4

Name: - Bandana Samang F.T.S
M.P.L

V. Good. $\frac{29}{30}$

24/2

Post Evaluation Test For FTS & SI - Mirik Municipality

Total Marks—30

Time- 45 minutes

Sl.No.	Question	Put tick mark / give answer	Marks
1	Normal weight of a child at the age of 6 months (Pr. wt. 2.5kg).	5kg ✓	2
2	Reconstituted BCG & Measles vaccine can be used within how much time ?	4 hours ✓	2
3	Kwashiorkor is caused due to deficiency of in the diet	Protein ✓	2
4	Measles vaccine is given by which route ?	Sub S/C ✓	2
5	MCV 2 is given during what age group?	16 - 24 month ✓	2
6	Which vaccines are kept at the bottom and top of the ILR ?	Polio, BCG सबसे निचे DPTx उपर से HepB	2
7	Contraindications for OP users- any two -11 वें	एक भी अंश नहीं X कोई Infection, लियुमार्टे	2
8	ORS after preparation is used within how many hours	24 hours ✓	1
9	Route of transmission of HIV – any two	वा Infection, SIRA Drug use होगा, वा मा HIV संक्रमक है। ✓	2
10	Deficiency of Iodine in the diet causes.....	Goiter (गलेगा) ✓ goitre	1

11	Yellow colourish thick breast milk for 4-5 days after delivery is known as.....	कोलाश्रुम ✓	2
12	Should the Yellow colourish thick breast milk be fed to the new born	Yes / No ✓	1
13	At what age of the child weaning food is to be introduced?	After Six Month ✓	1
14	In a certain municipal area in a year, 1 pregnant woman died due to snake bite, 1 died due to T.B , 1 died during delivery and 1 died within 15 days after delivery due to vaginal bleeding. During that year the total births in that area was 200. What was the Maternal Mortality Rate of that area?	$\frac{2}{200} \times \frac{5}{100}$ $MMR = \underline{10}$	4
15	In a certain area there were 250 Eligible Couples. In a year, 20 females were ligated , 2 Males had Vasectomy, 8 Females used OCP, and 5 Males used condoms. What was Couple Protection Rate of that area?	$\frac{20}{250} \times \frac{5}{100}$ $CPR = \underline{50}$	4

Name: Anjana Rai
F.T.S
Misik - MPL.

200
5

$$\frac{2}{\cancel{20}} \times \frac{\cancel{5}}{1000} = \text{MMR} = \underline{\underline{40}}$$

$$\frac{\cancel{20}}{\cancel{250}} \times \frac{\cancel{5}}{100} = \text{CAR} = \underline{\underline{50}}$$

50

25/105

**OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O-MIRIK, DIST-DARJEELING**

MEMO NO. 100/I-38/MM/13

To,
The Director,
Health Wing
State Urban Development Agency,
ILGUS Bhawan, Salt lake
Kolkata.

*Found wrongly transferred
to Memari instead of
Mirik. For Bank memo
the amount transferred
to Memari is
11-06-13*

DATE 18/04/2013

1343
18.4.13

Sir,

This is for your kind information that with the reference of your memorandum vide memo no. SUDA-67/2006(pt.-II)/373(70) dated 26.03.2013 that an amount of Rs.1,98,000/- transferred through electronically in the account no.11678270066 is not yet credited to the account.

Therefore I would like to request you to please look into the matter.

Here I enclosed the photocopy of the pass book for your reference.

Thanking you,

Yours faithfully,

Smt. Mala Subba
Chairperson
Mirik Municipality

*Subba
18/4*
Chair Person
Mirik, Municipality

Memo No...../I-38/MM/13

Date...../...../.....

Copy to:

- 1) CIC- Health, Mirik Municipality
- 2) Health Section, Mirik Municipality

*Subba
12/4*
Smt. Mala Subba
Chairperson
Mirik Municipality

Chair Person
Mirik, Municipality

DATE PARTICULARS CHEQUE NO. DEBIT CREDIT BALANCE

DATE	PARTICULARS	CHEQUE NO.	DEBIT	CREDIT	BALANCE
				Brought Forward	308808.59Cr
03.10.12	CAS CASH CHEQUE	788207	397.00		308411.59Cr
03.10.12	CASH WOL SP1F		27500.00		305661.59Cr
05.10.12	CAS CASH CHEQUE	788206	4720.00		32042.59Cr
10.10.12	CAS CASH CHEQUE	788209	28000.00		4042.59Cr
18.10.12	PAID BY DFT	67053		241770.00	245812.59Cr
02.11.12	CAS CASH CHEQUE	788210	42250.00		203562.59Cr
08.11.12	CAS CASH CHEQUE	788211	7675.00		195886.59Cr
10.11.12	TRF	788212	5000.00		190886.59Cr
22.11.12	AMT TRF TO 11678270000	17906		226270.00	417156.59Cr
27.11.12	CAS CASH CHEQUE	788213	6000.00		411156.59Cr
08.12.12	CAS CASH CHEQUE	788214	42000.00		369156.59Cr
19.12.12	CAS CASH CHEQUE	788215	11451.00		254605.59Cr
21.12.12	CAS CASH CHEQUE	788215	4000.00		250605.59Cr

01.12.12	NET TRF 100510	10510		45000.00	295605.59Cr
06.12.12	CAS CASH CHEQUE	788217	10000.00		285605.59Cr
31.12.12	INTEREST CREDIT			3520.00	289125.59Cr
02.01.13	CAS CASH CHEQUE	788218	63517.00		225608.59Cr
03.01.13	TRF	788219	6572.00		321766.59Cr
04.01.13	NEFT SBINH13004910707 MIRIK ENTERPRISE	788220	28588.00		293178.59Cr
16.01.13	Paid to CASH	788221	1250.00		291928.59Cr
05.02.13	CAS CASH CHEQUE	788222	64242.00		227686.59Cr
07.02.13	CAS CASH CHEQUE	788223	2059.00		225627.59Cr
14.02.13	CAS CASH CHEQUE	788224	52000.00		173627.59Cr
20.02.13	DFT DEP	64153		301500.00	475127.59Cr
21.02.13	CAS CASH CHEQUE	788225	15610.00		459517.59Cr
01.03.13	CAS CASH CHEQUE	788226	64440.00		395077.59Cr
20.03.13	CASH DEPOSIT SELF			52000.00	429077.59Cr
				Carried Forward	429077.59Cr

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK NOTIFIED AREA AUTHORITY
P.O-MIRIK, DIST-DARJEELING

MEMO NO:...../...../...../.....

DATE...../...../.....

To,
The Project Director,
Health
State Urban Development Agency,
ILGUS Bhawan, Salt lake
Kolkata.



Sir,

I would like to inform you that the Accounts Assistant, Sanitary Inspector, Health Assistant and FTS has joined their duty in this Municipality from December'12. I would also like to inform you that the supply order of Furniture and health equipment for 2nd sub-center is already given to the supplier. Therefore I would like to request you to please release the additional fund for that.

Thanking you,

Yours faithfully,

M. Subba
10/1/13
Smt. Mala Subba
Chairperson
Mirik Municipality

Memo No. 75/1-38/MU/13

Date 10/01/13

Copy to:

- 1) FO, Health Section, SUDA
- 2) Jayati Mukherjee, HealthIn-Charge, Mirik Municipality
- 3) CIC- Health, Mirik Municipality
- 4) Health Section, Mirik Municipality

M. Subba
10/1/13
Smt. Mala Subba
Chairperson
Mirik 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/21/08/270**Date**07.12.2012****From : Director, SUDA****To : The Chairperson
Mirik NAA****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.****Madam,**

The Trainee First Tier Supervisors of your ULB have successfully completed the job orientation training held at SUDA during 03-07 December, 2012.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 10th December, 2012. The FTSs will be in position at the sub centre for the purpose of strengthening primary health care activities. The job responsibility chart of FTS different clinics and activities at Sub-Centre are enclosed. Each FTS is entitled to get honorarium @ Rs. 2,670/- (Rupees Two thousand six hundred & seventy) 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 10.12.2012. These HHWs be suitably deployed accordingly as regular HHWs. Each HHW is entitled to get honorarium @ Rs. 2,500 (Rupees two thousand five hundred) 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 20.12.2012 for office records.

Thanking you.

Encl. : As stated**Yours faithfully,****Director, SUDA**

Contd. to P-2.


- 2 -

SUDA-Health/21/08/270/1(1)

Dt. .. 07.12.2012

Copy forwarded for kind information to :

DM, Darjeeling District




Director, SUDA

SUDA-Health/21/08/270/2(1)

Dt. .. 07.12.2012

Copy forwarded for kind information to :

CMOH, Darjeeling District



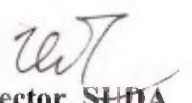
Director, SUDA

SUDA-Health/21/08/270/3(3)

Dt. .. 07.12.2012

Copy forwarded for kind information to :

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



Director, SUDA

पहले श्रेणी के परिदर्शिकाओं (First Tier Supervisor) के कार्य शैली

१. स्वेच्छा सेवी स्वास्थ्य कर्मियों के सारे कामों की जानकारी रखना
२. उनके अंतर्गत स्थित स्वेच्छा सेवी स्वास्थ्य कर्मियों के कामों की निरीक्षण करना
३. हर १५ दिनों में सब सेंटर में स्वास्थ्य कर्मियों के साथ मीटिंग करना
४. स्वास्थ्य कर्मियों द्वारा भरे गए फ़ैमिली सिडिउल को चेक करना
५. स्वास्थ्य कर्मियों से मिले पाक्षिक रिपोर्टों को- निरीक्षण, संशोधन व सम्मिलित करके एक मासिक रिपोर्ट बनाना।
सब सेंटर के मासिक रिपोर्ट को पूरसभा के मैनेजमेंट सेल के पास भेजना।
६. तरह-तरह के जागरुकता प्रोग्राम आयोजन करना
७. विषय व समयसूची के अनुसार सब सेंटर के परिसेवाओं का व्यवस्थापना
८. सब सेंटर के क्लिनिक में कार्यतः मेडिकल ऑफ़सर का सहायता करना
९. सभी रोगियों के इलाज का व्यवस्थापना
१०. जटिल रोगियों को इलाज के लिए सही स्थान में भेजना
११. संक्रामक बीमारियों पर नज़र रखना व उनके प्रतिरोध का व्यवस्था लेना
१२. एच. एच. डब्लिउ. के साथ मिल कर टीकाकरण के ग्राहकों की सूची तैयार करना ताकी होम विज़िट के समय एच. एच. डब्लिउ. उन्हें याद दिला सके व उन्हें सेंटर में लाने का व्यवस्था कर सके
१३. विविध ट्रेनिंग, कार्य शिविर व मीटिंग में भाग लेना
१४. राज्य सरकार के स्वास्थ्य क्रम सूची में भाग लेना
१५. मातृ मृत्यु व शिशु मृत्यु के ख़बर मिलने पर उसकी सच्चाई का जाँच करें
१६. रेकॉर्ड व रेजिष्टर के अनुरक्षण करना - क्लिनिक, स्टक, भॉकसिन, एएनसि / पिएनसि रेजिष्टर आदि

सब-सेंटर के क्लिनिकों के विवरण

विविध प्राथमिक स्वास्थ्य परिसेवा देने के केंद्र बिंदु है सब-सेंटर। स्वेच्छा सेवी स्वास्थ्य कर्मियों को, उनके इलाके के जनता को उपलब्ध स्वास्थ्य परिसेवाएँ लेने के लिए निकटवर्ती सब-सेंटर जाने के लिए प्रोत्साहित करना है।

क्लिनिकों के मासिक कार्यसूची -

१. गर्भवती / प्रसूति माँ का नियमित चेकअप (ANC/PNC) - महीने में दो बार
२. टीकाकरण (Immunisation) क्लिनिक - महीने में एक से चार बार
३. पाँच वर्ष से कम उम्र के बच्चों के वज़न के गतिरेखा का निर्णय (Growth Monitoring) - महीने में एक बार
४. डॉक्टर द्वारा साधारण रोग के इलाज (General Treatment) - सप्ताह में एक दिन
५. स्वास्थ्य सचेतनता कार्यसूची (IEC) - पंद्रह दिनों में एक बार

पहले श्रेणी के परिदर्शिकाओं (First Tier Supervisor) के कार्य शैली

१. स्वेच्छा सेवी स्वास्थ्य कर्मियों के सारे कामों की जानकारी रखना
२. उनके अंतर्गत स्थित स्वेच्छा सेवी स्वास्थ्य कर्मियों के कामों की निरीक्षण करना
३. हर १५ दिनों में सब सेंटर में स्वास्थ्य कर्मियों के साथ मीटिंग करना
४. स्वास्थ्य कर्मियों द्वारा भरे गए फ़ैमिली सिडिउल को चेक करना
५. स्वास्थ्य कर्मियों से मिले पाक्षिक रिपोर्टों को- निरीक्षण, संशोधन व सम्मिलित करके एक मासिक रिपोर्ट बनाना।
सब सेंटर के मासिक रिपोर्ट को पूरसभा के मैनेजमेंट सेल के पास भेजना।
६. तरह-तरह के जागरुकता प्रोग्राम आयोजन करना
७. विषय व समयसूची के अनुसार सब सेंटर के परिसेवाओं का व्यवस्थापना
८. सब सेंटर के क्लिनिक में कार्यतः मेडिकल ऑफ़सर का सहायता करना
९. सभी रोगियों के इलाज का व्यवस्थापना
१०. जटिल रोगियों को इलाज के लिए सही स्थान में भेजना
११. संक्रामक बीमारियों पर नज़र रखना व उनके प्रतिरोध का व्यवस्था लेना
१२. एच. एच. डब्लिउ. के साथ मिल कर टीकाकरण के ग्राहकों की सूची तैयार करना ताकी होम विज़िट के समय एच. एच. डब्लिउ. उन्हें याद दिला सके व उन्हें सेंटर में लाने का व्यवस्था कर सके
१३. विविध ट्रेनिंग, कार्य शिविर व मीटिंग में भाग लेना
१४. राज्य सरकार के स्वास्थ्य क्रम सूची में भाग लेना
१५. मातृ मृत्यु व शिशु मृत्यु के ख़बर मिलने पर उसकी सच्चाई का जाँच करें
१६. रेकॉर्ड व रेजिस्टर के अनुरक्षण करना - क्लिनिक, स्टक, भॉकसिन, एएनसि / पिएनसि रेजिस्टर आदि

सब-सेंटर के क्लिनिकों के विवरण

विविध प्राथमिक स्वास्थ्य परिसेवा देने के केंद्र विंदु है सब-सेंटर। स्वेच्छा सेवी स्वास्थ्य कर्मियों को, उनके इलाके के जनता को उपलब्ध स्वास्थ्य परिसेवाएँ लेने के लिए निकटवर्ती सब-सेंटर जाने के लिए प्रोत्साहित करना है।

क्लिनिकों के मासिक कार्यसूची -

१. गर्भवती / प्रसूति माँ का नियमित चेकअप (ANC/PNC) - महीने में दो बार
२. टीकाकरण (Immunisation) क्लिनिक - महीने में एक से चार बार
३. पाँच वर्ष से कम उम्र के बच्चों के वज़न के गतिरेखा का निर्णय (Growth Monitoring) - महीने में एक बार
४. डॉक्टर द्वारा साधारण रोग के इलाज (General Treatment) - सप्ताह में एक दिन
५. स्वास्थ्य सचेतनता कार्यसूची (IEC) - पंद्रह दिनों में एक बार

Job Placement Training Schedule
for
FTSs under CBPHCS – Mirik Municipality

Day	10.30 a.m. to 1.00 p.m.	1.00 p.m. to 2.00 p.m.	2.00 p.m. to 5.00 p.m.
03.12.12	<ul style="list-style-type: none"> • Registration • Inauguration • Pre-training evaluation • Introduction on the Scheme objectives, target group, organizational structure • Duties & responsibilities of FTS – detailing <p>Dr. Goswami and Dr. De</p>		<ul style="list-style-type: none"> • Reproductive Health of adolescents & women / Maternal Health • Family Planning – importance, acceptance, methods <p>Dr. De</p>
04.12.12	<ul style="list-style-type: none"> • Under five child Health • Growth monitoring • Food and Nutrition • Diarrhoea • Acute Respiratory infection • STD / HIV / AIDS, RNTCP, NLEP, NBCP, NMCP, NFCP <p>Dr. De</p>		<ul style="list-style-type: none"> • VPD–Immunization, cold chain <p>Dr. Basu</p>
05.12.12	<ul style="list-style-type: none"> • VPD–Immunization, cold chain (Contd.) • New Immunisation schedule • RI Micro Plan • RI session, supervision & monitoring <p>Dr. Basu</p>		<ul style="list-style-type: none"> • Clinic visit – Antenatal / post natal clinic, immunization clinic, growth monitoring clinic • IEC – Principle, general and specific materials & media <p>Dr. De</p>
06.12.12	<ul style="list-style-type: none"> • Discussion & exercise on Family Schedule • Vital statistics <p>Dr. De / Sri S.K. Lahiri</p>		<ul style="list-style-type: none"> • Discussion & exercise on HMIS • Documentation – Registers / Cards to be maintained at SC and exercise on documentation <p>Dr. De / Sri S.K. Lahiri</p>
07.12.12	<ul style="list-style-type: none"> • Family Schedule & HMIS recapitulation • Monitoring and supervision at Block / Ward / Sub-Centre level <p>Dr. De / Sri S.K. Lahiri</p>		<ul style="list-style-type: none"> • Discussion session in different queries • Post training evaluation • Valedictory session <p>Dr. De / Sri S.K. Lahiri</p>

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. SUDA-Health/21/08/246

Date 30.11.2012

From : Director, SUDA

**To : The Joint Director
ILGUS**

Sub. : Booking for accommodation of 03 nos. of rooms at the ILGUS Hostel during 03.12.2012 to 07.12.2012 in connection with job placement training of First Tier Supervisors (FTSs) and Sanitary Inspector under CBPHCS.

Sir,

This is to inform you that the residential job placement training of First Tier Supervisors (FTSs) and Sanitary Inspector has been scheduled by Health Wing, SUDA during 03-07.12.2012.

Hence, you are requested kindly to instruct your office to make necessary arrangement for booking of 03 nos. of rooms at ILGUS Hostel during the period as mentioned above.

Thanking you.

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/21/08/244

Date23.11.2012

From : Director, SUDA

**To : The Chairperson
Mirik NAA**

Sub. : Training for First Tier Supervisors under CBPHCS.

Ref. : Your communication vide no. 58/(I-38)/M.M. dt. 09.10.2012.

Madam,

As you have completed selection of FTSs (two nos.) at your ULB, job placement training for the FTSs is scheduled at SUDA.

The training will be residential one for five days duration from 3rd December to 7th December, 2012 and will be held at SUDA. The trainee participants will be provided with hostel accommodation at SUDA campus along with fooding. You are requested to confirm the participation by 29th November, 2012 to the Project Officer, Health Wing, SUDA through Fax (No. 033 2358 5800). Actual expenditure in respect of to and fro journey of the participants are to be borne by you out of CBPHCS fund and to be booked under the A/C head "Training".

Thanking you.

Yours faithfully,



Director, SUDA

SUDA-Health/21/08/244/1(3)

Dt. .. 23.11.2012

CC

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



Director, SUDA

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK NOTIFIED AREA AUTHORITY
P.O-MIRIK, DIST-DARJEELING

Tentative
Date - 3.12.2012
17.12.2012

MEMO NO: 58...../I-38/MM/12

DATE.....9/10/12

To,
The Project Director
SUDA-Health Wing
ILGUS Bhawan.
Salt Lake, Kolkata.



Madam,

This is to inform you that the selection of FTS is already been done on 20th September'2012 as per guideline accordingly and the Board of Councilors meeting decide to promote of these two HHW as FTS . Now I would like to request you to please arrange training for them to obtain the approval as FTS.

Thanking you,

Yours faithfully,

M. Subba
9/10

Smt. Mala Subba
Chairperson
Mirik Municipality

Memo No.....

Date.....

Copy forwarded for the information to:-

1. Office file- Health Section

M. Subba
9/10

Smt. Mala Subba
Chairperson
Mirik 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/21/08/237**

Date**16.11.2012**

From : Director, SUDA

**To : The Chairperson
Mirik NAA**

**Sub. : Selection & engagement of Health Assistant, Accounts Assistant
and Sanitary Inspector under CBPHCS in Mirik NAA.**

Madam,

I am to refer to your communication vide no. 59/I-38/MM/12 dt. 09.10.2012 on the subject mentioned above. This is to intimate you that the candidates selected by the Municipal Level Health & FW Committee may be placed before the BOC meeting and the ^{recordingly} Chairman would engage the candidates on contract basis on a consolidated remuneration. This is as per order of the Department of Municipal Affairs vide no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007. After engagement of the candidates, the information may be forwarded to the undersigned for office record.

Yours faithfully



Director, SUDA

**OFFICE OF THE BOARD OF COUNCILLORS
MIRIK NOTIFIED AREA AUTHORITY
P.O-MIRIK, DIST-DARJEELING**

MEMO NO:.....59...../1-38/MM/12

DATE.....9/10/12.....

To,
The Project Director
SUDA-Health Wing
ILGUS Bhavan.
Saltlake, Kolkata.



Sir,

This is to inform you that the selection of Health Assistant, Accounts Assistant and Sanitary Inspector is already been as per the guideline and the selection already made which is adopted by the BOC meeting also. Here I attached the empanel candidates list for your perusal. I would also like to have your opinion regarding the selection of sanitary inspector as two persons appeared for the interview in which one candidate fulfill the require candidature for the same. So, can it be fair to give appointment for the post of sanitary inspector. I would also like to request you to please release the fund for the salary of these posts and also the other requirement fund.
Looking for your early reply for these matter.

Thanking you,

Yours faithfully,

Ac Jobs
9/10
Smt. Maia Subba
Chairperson
Mirik Municipality
**Chair Person
Mirik, Municipality**

Memo No.....

Date.....

Copy forwarded for the information to:-

1. Office file- Health Section

Smt.Mala Subba
Chairperson
Mirik Municipality

**Chair Person
Mirik, Municipality**

MIRIK MUNICIPALITY

NOTE-SHEET

DATE _____

Selected Candidates

Health Assistant : ① Bindu Guwong
② Niomala Rai
③ Manju Toppo
④ Pratigya Rai.

Accounts Assistant : ① Robin Giri
② Rubina Chettri
③ Ashish Thapa.

Sanitary Inspector : ① Rixi Guwong

FTS : ① Anjana Rai (HHW, W/N-4)
② Bandana Tamang (HHW, W/N-7)

Aruboo
10/10

**Chair Person
Mirik Municipality**

.....

If is conveyed to, U.P. to start the process for procurement & submit copy. make order for release fund.

**OFFICE OF THE BOARD OF COUNCILLORS
MIRIK NOTIFIED AREA AUTHORITY
P.O-MIRIK, DIST-DARJEELING**

[Signature]
16.11.12

MEMO NO:.....60...../I-38/MM/12

DATE.....9/10/12.....

To,
The Project Director
SUDA-Health Wing
ILGUS Bhavan.
Saltlake, Kolkata.



Sir,

This is to inform you that the 2nd Sub-Center is already inaugurated and start to function from 1st September,2012. Now I would like to request you to please release the fund for furniture, equipment, medicine and for other necessary arrangement.

Thanking you,

Yours faithfully,

[Signature]
9/10

Smt. Mala Subba **Chair Person**
Chairperson **Mirik, Municipality**
Mirik Municipality

Memo No.....

Date.....9/10/12.....

Copy forwarded for the information to:-

- 1. Office file- Health Section

[Signature]
9/10

Smt.Mala Subba
Chairperson
Mirik Municipality
Chair Person
Mirik, Municipality

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK NOTIFIED AREA AUTHORITY
P.O-MIRIK, DIST-DARJEELING

MEMO NO:.....60...../I-38/MM/12

DATE.....9/10/12.....

To,
The Project Director
SUDA-Health Wing
ILGUS Bhavan.
Saltlake, Kolkata.

Sir,

This is to inform you that the 2nd Sub-Center is already inaugurated and start to function from 1st September,2012. Now I would like to request you to please release the fund for furniture, equipment, medicine and for other necessary arrangement.

Thanking you,

Yours faithfully,

M. Subba
9/10
Smt. Mala Subba **Chair Person**
Chairperson **Mirik, Municipality**
Mirik Municipality

Memo No.....

Date.....

Copy forwarded for the information to:-

1. Office file- Health Section

M. Subba
9/10
Smt. Mala Subba
Chairperson
Mirik Municipality
Chair Person
Mirik, 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/21/08/64

Date 21.06.2012.

**From : Project Officer
Health, SUDA**

**To : The Chairperson
Mirik NAA**

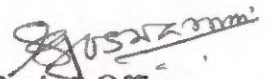
**Sub. : Statement of expenditure relating to Community Based Primary Health
Care Services , Mirik Municipality.**

Madam,

Further to this office communication vide no. SUDA-Health/ 21/08/356 dt.30.03.2012, I am to request you to forward acquittance sheet for payment of honorarium to the Health functionaries and salary to the staff of M & S Cell for the month of August & September, 2001 for reconciliation of Accounts by 02.07.2012.

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/21/08/64

Date 21.06.2012.

**From : Project Officer
Health, SUDA**

**To : The Chairperson
Mirik NAA**

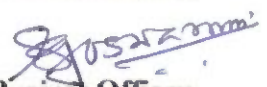
**Sub. : Statement of expenditure relating to Community Based Primary Health
Care Services , Mirik Municipality.**

Madam,

Further to this office communication vide no. SUDA-Health/ 21/08/356 dt.30.03.2012, I am to request you to forward acquittance sheet for payment of honorarium to the Health functionaries and salary to the staff of M & S Cell for the month of August & September, 2001 for reconciliation of Accounts by 02.07.2012.

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/21/08/60

Date20.06.2012

From : Director, SUDA

**To : The Chairperson
Mirik Municipality**

Sub. : Selection of First Tier Supervisor under CBPHCS.

Madam,

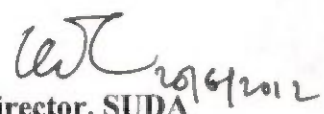
With reference to your communication vide no. 217(a)VI/I-4/12/MM & 216(a)VI/I-4/12/MM dt. 26.05.2012, I am to refer to this office earlier communication vide no. SUDA-Health/63 ULBs/07/591(44) dt. 12.12.2007 (copy enclosed for ready reference) regarding guideline for selection of First Tier supervisor.

You are requested to follow the guideline. It may also be noted that the selected FTSs are to undergo training as per training curriculum of SUDA, on completion of which the selected FTSs may be engaged to the said post after obtaining approval from SUDA. The selected FTSs will get honorarium for the post of HHW till their engagement to the post of FTS.

Thanking you.

Yours faithfully,

Enclo. : As stated.


Director, SUDA

Tel/Fax No.: 359-3184

Tel/Fax No.: 359-3184

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/07/591(44)

Date12:12:2007

From : Director, SUDA

To : The Chairman

.....Mirik..... Municipality

Sub. : Guideline for Selection of First Tier Supervisor (FTS) from amongst the regular HHWs working under Community Based Primary Health Care Services.

Sir,

The eligibility criteria of the ULB for selecting First Tier Supervisor (FTS) from amongst the regular HHWs working under CBPHC are as under :

- HHWs working for at least 6 months after joining in the post.
- HHWs completed base line Health survey, submitted report to the ULB and the ULB forwarded the same to SUDA.
- HHWs started family visit fortnightly, entered health data in Family Schedule.
- HHWs prepared and submitted fortnightly HMIS report to the ULB and the ULB forwarded the same to SUDA monthly – at least for last 2 months.
- The ULB identified all the required no. of Sub-Centres.
- The ULB completed purchase of furniture, equipment & drugs for Sub-Centres.
- The ULB engaged Medical Officer as per order of Dept. of Municipal Affairs.
- The service activities for immunization, ANC / PNC check up and general treatment clinic initiated in the Sub-Centres.

The ULBs who have satisfied the above mentioned criteria are to send a confirmation to the undersigned prior to selection of FTSs from amongst the regular HHWs.

While selecting the candidature for FTS following criteria should be taken into consideration.

Criteria for Selection :

- i) Age between 25 - 36 years.
- ii) Minimum educational qualification - Madhyamik Pass and is able to do simple arithmetical calculation,

o/c

iii) She should have executed her duties properly while working as regular HHW. Preliminary assessment is to be done by HO / MO (in their absence Executive Officer). Check list of which are as follows :

- Attendance and field activities / performance,
- Collection and compilation of base line health survey data,
- Ability in filling up of Family Schedule, HMIS format,
- Maintaining records, registers,
- Assist in conduct of immunization, ANC / PNC clinic, general treatment clinic,
- Level of capacity for motivational work,
- Possession of leadership quality.

The list of HHWs per SC is to be prepared by the HO / MO (in their absence Executive Officer) indicating gradation of preliminary assessment as good / average / poor. The said list is to be placed on the day of selection of FTS before the Municipal Level Health & Family Welfare Committee (MHFWC) who has been vested with the responsibility of selection.

Written test and viva voce for all the eligible & willing HHWs of each SC will be conducted on the same day by MHFWC on the prescribed questionnaire from SUDA. The date & time for selection is to be intimated to all the members of MHFWC including SUDA well in advance.

The MHFWC will select the suitable candidates for the post of FTS per SC and prepare SC-wise final list for placement before the BOC meeting.

The list of finally selected FTSs so ratified by the BOC meeting is to be forwarded by the Chairman of the ULB to the undersigned for office record. The selected FTSs are to undergo training, the details of which will be intimated to you on receipt of list of selected FTSs. On completion of such training for FTSs, they will be engaged as FTSs for which necessary instruction will follow.

Thanking you.

Yours faithfully,

Director, SUDA

Dt. .. 12.12.2007

Director, SUDA

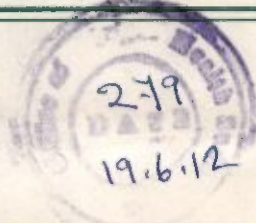
SUDA-Health/63 ULBs/07/591(44)/1(1)

Copy forwarded for information and necessary action to :

Jt. Secretary, Dept. of Municipal Affairs.

● OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

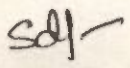
Memo No. _____



Date : _____

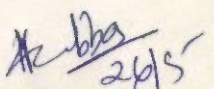
Sushri Bandana Tamang daughter of Sri Man Prasad Tamang a resident of Rasdal Gaon , P.O. Mirik, Distt. Darjeeling is hereby promoted to the post of Supervisor from HHW temporary w;e;f 1st June'2012. She will drawn her Honorarium of cash 2670/-(Rupees two thousand six hundred seventy)only.

The Promotion made in accordance with the resolution adopted by the Board of Councillors meeting held on 23.05.2012.


Chairperson,
Mirik Municipality,
Mirik.

Memo No. 217(a) VI / I-4/12 / Num , Date: 26/5/12

1. Sushri Bandana Tamang for information and take over the charge of supervisor from 1st June, 2012.
- ✓ 2. The Director of SUDA, Kolkata for information and taking necessary action.
3. The Project Director of SUDA, Kolkata for information and taking necessary action.
4. A.F.O SUDA, Kolkata for information and taking necessary action.
5. Smt. Mamta Subba, Head Clerk, Mirik Municipality.
6. Office file, Health Section, Mirik Municipality.


Chairperson,
Mirik Municipality,
MIRIK

An extract copy of resolution of Board of Councillors meeting held on 23.05.2012.



The Board of Councillors meeting enormously discuss the matter of sanction vacant post of supervisor, Health Section of Mirik Municipality. After discussion all the member of Board of Councillors agreed to promoted to Sushri Anjana Rai, and Sushri Bandana Tamang from HHW to supervisor Health Section, Mirik Municipality from the month of 1st June,2012.



**Chairperson,
Mirik Municipality,
Mirik.**

ATTESTED

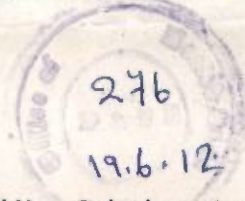
**CHAIRPERSON
Mirik Municipality
MIRIK**

OFFICE OF THE BOARD OF COUNCILLORS

MIRIK MUNICIPALITY

P.O. MIRIK, DIST. DARJEELING

Memo No. _____



Date : _____

Sushri Anjana Rai daughter of Sri Hem Bahadur Rai a resident of Deosay Dara, P.O. Mirik, Distt. Darjeeling is hereby promoted to the post of Supervisor from HHW temporary w;e;f 1st June'2012. She will draw her Honorarium of cash 2670/- (Rupees two thousand six hundred seventy) only.

The Promotion made in accordance with the resolution adopted by the Board of Councillors meeting held on 23.05.2012.

sd/

Chairperson,
Mirik Municipality,
Mirik.

Memo No. 216(a) VI / I-4/12/Mm

Date: 26/5/12

1. Sushri Anjana Rai for information and take over the charge of supervisor from 1st June, 2012.
2. The Director of SUDA, Kolkata for information and taking necessary action.
3. The Project Director of SUDA, Kolkata for information and taking necessary action.
4. A.F.O SUDA, Kolkata for information and taking necessary action.
5. Smt. Mamta Subba, Head Clerk, Mirik Municipality.
6. Office file, Health Section, Mirik Municipality.

Arubas
26/5

Chairperson,
Mirik Municipality,
Mirik.

CHAIRPERSON
Mirik Municipality
MIRIK

An extract copy of resolution of Board of Councillors meeting held on 23.05.2012.



The Board of Councillors meeting enormously discuss the matter of sanction vacant post of supervisor, Health Section of Mirik Municipality. After discussion all the member of Board of Councillors agreed to promoted to Sushri Anjana Rai, and Sushri Bandana Tamang from HHW to supervisor Health Section, Mirik Municipality from the month of 1st June,2012.




**Chairperson,
Mirik Municipality,
Mirik.**

ATTESTED


**CHAIRPERSON
Mirik Municipality
MIRIK**

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

Ref No SUDA-Health/21/08/356

Date 30.03.2012

From : Project Officer
Health, SUDA

To : The Chairperson
Mirik NAA

Sub. : Statement of expenditure relating to Community Based Primary Health Care Services , Mirik Municipality.

Madam,

I am to refer to your communication vide no. 57/I-22/Health/MNAA, 58/I-22/Health/MNAA, 59/I-22/Health/MNAA, 60/I-22/Health/MNAA, 61/I-22/Health/MNAA, 62/I-22/Health/MNAA, 111/I-22/Health/MNAA dt. 21.03.2012 forwarding SOE relating to Community Based Primary Health Care Services.

On scrutiny of the said SOEs the following observations have been made :

- Honorarium of HHWs & salary of others have been paid from the month April to July, 2011 and salary of MO have been paid for the month of February & March, 2011 vide your communication no. 57/I-22/Health/MNAA dt. 21.03.2012.
- Further honorarium of HHWs & salary of others have been paid from the month of October to December, 2011.
- Honorarium & salary have been paid to HHW & others for the month of January, 2012 vide your communication 111/I-22/Health/MNAA dt. 21.03.2012 wherein receipt of Medical Officer not enclosed.
- Hence, it may be seen that HHW & others did not receive honorarium & salary for the month of August & September, 2011 and in case of MO non-receipt of salary is from the month of April to September, 2011.

You are requested to look into the matter and to let this office know as to whether honorarium & salaries have been paid to HHW & others for the period August & September, 2011 and for Medical Officer for the period April to September, 2011. If it is paid, you are requested to send the receipted copies of vouchers by 12.04.2012. If the honorarium & salaries have not been paid for the above mentioned period, reason for non-payment may be forwarded.

Furthermore, you are also requested to keep ready all the receipted copies of honorarium & salaries and vouchers for other expenditure since inception of this Scheme till date so that monitoring of SUDA may access those documents readily for reconciliation of A/Cs.

Thanking you.

Yours faithfully,


Project Officer

Received
20/3/12

OFFICE OF THE MIRIK MUNICIPALITY
P. O. MIRIK, DIST. DARJEELING
ESTD. : 1984

Memo No. 296/1-4/11-M.M.

Date: 02.09.11



PO (H)
PO (SUDA)
28/11/11
1-11-11

To,
The Director
SUDA
ILGUS Bhavan
Kolkata.

Sir,

This is to request you that if you please send one Accounts Personal from your end for the betterment and smooth running of the health Section of this municipality supported by you, at the earliest, as I already send letter to you before also but I couldn't get any response till date.

Therefore I would request you to please co-operate with us and let us know the convenient date from your side, so, we can arrange accordingly.

Thanking you,

Yours faithfully,

Executive Officer
Mirik Municipality

02/09/11
R. N. DATTA
Executive Officer
Mirik Municipality
Mirik

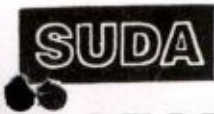
SENDING REPORT

Jun. 06 2011 03:28PM

YOUR LOGO : ADVISER(HEALTH)SUDA KOLKATA
YOUR FAX NO. : +91 3323347805

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
01	003542243328	Jun. 06 03:27PM	00'45	SND	01	OK

TO TURN OFF REPORT, PRESS 'MENU' #04.
THEN SELECT OFF BY USING '+' OR '-'.



STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

Ref No. : SUDA-Health/21/08/46

Date: 01.06.2011

From : Director, SUDA

To : The Chairman
Mirik Municipality

Sub. : Contractual appointment of personnel for M & S Cell under
Community Based Primary Health Care Services.

Ref. : Communication of the Executive Officer, Mirik Municipality bearing
memo no. 70/(I-4)-11/M.M. dt. 26.05.2011.

Sir,

With reference to above, you are requested to follow the guideline of Department of Municipal Affairs vide no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007, 239-MA/C-10/3S-55/2005 dt. 07.03.2007 and 447-JS(SB)/07 dt. 20.03.2007 (copy enclosed for ready reference) relating to contractual appointment of personnel for M & S Cell under Community Based Primary Health Care Services.

Thanking you.


Encl. : As stated.

SUDA-Health/21/08/46/1(1)

CC

Executive Officer, Mirik Municipality

Yours faithfully,


Director, SUDA

Dt. .. 01.06.2011

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/21/08/46

Date 01.06.2011

From : Director, SUDA

To : The Chairman
Mirik Municipality

Sub. : Contractual appointment of personnel for M & S Cell under
Community Based Primary Health Care Services.

Ref. : Communication of the Executive Officer, Mirik Municipality bearing
memo no. 70/(I-4)-11/M.M. dt. 26.05.2011.

Sir,

With reference to above, you are requested to follow the guideline of Department of Municipal Affairs vide no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007, 239-MA/C-10/3S-55/2005 dt. 07.03.2007 and 447-JS(SB)/07 dt. 20.03.2007 (copy enclosed for ready reference) relating to contractual appointment of personnel for M & S Cell under Community Based Primary Health Care Services.

Thanking you.

Yours faithfully,

Encl. : As stated.


Director, SUDA

SUDA-Health/21/08/46/1(1)

Dt. .. 01.06.2011

CC

Executive Officer, Mirik Municipality


Director, SUDA



Phone/ Fax No.: (0354) 2243328

OFFICE OF THE MIRIK MUNICIPALITY

P.O. MIRIK, DIST. DARJEELING

ESTD: 1984

PO (H)
26/5/11

Memo FO/(I-4)-11/M.M.



Date 26-15-2011..

To
The Director,
SWDA, Health wing,
ILGWS Bhavan, Salt Lake @ ,(Sector III@)
Kolkata-91.

Subject:- Proposal for filling of and the recruitment to the three (3) Vacant posts of Mirik Municipality.

S i r ,

This is to inform you that, Community Based Health Care Services of Mirik Municipality is facing enormous problems due to three (3) vacant posts of Accounts Assistant, Health Assistance and the Sanitary Inspector 1 (One) posts in each.

To promote and running the Community Based Health Care Services properly the Municipal Affairs Department, Government of West Bengal released a Govt. order vide G.O. No.111-MA/C-10/38-55/2005, Dated 02/02/2007 (Copy enclosed). As per the G.O. the recruitment of the post of Account Assistance, Health Assistance and the Sanitary Inspector 1(One) post each is still lying vacant.

Therefore, I request you to kindly accord necessary permission for filling up the aforesaid three post of account assistance, Health Assistance and the Sanitary Inspector at the earliest.

Thanking you in anticipation.

Yours Faithfully,

R. N. Datta
26.05.11
R. N. DATTA
Executive Officer,
Mirik Municipality,
M i r i k

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001

No.111-MA/C-10/3S-55/2005

Date :02.02.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairman,
Municipality.

Sub : Contractual appointment of staff in connection with running the Community Based Primary Health Care Services in 63 ULBs and formation of Municipal Management Cell thereunder.

Sir/Madam,

I am directed to request you to kindly proceed immediately for the contractual recruitment of the following categories of staff through due process as per qualification and contractual pay. The selection may be made through the Municipal Level Health and Family Welfare Committee.

Staff to be recruited contractually

Sl. No	Category of staff	Education qualification	Experience	No. to be recruited	Contractual Pay
1.	Medical Officer	MBBS degree from a recognised university	Knowledge in Com.Health/maternality and child health programme	1 (only for these ULBs having more than 40 thousand population)	Rs.6000/- p.m.
2.	Sanitary Inspector	B.Sc. in the subject specific	2 year in the related field	1	Rs.5500/- p.m.
3.	Computer A/c	Graduate from a MCA office	Knowledge in MS Office	1	Rs.5000/- p.m.



Phone/ Fax No.: (0354) 2243328

OFFICE OF THE MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING
ESTD: 1984

Memo FO/C-I-A)-11/MM.

Date 26-05-2011

To
The Director,
SUDA, Health wing,
ILGUS Bhavan, Salt Lake 2, (Sector IIIIS),
Kolkata-91.

Subject: Proposal for filling of and the recruitment to the three (3) Vacant posts of Mirik Municipality.

S i r ,

This is to inform you that, Community Based Health Care Services of Mirik Municipality is facing enormous problems due to three (3) vacant posts of Accounts Assistant, Health Assistance and the Sanitary Inspector 1 (One) posts in each.

To promote and running the Community Based Health Care Services properly the Municipal Affairs Department, Government of West Bengal released a Govt. order vide G.O. No.111-MA/C-10/35-55/2005. Dated 02/02/2007 (Copy enclosed). As per the G.O. the recruitment of the post of Account Assistance, Health Assistance and the Sanitary Inspector 1 (One) post each is still lying vacant.

Therefore, I request you to kindly accord necessary permission for filling up the aforesaid three post of account assistance, Health Assistance and the Sanitary Inspector at the earliest.

Thanking you in anticipation.

Yours Faithfully.


R. N. DATTA
Executive Officer,
Mirik Municipality.
Mirik

d/c

OFFICE OF THE MIRIK MUNICIPALITY
P. O. MIRIK, DIST. DARJEELING
ESTD. : 1984

Memo No.

Date:



PO (H)
A. G. 11/11/11
FO.
1.6.11

To,
Dr. Arup Kunari Das,
Thurbo Tea Estate,
P.O. Mirik

Sub : Extension for the service of Health officer

In continuation of earlier memo no 1/1-38/09/MM Dated 5/4/10 the undersingh is to inform that your service as Health Officer as Community Based Primary Health Care Service under Mirik Municipality has been extended for one year w.e.f 1.4.2011 to 31.3.2012

SD/2
Executive Officer,
Mirik Municipality

Memo 68(1)/I-38/10/MM

Dated 26/5/11

✓ Copy forwarded to the Director SUDA Health Wing for information

Executive Officer,
Mirik Municipality

To,

The Secretary,
Municipal Affairs and Urban Development Department,
Govt. of West Bengal.



Sub: Enhanced remuneration.

Ref.: Para 20 of Kolkata Gazette Extraordinary dated 27.02.2009 and memo no. HFW/NRHN 18/06/329 dt. 15.06.2009 of the Mission Director, NRHM and Secretary, H & F.D. Deptt.

Sir,

Enclosed please find herewith the representation submitted by the staff engaged on the basis of fixed remuneration under this Municipality your kind attention is drawn to the Memo No. as referred above. The Mission Director has been pleased to enhance the remuneration with effect from 01.04.09 vis-a-vis notification No. 79/MA/O/C-9/2P-5/2009 dated 27/02/2009 giving effect from 01.01.06.

I would, therefore, request you to kindly extend your benevolent hand to redress financial hardship of the applicants in the perspective of para 20 of the notification mentioned above.

Your active Co-operation in this regard will highly be appreciated.

Thanking you in anticipation.

Encl: As stated.

Yours faithfully,

Dahabof
Executive Officer, 25/1/2010
Mirik Municipality.

Memo No. 16(2)/I-38/2010/m.m

Date: 4.2.10

Copy forwarded for kind information & necessary action to:

- 1) The Director of Local Bodies, West Bengal,
Purta Bhavan (1st floor), Salt Lake, Kol-91.
- 2) The Director of SUDA, West Bengal, Ilgus Bhavan,
H.C. Block, Sec-III, Bidhannagar, Kol-91. this has reference to -
this office memo no.
- 3) The Dy. D.L.B., Jalpaiguri Division, Pukurtala more, P.O. Siliguri, Dist. Darjeeling

Yours faithfully,

Dahabof
Executive Officer, 25/1/10
Mirik Municipality



To,
The Executive Officer,
Mirik Municipality,
Mirik.

Sub.: Prayer for enhancement of contractual remuneration of Health Staff working under CBPHCS.

Sir,

With due respect, we would like to inform you that we are the health staffs under NRHM (CBPHCS) in your municipality and have been discharging our duties faithfully and with your entire satisfaction.

In this context we beg to inform you that we have been performing our duties since 2007 and our contractual monthly remuneration is noted below including our enhanced monthly remuneration w.e.f. 01.02.2009.

Sl. No.	Name	Designation	Previous monthly salary	Present monthly salary w.e.f. 01.02.0
1	Baibal Rai	Computer Asstt.	5000/-	5750/-
2	Prativa Thapa	Multipurpose Helper cum Store Keeper clerk	5000/-	5750/-
3	A. K. Das	Medical Officer	6000/-	6750/-
4	Vacant	Sanitary Inspector	5500/-	6250/-
5	Vacant	Accountant	5000/-	5750/-
6	Vacant	Health Asstt.	5000/-	5750/-

But it appears from the copy of G.O. No. HFW/NRHM/18/06/329, Dt. 15.06.09 that the monthly contractual remuneration of the Block Data Entry Operator under NRHM has been raised from Rs. 5000/- to Rs. 8840/- w.e.f. 01.04.09 and monthly remuneration of the Block Account Manager from Rs. 8000/- to Rs. 11040/-, the copy of the said G.O. is enclosed for your kind perusal and special consideration.

Now, we would like to draw your kind attention that we, being the poor paid employees are being deprived from the monthly remuneration from 01.04.08 and we are getting at least Rs. 3000/- less per month than the Block Level staff working under NRHM.

Besides this there is another fact i.e. before commencement of pay commission and regular group of staff in your enhancement of pay commission, a regular group 'C' Staff is now paid Rs. 12,000/- per month. Where as we are paid with out any increment.

As a result we are now the victim of disparity in your municipality and even getting less monthly contractual remuneration than the Block Level Health Staff under NRHM as mentioned above.

We earnestly request you that please take necessary steps, so that we can get the enhanced monthly remuneration w.e.f. 01.04.09 as mentioned above so that we are not deprived of our legitimate demands.

Thanking you in anticipation

Copy forwarded to:

- 1) Administrator, Mirik Municipality
S.D.O. Kurseong.

Yours faithfully,

- 1) Prativa Thapa.
- 2) Baibal Rai
- 3) A. K. Das.

OFFICE OF THE MIRIK MUNICIPALITY
P. O. MIRIK, DIST. DARJEELING
ESTD. : 1984

Memo No. 373/I-38/09/um

Date: 17/3/10

To,
The Director,
SUDA
Health Wing.



PO (H)
W/B

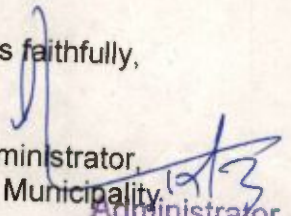
Sub.: Selection of FTS at Mirik Municipality.

Madam,

This is for your kind information that selection of FTS has not been done till date. Therefore in this connection the undersign office has fixed the date for the same on 12th April'09. Therefore, please do send one of your officer for selection of FTS.

Thanking you.

Yours faithfully,


Administrator,
Mirik Municipality
Administrator
Mirik Municipality
Mirik

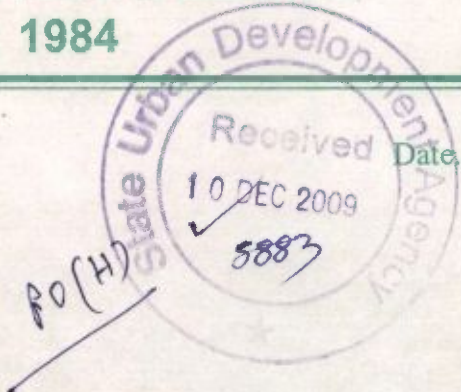
OFFICE OF THE MIRIK MUNICIPALITY

P.O. MIRIK, DIST. DARJEELING

ESTD: 1984

Memo

To, Roshmi Ruchal
S/o. Harka Ed Ruchal
SOEasalay



Sub.: Letter of Engagement

Reference to the memo no. SUDA-Health/63 ULBs/07/65 Date 8/5/07 and as per the approval of Administrator, Mirik Municipality Smt. Roshmi Ruchal daughter of Harka Ed Ruchal of SOEasalay village, ward no. 9 P.O. & P.S. Mirik has been engaged in the capacity of Honorary health Worker in Community Based Primary Health Service under Mirik Municipality w.e.f. 1st see' 09.

She will be paid in the consolidated remuneration of Rs. 2000/- (Rupees Two Thousand) only per month. Her engagement is purely on temporary basis subject to be terminated any time without giving any reason.

Sd/-
Administrator,
Mirik Municipality,
Mirik.

Memo No. 269/1-38/09/um

Date: 25/12/09

Copy for information to:

- 1) Director, State Urban Development Agency, Heath Wing, Salt Lake city, Kolkata-91.
- 2) Smt. Mamta Subba Dealing Clerk, CBHS.
- 3) Office File.

[Signature]
Administrator
Mirik Municipality,
Mirik. **Administrator**
Mirik Municipality
Mirik

OFFICE OF THE MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING
ESTD: 1984

Memo

Date.....

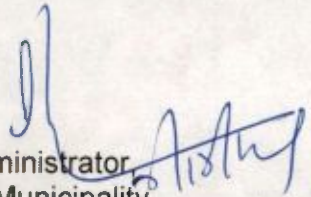
To,

Joshila Rai
D/o J. N. Rai

Sub.: Letter of Engagement

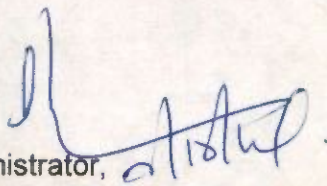
Reference to the memo no. SUDA-Health/63 ULBs/07/65 Date 8/5/07 and as per the approval of Administrator, Mirik Municipality Smt. Joshila Rai daughter of J. N. Rai of Nahendra Purnavillage, ward no. 8 P.O. & P.S. Mirik has been engaged in the capacity of Honorary health Worker in Community Based Primary Health Service under Mirik Municipality w.e.f. 1st Dec' 09.

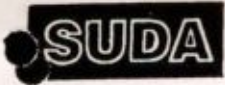
She will be paid in the consolidated remuneration of Rs. 2000/- (Rupees Two Thousand) only per month. Her engagement is purely on temporary basis subject to be terminated any time without giving any reason.


 Administrator,
 Mirik Municipality,
 Mirik.
 Administrator
 Mirik Municipality
 Mirik
 Date: 30/12/09

Memo No. 268/138/09/nm**Copy for information to:**

- 1) Director, State Urban Development Agency, Health Wing, Salt Lake city, Kolkata-91.
- 2) Smt. Mamta Subba Dealing Clerk, CBHS.
- 3) Office File.


 Administrator,
 Mirik Municipality,
 Mirik.
 Administrator
 Mirik Municipality
 Mirik



STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ..SUDA-Health/21/08/314

Date 03.09.2009..

From : Director, SUDA

To : The Executive Officer
Mirik Municipality

Ref. : Your communication bearing no. 184/I-38/09/MM dt. 06.07.2009.

Sir,

With reference to your communication mentioned above, this is to intimate you that the Administrator may engage HHW in the existing vacant post for HHW after observing all necessary formalities subject to the condition that he has been allowed by the Govt. to exercise the power of Board of Councillors.

Yours faithfully,

Director, SUDA

OFFICE OF THE MIRIK MUNICIPALITY
P. O. MIRIK, DIST. DARJEELING
ESTD. : 1984

Memo No. 184/138/09/Kum

Date: 6/7/09

To,
The Director,
SUDA,
Health.

PO (H)
12/8



Ref. Your Communication bearing Memo No. SUDA Health/21/08/112 Dt. 8/6/09.

Madam,

With reference to the above, this is to inform you that as there is no Board of Councilors and S.D.O Kurseong is our Administrator and I would like to know if Administrator has power to appoint the HHW candidate in the existing vacant regular post of HHW.

Yours faithfully,

Rohit
Executive Officer, 6/7/09.
Mirik Municipality,
Mirik
Office
Municipality
Mirik

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ~~SUDA~~-Health/21/08/112

Date 08.06.2009..

From : Director, SUDA

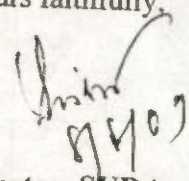
To : The Executive Officer
Mirik Municipality

Ref. : Your communication bearing memo no. 96/I-38/09/Mm dt. 21.05.2009.

Sir,

With reference to above, this is to inform you that in case of long absence of any personnel engaged under Community Based Primary Health Care Services, the ULB is to take decision which is to be vetted by BOC in its meeting. This is also to mention here that panel candidates who had undergone HHWs' training for 45 days may be engaged in the existing vacant regular post of HHW.

Yours faithfully,


Director, SUDA

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 96/I-38/09/mm.

Date 21/5/09.

To,
The Director ,
S.U.D.A.
(Health Wing).
Kolkatta.



Madam,

With reference to our office memo.no. 46/I-38/09/mm dated 16/3/09 again I would like reveal the Miss Damchay Lama HHW Of ward No.III, till date has not been attending her duty despite several verbal reminders and Show Cause Notice issued to her vide memo no. 24/I-4/09/mm dated 18/2/09. Due to her absence its hampering the works of other HHW to place the Repoerts in time.

Further I would like to state that candidate of the Panel list are regularly attending the office and doing the work of Miss Damchay Lama without any remuneration .

In this contexts I would like to state that if this office could regularizes any one of the candidates from the panel list in place of Damchay Lana to run the work of HHW smoothly.

Thanking You.

Yours Faithfully,

Sahabray
21/5/09
Executive Officer, Executive Officer
Mirik Municipality, Mirik Municipality
Mirik Mirik

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.SUDA-Health/21/08/105

Date ...04.06.2009

From : Director, SUDA

To : The Chairman
Mirik Municipality

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

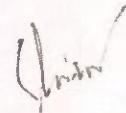
Ref. : Your communication bearing memo no. 54/I-38/09/MM dt. 31.03.2009.

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. 3.026 population or 605 families. We have already supplied 900 nos. of Family Schedule which is quite sufficient to serve the purpose.

Thanking you.

Yours faithfully,



Director, SUDA

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 54 / 138 / 09 / MM

Date 31/3/09

To,
The Director,
S.U.D.A.
Health wing.



Sub.: Supply of family schedule.

Madam,

This is for your kind information that due to fire accident Smt. Balika Subba HHW of Ward No. II house had been fully damage. Due to this family schedule has also been fully a burnt.

Therefore I would like you to please supply 100 nos of family schedule to submit the report in time.

Thanking you.

Yours faithfully,
Executive Officer,
Mirik Municipality

for
[Signature]
21/2/09

FS Supplied = 900 (Hindi)
BPL Population = 3026
Rau Us = 605

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Heath/21/08/442

Date 19.03.2009....

From : Director, SUDA

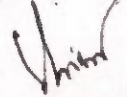
**To : The Chairman,
Mirik Municipality**

Sir,

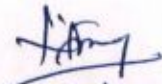
With reference to your communication bearing no. 46/I-38/09/MM dt. 16.03.2009, this is to inform you that guidance for taking necessary action in the issue raised by you will be intimated after ensuing Parliament Election is over.

Thanking you.

Yours faithfully



Director, SUDA

Received. 
23/3/09.

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. **SUDA-Heath/21/08/442**

Date **19.03.2009....**

From : Director, SUDA

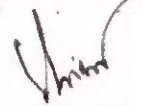
**To : The Chairman,
Mirik Municipality**

Sir,

With reference to your communication bearing no. 46/I-38/09/MM dt. 16.03.2009, this is to inform you that guidance for taking necessary action in the issue raised by you will be intimated after ensu~~ing~~ Parliament Election is over.

Thanking you.

Yours faithfully



Director, SUDA

Damchay Lama

Chairman,
Mirik Municipality,
Mirik,
CHAIRMAN
MIRIK MUNICIPALITY



Phone : 0354-2243328

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. : 46/I-38/09/MM

Date : 16/3/09

To,
The Director,
SUDA
Health Wing,
Kolkata.

Madam,

This is for your kind information that it was revealed from the office record and attendance register of Miss Damchay Lama HHW have not attended her duty since 4th Dec'2008 without any written intimation to the undersigned despite of several verbal remainders and show cause notice issued vide memo no. 24/1-4/08/mm dt. 18/2/08. Due to her absence it is difficult to submit the report in connection with the sub - center and the same has hampered the work of other HHW.

Further I would like to state that candidates of the panel list are regularly attending the office without any remuneration.

In this context I would like to state that if this office could engage any one of the candidates of panel list in place of Miss Damchay Lama whose post is sanctioned post to collect monthly reports and to do other duty regarding health. So that we can furnish the report in time.

Thanking you.

Yours faithfully,

Debatraj
Executive Officer, (6) 16/3/09
Mirik Municipality,
Mirik
Executive Officer
Mirik Municipality
Mirik

for Miss Danchay Lama

Fax No. : 0354-2243328 / E-mail : mirik_municipality@yahoo.com

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING



Date _____

Sub:- Letter of Engagement.

Reference to the Memo No. SUDA - Helath/63 ULBs/ 07/65 Date 8/5/07 and the decision taken in the Board of councillors meeting held on 27/6/07 Resolution No.

(6) It was resolved by the member that Danchay Lama S/O Danchay Lama Chairman Mirik

Has been engaged as Honorary Health worker under Mirik Municipality w.e.f. 1st June' 2007.

She will be paid in the consolidated scale of pay Rs. 1000/- (Rupees One thousand) Only per Month. Her engagement is purely on temporary basis subject to be terminated any time with out giving any reason.

sd/
Chairman,
Mirik Municipality,
Mirik.

Memo No. 191(X) 38/07/07

Date 10/7/07

Copy forwarded for information.

- (1) Smt. Mamta Subba. Dealing Clerk, CBHS.
- (2) Office file

✓

10/7/07

**OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING**

Memo No. 24/F-4/09/MM.

Date 18/02/09

To,
Miss Damchay Lama,
H.H.W,
Community Based Primary Health Care Services,
Mitik Municipality Sub Centre.



SHOW CAUSE NOTICE

It is revealed from the office record and attendance register that you have not attended your duty since 4th December '2008 without any written intimation to the undersigned. In addition to this till date you have failed to submit report despite of several verbal reminders and warnings. Due to your unauthorized absence from duty and negligence several reports in connection with this sub-centre could not be submitted to the concern department. Owing to this reason the work of Sub-Centre has been hampered.

Therefore, you are requested to submit show cause in written with satisfactory reason to this end within (10) Ten days from the date of issue of this letter. If you fail to submit reply to this letter within ten days or on unsatisfactory reason your engagement as HHW will be discontinued.

Received

(Mother of Miss Damchay Lama)
for Miss Damchay Lama

18/2/09
Executive Officer,
Mirik Municipality,
Mirik.

Phone : 0354-2243328

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. : 29 / I-3R / 09 / MM

Date : 23 / 2 / 09

To,

The Director,
SUDA,
Health Wing.



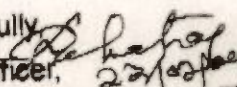
Sub.: Selection of FTS and training for HHW.

Madam,

This is for your kind information that selection of FTS and the training for HHW has not been done at Mirik Municipality. Due to this the HHW are facing a lot of problems in making the report and this office is laking far behind.

This office has also fixed the date for the same on 5th March 2009 and 6th March 2009. Therefore, I would be most grateful if you would send one of your office for training.

Thanking you.

Yours faithfully,

Executive Officer, 23/2/09
Mirik Municipality
Executive Officer
Mirik Municipality
MIRIK

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/07/330

Date 14.08.2007

From : Director, SUDA

To : The Chairman
Kalimpong / Kurseong / Mirik Municipality

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

Sir,

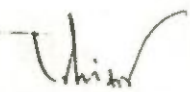
Enclosed, kindly find herewith a copy of communication bearing no. HFW/CFW/331/HS-1003/07 dt. 31st July, 2007 of the Project Director, HSDI. Commissioner, FW & Special Secretary, Dept. of Health & Family Welfare, addressed to the Chief Medical Officer of Health of all the districts.

This is for your kind information and necessary action.

Thanking you.

Encl. : As stated.

Yours faithfully,


Director, SUDA

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/

Date 10.08.2006

From : Director, SUDA

To : The Chairman
Dhulia / Kandi / Jiaganj-Azimganj /
Murshidabad / Beldanga Municipality
Dist. : Murshidabad

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 24th 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.

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/07/135(10)

Date11.06.2007

From : Director, SUDA**To : The Chairman ✓
Haldibari / Mirik / Tarakeshwar / Haldia / Kharar / Khirpai /
Taherpur / Bongaon / Basirhat / Habra Municipality****Sub. : Procurement of Drugs for Sub -Centres under Community
Based Primary Health Care Services.**

Sir,

To implement clinics services from the Sub-Centres, it is high time to procure drugs for Sub-Centres as per approved list which is enclosed.

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.

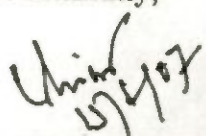
The expenditure is to be booked under the A/C head - "Drug". Statement of Expenditure (SOE) is to be submitted by 10th of the following month and Utilisation Certificate (UC) at the end of each quarter.

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.

Encl. : As stated.

Yours faithfully,


Director, SUDA

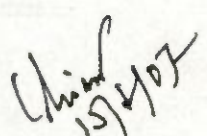
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SUDA-Health/63 ULBs/07/135(10)/1(7)

Dt. .. 11.06.2007

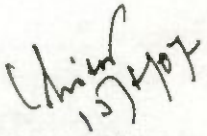
Copy forwarded for kind information to :

CMOH, Cooch Behar / Darjeeling / Hooghly / Medinipur (East) /
Medinipur (West) / Nadia and North 24 Parganas District
15/6/07
Director, SUDA

SUDA-Health/63 ULBs/07/135(10)/2(10)

Dt. .. 11.06.2007

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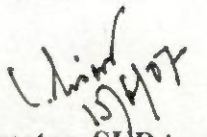
AFC, Haldibari / Mirik / Tarakeshwar / Haldia / Kharar / Khirpai /
Taherpur / Bongaon / Basirhat / Habra Municipality
15/6/07
Director, SUDA

SUDA-Health/63 ULBs/07/135(10)/3(1)

Dt..11.06.2007

Copy forwarded for kind information to :

Finance Office, SUDA


15/6/07
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/07/104(3)**Date**23:05:2007****From : Director, SUDA****To : The Chairman
✓ Mirik / Kharar / Khirpai Municipality****Sub. : Procurement of Furniture and Equipment for Sub -Centres
under Community Based Primary Health Care Services.****Sir,**

On completion of Honorary Health Workers' training for 45 days , you have engaged regular HHWs and have identified premises for 2 (two) nos. of 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 and Equipment as per approved list which are enclosed at Annexure -I & II 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.

O/K

- 2 -

The expenditure is to be booked under the A/C head –“Furniture / Equipment” separately as will be applicable. Statement of Expenditure (SOE) is to submitted by 10th 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.

Yours faithfully,

Enclo. : As stated.

✓

Director, SUDA

SUDA-Health/63 ULBs/07/104(3)/1(3)

Dt. .. 23.05.2007

CMOH, Darjeeling / Medinipur (West) District

✓

Director, SUDA

SUDA-Health/63 ULBs/07/104(3)/2(3)

Dt. .. 23.05.2007

AFC, Mirik / Kharar / Khirpai Municipality

✓

Director, SUDA

SUDA-Health/63 ULBs/07/104(3)/3(1)

Dt. .. 23.05.2007

Finance Office, SUDA

✓
23/5

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/07/65**Date **08.05.2007****From : Director, SUDA****To : The Chairman
Mirik Municipality****Sub. : Commencement of functioning of regular HHWs under Community
Based Primary Health Care Services.****Ref. : Your communication bearing no. 121/I-38/07/MM dt. 25.04.2007.****Sir,**

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

- The names of regular candidates (Nine nos.) only is to be listed and put up in the notice board of ULB, asking them to function as HHW with effect from 14th May, 2007 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 2 (Two) 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.

D/C

Yours faithfully,

[Signature]
Director, SUDA
Dt. .. 08.05.2007

SUDA-Health/63 ULBs/07/65/1(1)
C.C.
DM, Darjeeling

[Signature]
Director, SUDA
Dt. .. 08.05.2007

SUDA-Health/63 ULBs/07/65/2(1)
C.C.
CMOH, Darjeeling

[Signature]
Director, SUDA
Dt. .. 08.05.2007

SUDA-Health/63 ULBs/07/65/3(2)
C.C.
1. Finance Officer, SUDA
2. Finance Officer, Health Wing, SUDA

[Signature]
Director, SUDA

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. : 121 | 1-38/07/NM.

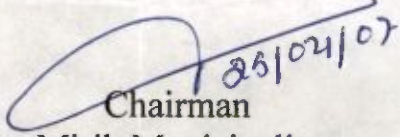
Date : 25/4/07.

To,
The Director ,
Health Wing,
S.U.D.A.,
Kolkata,



Madam,

This is to inform you that this Office of Mirik Municipality has concluded the 45 days of training to H.H.W Under Community Health Care Service on 23rd April '07 at the Mirik Block Primary Health Centre.


Chairman
Mirik Municipality
Mirik
Chairman
L. B Rej
Mirik Municipality

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 121/1-38/07/NUM

Date 25/4/07

To,
The Director
Health Wing
S.U.D.A

Sub: Submission of Post –evaluation examination score sheet of each Honourary Health Worker under Mirik Municipality.

SI No.	Names of candidates	Ward No.	Marks obtain out of 43.
01.	Samjana Chettri	I	29
02.	Balika Subba	II	35
03.	Damchay Lama	III	30
04.	Anjana Rai	IV	39
05.	Rita Subba	V	28
06.	Bindhya Tamang	VI	32
07.	Bandana Tamang	VII	37
08.	Rojita Sarki	VIII	35
09.	Srijana Tamang	IX	25
10.	Joshila Rai	VIII	26
11.	Rubina Tamang	VII	35
12.	Roshni Ruchal	IX	28

N.B. Last three names are in the panel list.

25/4/07
Chairman
Mirik Municipality
L. B. Ref
Chairman

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. : 65/I-38/07/MM

Date : 21/2/07

To,
The Director,
Health Wing,
S.U.D.A.
Kolkata.

Sub : Starting of Training session of H.H.W. under Community Health Care Service Under Mirik Municipality.

Sir,

This is to inform you that Mirik Municipality has started thr training session for 45 days of H.H.W. under Community Health Care Service under Mirik Municipality From 1st March 2007 at Mirik Primary Health Centre.

21/02/07
Chairman, **Chairman**
Mirik Municipality. B Rai
Mirik. **Mirik Municipality**

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 82/1-38/07/MM

Date 7/3/07

TO,
THE DIRECTOR,
HEALTH WING,
S. U. D. A.

SUB : SUBMISSION OF PRE-TRAINING EXAMINATION SCORE SHEET OF EACH HONOURARY HEALTH WORKER UNDER MIRIK MUNICIPALITY.

Sl.No.	Names of the Candidates	Ward No.	Marks obtain
1.	Samjana Chettri	I	22
2.	Balika Subba.	II	18
3.	Damchay Lama	III	27
4.	Anjana Rai	IV	26
5.	Rita Subba	V	24
6.	Bindhya Tamang	VI	25
7.	Bandana Tamang	VII	22
8.	Rojita Sarki	VIII	21
9.	Srijana Tamang	IX	13
10.	Joshila Rai	VIII	21
11.	Rubina Tamang	VII	22
12.	Roshni Ruchal	IX	19

N.B.: Last three names are in the panel list.

07/03/07
CHAIRMAN,
MIRIK MUNICIPALITY
MIRIK,
Chairman
L. B Rai
Mirik Municipality

**COMMUNITY BASED PRIMARY HEALTH CARE SERVICES
AN OUTLINE FOR TRAINERS
REGARDING
TRAINING OF HONORARY HEALTH WORKER**

AT MIRIK MUNICIPALITY

**TIME : 11A.M. TO 1 P.M. & 2 P.M. TO 4 P.M.
VENUE : MIRIK BLOCK PRIMARY HEALTH CENTRE.
COURSE CO-ORDINATOR : Dr. D.Basu & Smt L.Ghising(B.P.H.N)**

OF THE MIRIK MUNICIPALITY

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSON.
1.	Registration & inauguration, pre-training evaluation.	Dr.D.Basu (MO)
2.	Pre-training examination & evaluation.	Dr.D.Basu(MO)& Smt L.Ghising (BPHN)
3 & 4. 2/3/7	<p>General introduction to Community Based Primary Health Care Services in 63 Non-KMA ULBs,</p> <p>Aim of the project.</p> <p>Organisational set up.</p> <p>Service strategy-community drafted female HHWs to pay home visit twice in a month, to provide basic curative care for minor ailments at the door step of the beneficiaries & to promote uptake of preventive, promotive and family planning service at local health facilities through interpersonal communication , HHW is the first contact point between the community and the existing health facilities, HHW to act as depot holder for distribution of Oral Pill, Condom, ORS, IFA tablets etc. The HHW is to be supervised by First Tier Supervisor, Services from Sub-Centre.</p> <p>Referral services to the existing Govt. health facilities. Responsibility of HHW.</p>	Dr. D.Basu

5 & 6 5/3/7	What is Nutrition ? Nutritious food and its importance? Classification of food-Protein , fat, carbohydrate, Vitamins, Minerals- Local sources of each of them importance ,deficiency diseases, What is Balance Diet? Causes of malnutrition .Diseases due to malnutrition. Awareness on nutrition-right method of cutting and cooking	1. Dr.D.Basu 2. Smt. L .Ghissing
7 & 8 6/03/07	Conditions in which more Nutrition is required. Effect of proper nutrition on pregnant women to offspring. Benefit of breast milk, emphasis on colostrums, weaning food. What is Anemia? Symptoms , National Anaemia control programme for mothers and children.	Dr. D. Basu
9 & 10 7/03/07	Definition of Health , explanation on preventive ,promotive and curative health with example.	Dr. D .Basu.
11&12 8/03/07	Definition of communicable and contagious diseases with example. Description of different transmission factors.	Dr. S .Soren (ACOMH)
13 9/03/07	What is hygiene? Personal Hygiene- Daily bath, care of tooth, hair ,eye, nail cutting, hand washing with soap before food handling and after toilet, spitting, cleanliness of cloths, bed linen ,napkins-Disease caused by each of the faulty habit and preventive measures. Home waste disposal. How environment can be made less pollutant-role of individual ,family and community.	Dr. D. Basu
14 9/03/07	What is Adolescence/ Physical and psychological changes during adolescent period. Importance of health awareness-Danger of early marriage, teenage pregnancy ,iron deficiency anemia, complications in adolescence pregnancy and delivery. Minimum age of marriage and child birth.	Dr. D.Basu
15 10/3/7	Maternal care-Symptoms of pregnancy. Antenatal care-early registration of all pregnancies by 12 weeks, important of early registration, LMP, EDD, at least 3 antenatal check ups components of check ups, increase in body weight of pregnant woman Do's during pregnancy, Immunisation against Tetanus, Danger signals during pregnancy. High risk mother.	Dr.D.Basu

16. 10/03/07	High risk pregnancy- General factors- Maternal age below 18yrs and above 35 yrs specially in case of First Pregnancy, short stature less than 140 cms. height, parity more than 4, less than 38kg. body weight, previous history of abortion/ pre-term delivery any complication/difficult labour , still birth, any medical disorders. Complication during pregnancy like, bleeding, severe Anemia, high BP, multiple pregnancies, pre-term labour etc.	Dr. D.Basu
17. 12/3/7	Maternal care- symptoms of labour, intranetal care - promotion of institutional delivery danger signals during labour. Post natal care- Post natal period, care of new born and mother, danger signals during post natal period. Referral system- When to refer? Where to refer?	Dr. D. Basu
18 12/3/07	Revision on Maternal care.	Dr .D.BASU
19. 13/3/07	Child care- Essential new born care-Delivery at Health Facility, adequate cloth covering ,early breast feeding, avoid bathing till cord falls off. High risk neonates -Weight less than 2.5 kg.(LBW) twin/multiple babies, baby born by forceps, baby lost mother after birth, baby whose previous siblings died in infancy or early childhood, acute illness, congenital anomaly, repeated child birth of mother, baby not getting mother's milk , baby of mentally ill mother. Referral system.	Dr. T.K.Goswami
20. 13/3/07	Child care-breast feeding-advantage of breast feeding ,exclusive breast feeding up to 6 months, beneficial effect of colostrums, proper weaning ,mode and food items at weaning ,Vitamin A PROPHYLAXIS. Child IFS	Dr. T.K Goswami
21. 14/3/07	Growth monitoring chart, Developmental mile stones.	Dr. T.K.Goswami
22. 14/3/07	Revision on Child Care	— do —
23. 15/3/07	Vaccine preventable disease- What are the Vaccines available under Routine Immunisation ? Prevention from six vaccine preventable diseases. T.B. and Polio- Agent host, environmental factors , mode of spread, general symptoms, prevention.	Dr. D.Basu

24. 15/3/07	Diphtheria and Whooping Cough- Agent , host, environmental factors mode of spread, general symptoms prevention.	Dr. D. Basu
25. 16/3/07	Tetanus and Measles- Agent host, environmental factors, general ,symptoms, prevention .	Dr. K. ROY
26& 27. 16/3/7 17/3/07	Routine Immunization -Schedule dosage, diluents etc. Target. Disinfection of syringes & needles, conduction of immunization session, follow up, precaution during immunization , immunization card, complete immunization.	Dr. T.K.Goswami
28. 17/3/07	Cold chain system-for storage ,distribution at Sub-Centre Level .Vaccine carrier/ Day carrier/ Ice pack.	-----Do -----
29. 19/3/07	Family Planning Programme - Introduction , eligible couple, importance of Family Planning. Small family norm- spacing ,hazards of too frequent child - birth, different contraceptive and birth control measures suitable for a) newly married couple b) mother of one child c) Mother of two or more living children. Causes of increased birth rate.	Smt. L. Ghissing
30. 19/3/07	FP Methods- choice of contraception, spacing methods- Oral Pill, IUD, Condom and permanent methods- Ligation Vasectomy- mode of action , clientele, complication, contraindications. MPT. ROLE OF HHW.	Dr. D. Basu
31. 20/3/07	ARI ----- Mode of infection & its transmission, management of mild cases in domestic level, identification of serious cases by HHW & mothers(for immediate help) on all or any of the signs e.g. hurried resp. rate , in -drawing of chest muscles and / or stridor /wheezing/rumbling sound & inability to suck breast/swallow- preventive & control measures. Why it is important?	Dr. D. Sani
32. 20/3/07	ROLE OF HHWs - Strategies- Train mothers to recognize danger signals for immediate medical care/ improve maternal knowledge about home management of cough & cold / promote immunization, including measles, breast feeding, weaning & Vitamin A . Prophylaxis.	Dr. T.K.Goswami
33. 21/3/07	DIARRHOEA - Definition , Recognition of danger signs for immediate Medical Care - Repeated purging & vomiting, inability to drink/ swallow blood in the stool, semiconscious, hurried respiration, diarrhea within 6 weeks of measles. Signs of Dehydration - sunken eyes, dry tongue, anuria tears absent ,decreased skin turgor & increased thirst.	Dr. S. SOREN (ACMOH)

34. 21/03/07	Video Show ,Group work on important message preparation chart & presentation.	Dr . S. Soren
35. 22/03/07	Reproductive Tract Infection:- Identification -Discharge per vagina, may be white or purulent or mixed with blood ,soreness ,itching swelling , pain, tenderness or burning sensation in any part of the reproductive organs or swelling of inguinal lymph glands or pain and tenderness in lower abdomen Causes-unhygienic sex practice, bathing in dirty tank/pond using dirty pad not properly cleaning the part after defaecation or micturition. Preventive & Control measure-Hygienic practices with regards to above mention factors ,early treatment.	Dr. D. Basu
36 & 37 22/03/07 23/03/07	STDs(Sexually Transmitted Diseases)-common STDs are Gonorrhoea and Syphilis(a)Syphilis-Soreness in or around external genitalia. (b)Gonorrhoea-discharge per vagina. Mode of transmission-by sexual act with an infected person .Prevention & control-avoid sexual act with persons of unknown character. Use of condom, early treatment. HIV infection-This infection damages the natural immune mechanism of the infected per son who gradually become less resistant and more susceptible to various infections. Common signs and symptoms - suffering repeatedly from one or more of the following i.e cold & cough, diarrhea, skin infection, eye infection, infection of oral cavity, painful swelling of the lymph glands, loss of body weight, fever etc. Mode of transmission -sex with infected person, use of not properly sterilized medical or dental instruments, contaminated blood transfusion or use of blood products, infected mother to foetus, mother 's milk. Prevention & control: Avoid sex with any person of unknown characters, use of properly sterilized instrument, use of condom, awareness generation of the people.	Dr. D . Basu
38. 23/03/07	RNTCP- About 1% of the population of India are suffering from T.B Total no. of sufferers are about 1 Crore, every year there are about 5 lakhs new cases and 5 lakhs death. Identification - Any person showing one or more of the following symptoms should be referred :- (a) fever for more than 3 weeks (b) cough fort more than 3 weeks, (c) blood with sputum. These persons should be immediately linked with chest clinic of a Govt. Hospital , where diagnosis and full treatment is done free of cost. At present, DOTS (Direct Observation Treatment - Short course) is done with multi- drugs which gives high cure rate. All infants are given BCG vaccine under that Routine Immunisation programmes.	Dr. T.K. Gorwami

39. 24/03/07	NLEP- Case detection _ (a) Lepromatous cases- facial disfigurement , depressed nose, Irregular skin thickening, oily skin with reddish patches patches at places, may be congestion of eyes, soreness and shortening of fingers and toes. (b) Non lepromatous cases- (1) Hypopigmented and anaesthetic patches on the skin, or, (2) Polyneuritic superficial nerves i.e greater auricular/ popliteal / ulnar nerves are thickened, or , (3) Tuberculoid type nodules scattered on the skin all over the body Referral to the Govt. Hospitals. Awareness – stress on –Leprosy is a very mild infectious disease, cure rate is very high, diagnosis and full treatment is done free of cost at all hospitals.	Dr. T.K Goswami
40. 24/03/07	NBCP-India has the largest blind population. Under NBCP : Vitamin A prophylaxis for under 3 years children, organization of cataract operation camps in outreach areas, publicity for motivation of people for donation of eyes, extended specialist services in rural hospitals. Free treatment of eyes diseases in hospitals.	Dr. D Basu
41. 26/03/07	NMCP- As malaria case are increasing, any fever cases unless otherwise diagnosed, blood slide should be examined and presumptive treatment with chloroquin be started. The salient feature of the programme are:- all fever cases should be early diagnosed and promptly treated, prevention of mosquito breeding by not allowing water to remain stagnant in small or large quantity for more than a week, Malaria is transmitted by female anopheles mosquito, which breeds in clear water, protection from mosquito bites by use mosquito net or use of repellent cream. Diagnosis and treatment are free of cost in Govt. Health facilities.	Dr. T.K. Goswami
42. 26/03/07	NFCP- the line of preventive measures are similar as in case of NMCP. Filaria is transmitted by culex mosquitoes which breed in dirty water,; prevent mosquito breeding and protect from mosquito bites; early case detection and prompt treatment.	Dr. D. Basu
43. 27/03/07	HIV infection – First case was found in USA in 1982, and in India in 1986. It is rapidly increasing . Salient feature of this programme are as follow:- awareness generation in public about its transmission and prevention, promotion of use of condom among the high risk groups, control measures imposed on Blood Bank, involvement of NGOs in awareness generation and condom distribution programme among the commercial sex workers, research for development of vaccine and curative medicine. Adequate nutrition, hygienic practices and early treatment of diseases can prolong life of the HIV infected persons.	Dr. T.K Goswami

<p>44. 27/3/07</p>	<p>National IDD Control Programme -Iodine deficiency is prevalent in Sub-Himalayan & Sub-Vindhya Region. It is also prevailing in sub acute form all over India. Natural sources of iodine are food & water ,rich source is sea food ,both animal and vegetable. Some food items such as cabbage, mustard or rye leaves etc .are known as goitreogenic food. Iodine takes part in(1)synthesis of thyroid hormone and (2)development of brain. Endemic goiter may present manifestations like lethargy, obesity ,pain in joints & muscles, hoarseness of voice etc. In female there may be birth of handicapped baby, known as cretin baby. GOI has made it mandatory for production and sell of Iodised edible salt. People to be educated to buy fresh stock of Iodised Salt and store in closed container, as Iodine is volatile.</p>	<p>Dr. T.K. Gorwami</p>
<p>45. 28/3/07</p>	<p>Pulse Polio Immunisation Programme : Poliomyelitis elimination is a National Health Programme of India. Under this programme besides ,routine immunization programme additional doses of OPV are administered to all under 5 years children. This programme is held in few rounds every year. Each round is held on one fixed date all over the country. Each round continues for 4to 5 days on 1st day OPV is given in Vaccination booth, this is followed by subsequent 3 to 4 days home visits by health workers to detect missed children ,if any .If such child is found ,then on-the-spot immunisation is done. For this adequate publicity is done in advance. This is a multisectorial approach by involvement of General Administration of the Govt. Municipalities , Panchayati Raj, NGOs, Voluntary organizations and if necessary religious establishments for making it successful. Our target is elimination of Polio from India by 2005 . What is VVM ?</p>	<p>Dr. S. Soren</p>
<p>46. 28/3/07</p>	<p>REVISION ON NATIONAL HEALTH PROGRAMME.</p>	<p>Dr. T.K. Gorwami</p>

47-49. 29/3/07 29/3/07 30/3/07	<p>Minor Ailments(Fever, pain ,pain in abdomen, ARI , Diarrhoea, Intestinal worms infestation ,Acute conjunctivitis, Scabies). <u>General rules of all diseases</u> – HHW should not treat for more than 72 hours, if there is no improvement or there is deterioration in any way, then immediately transfer to hospital/ a qualified physician. All patients must be given full bed-rest ,nutritious easily digestible food e.g. breast milk for babies ,or rice with easily digestible fish or vegetables. Give plenty of fluid (drinks) to every patients. Be careful about personal hygiene and environmental sanitation of the patients. Be careful about disposal of excreta of the patients. Arrange head-wash and sponging of the whole body of the patients; change his clothing's and bed-sheet every day. Keep the windows open to allow ventilation and sunlight in the room. Infectious cases, keep the patients separate from others. If necessary ,keep the patients covered with cotton /woolen sheets. Keep the patients happy, give him mental support generate will –force for recovery. It is advisable to keep daily record of signs & symptoms of the cases.</p>	<p>Dr .K. Roy Dr. D. Basu Dr. D. Basu</p>
50. 30/3/07	HHW KIT-- CONTENTS AND ITS USES.	Smt. L. Ghising
51 & 52 31/3/07	FIRST AID & HHW ROLE. Cut injury, Boil, Burn Unconsciousness, Fracture & Sprain, Bites, Electric Shock	Dr. K. Roy Dr. D. Basu
53. 2/4/07	<p>Information ,Education and Communication : - PRICIPLE : Awareness generation of the people is very important in any Health Programme. Material & Media are as follows-</p> <ul style="list-style-type: none"> (a) Spoken Words- Easy local language ,inter-personal communication, group discussion, etc. (b) Written Words-News papers ,hand -bills, posters , festoons, magazines etc. (c) Electronic Media-Slide show cinema show, radio, TV, Video, cassette. (d) Performing arts-drama, dance, songs role play. <p>HHW's ROLE-During interpersonal communication the following must be remember ed-</p> <ul style="list-style-type: none"> (a) Language should be local & simple. (b) Contents should be brief but clear. (c) Talk should be relevant to the topic. (d) Participatory discussion instead of lecturing. 	Smt. L. Ghising

OFFICE OF THE BOARD OF COUNCILLORS

MIRIK MUNICIPALITY

P.O. MIRIK, DIST. DARJEELING

Memo No. 82/1-38/07/MM

Date 7/3/07

TO,
THE DIRECTOR,
HEALTH WING,
S. U. D. A.

SUB : SUBMISSION OF PRE-TRAINING EXAMINATION SCORE SHEET OF EACH HONOURARY HEALTH WORKER UNDER MIRIK MUNICIPALITY.

Sl.No.	Names of the Candidates	Ward No.	Marks obtain
1.	Samjana Chettri	I	22
2.	Balika Subba.	II	18
3.	Damchay Laqma	III	27
4.	Anjana Rai	IV	26
5.	Rita Subba	V	24
6.	Bindhya Tamang	VI	25
7.	Bandana Tamang	VII	22
8.	Rojita Sarki	VIII	21
9.	Srijana Tamang	IX	13
10.	Joshila Rai	VIII	21
11.	Rubina Tamang	VII	22
12.	Roshni Ruchal	IX	19

N.B.: Last three names are in the panel list.

CHAIRMAN,

MIRIK MUNICIPALITY

MIRIK.

Chairman

L. B Rai

Mirik Municipality

OFFICE OF THE BOARD OF COUNCILLORS

MIRIK MUNICIPALITY

P.O. MIRIK, DIST. DARJEELING

Memo No. 65 / 21/2/07 / UM

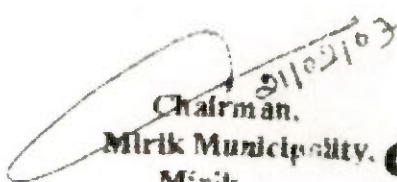
Date 21/2/07

To,
The Director,
Health Wing,
S.U.D.A
Kolkata.

Sub: Starting of Training session of H.H.W. under Community Health Care Service
Under Mirik Municipality.

Sir,

This is to inform you that Mirik Municipality will be starting the training session for 45 days of H.H.W. under Community Health Care Service under Mirik Municipality from 1st March 2007 at Mirik Primary Health Center.


Chairman,
Mirik Municipality. **Chairman**
Mirik. L. B Rej
Mirik 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/06/243

Date 25.01.2007

From : Director, SUDA

To : The Chairman
Mirik Municipality

Sub. : Selection of Honorary Health Workers under
Community Based Primary Health Care Services.

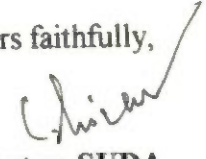
Sir,

With reference to your letter bearing memo no. 23/I-38/07/MM dt. 16.01.2007, this is to inform you that only one panel candidate is to be selected from one particular ward. It appears from the list forwarded by you that two panel candidates have been selected from ward no. 8 and one candidate from ward no. 7. Hence, out of the panel candidates appearing at serial no. 1 & 2 of the panel list, only one candidate is to be finalised from ward no. 8 and the rest panel candidate be finalised other than ward no. 7 & 8.

You are requested to amend the list of panel candidates and to send to the undersigned for office record.

Thanking you.

Yours faithfully,


Director, SUDA

**OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY**

P.O MIRIK, DIST. DARJEELING

Memo No : 24/1-38/07/MM

Date : 17/1/07

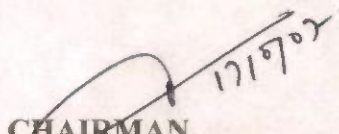
To,
The Director,
S.U.D.A(Health Wing)
Kolkatta.


Sub:- Trainers training in connection with ensuing
training of HHWs of Mirik Municipality.

Madam,

I an enclosing the list of names of trainers training in
connection with ensuing training of HHWs under Mirik Municipality.

1. Dr. D . Basu
2. Smt. Leela Ghissing BPHN
3. Smt Puspalata Kundu Staff Nurse
4. Shir Uttam Chettri HA


CHAIRMAN,
MIRIK MUNICIPALITY
MIRIK


CHAIRMAN
MIRIK MUNICIPALITY

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
 P.O. MIRIK, DIST. DARJEELING

Memo No. : 23/1-38/07/munDate : 16/1/07

To,
 The Director,
 S.U.D.A (Health Wing),
 Kolkotta.

Ref :- SUDA-Health /63 ULB/06/236 dated 11.01.2007

Sub:- Forwarding names of candidates for Honorary Health Workers under
Community Based Primary Health Care Services.

Sir /Madam,

I am hereby forwarding the list of both Regular & Panel candidates who will under go job orientation training for Honorary Health Workers.

Sl.No.	Names of Regular HHWs	Selected from ward no.
1.	Anjana Rai	IV
2	Bindiya Tamang	VI
3	Bandana Tamang	VII
4	Rojita Sarki	VIII
5	Srijana Tamang	IX
6	Rita Subba	V
7	Balika Subba	II
8	Samjana Chettri	I
9	Damchey Lama	III

Sl.No.	Name of Panel Candidates	Selected from Ward No.
1	Joshila Rai	VIII
2	Smrita Chettri	VIII
3	Rubina Rai	VII

Chairman,
 Mirik Municipality
 Mirik

16/01/07
 Chairman
 L. B Rai
 Mirik Municipality

Status

on

● **Community Based Primary Health Care Services in 63 Non-KMA ULBs**

ULBs	BPL Population	No. of SC sanctioned	Constitution of MHFWC	Submission of Mpl. Map with ward boundaries & BPL popl.	Opening of Separate of Bank A/C	Release of fund by SUDA
Kalimpong	5429	5	Yes	Yes	Yes	2.53 lakhs
Kurseong	8707	4	Yes	Yes	Yes	2.39 lakhs
Mirik	3026	2	Yes	Yes	Yes	2.02 lakhs

ULBs	Final selection of HHWs completed	No. of HHWs selected		Name of Trainers forwarded	Trainers Training to be held on
		Regular	Panel		
Kalimpong	Yes	23	8	Yes	31.01.2007
Kurseong	Yes	20	6	Yes	19.01.2007
Mirik	Yes	9	3	No	-

- OK • Family Schedule has already been delivered to the ULBs
- ✓ • Training Manual , HMIS Format, Base Line Survey Format and Kit Bag for HHWs – Work order has already been issued . The materials will be delivered by the Firms by 2nd wk. of February, 2007.
- ✓ • AA & FS has been accorded with regard to procurement of (a) Furniture & Equipment for Training , (b) Furniture & Equipment for M& S Cell by the ULB
- ✓ • Trainers' training will be imparted by SUDA centrally at SUDA Conference Hall. Name of trainers is yet to be forwarded by Mirik Municipality. Repeated follow up is being done over telephone in this regard.

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/06/242**Date **22.01.2007****From : Director, SUDA****To : The Chairman
Mirik Municipality****Sub. : Training of trainers under Community Based
Primary Health Care Services.**

Sir,

Reference is invited to your letter forwarding the names of doctors & nurses as trainers with regard to Community Based Primary Health Care (CBPHC) Services. One day training programme for the trainers has been organized centrally by SUDA and scheduled on 31.01.2007 at SUDA Conference Hall, ILGUS Bhawan, HC Block, Sector - III, Salt Lake at 11 A.M. You are aware that these trainers will in turn conduct training of Honorary Health Workers at your municipal level.

You are requested to make necessary arrangement for participation of the said trainers in the training programme on the above mentioned date & time.

If any of the participants requires hostel accommodation at SUDA, you may kindly forward the names of such participants indicating days of staying.

Expenditure towards traveling and daily allowance is to be provided by the ULB concerned to each of the participants as per existing Govt. norms.

The said expenditure is to be met out of the existing fund of CBPHC already provided to you and to be booked under the A/C head "Training - trainers training".

A line in conformation with regard to participation of the trainers and requirement of hostel accommodation of the participants, if any, may please be communicated to the Project Officer, Health, SUDA through Fax (No. 033 2359 3184) by 29.01.2007 positively.

Thanking you.

Yours faithfully,

Director, SUDA

Contd. to P-2.

- 2 -

SUDA-Health/63 ULBs/06/242/1(1)

22.01.2007

Copy forwarded for kind information to :
CMOH, Darjeeling

✓
22/1/07

Director, SUDA

22.01.2007

SUDA-Health/63 ULBs/06/242/2(3)

Copy forwarded for information and necessary action to :

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

✓
22/1/07

Director, SUDA

OFFICE OF THE BOARD OF
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARRANG

Memo No 23 / 1-38 / 07 / NM

To,
The Director,
S.U.D.A (Health Wing),
Kolkata.

Ref:- SUD Health /65 ULB/06
Sub: Forwarding names of candidates for
Community Based Primary Health C

Sir/Madam,

I am hereby forwarding the list of
candidates who will under go job orientation training

Sl.No. Names of Regular HHWs

1.	Anjana Rai
2.	Bindiya Tamang
3.	Bandana Tamang
4.	Rojita Sarki
5.	Srijana Tamang
6.	Rita Subba
7.	Balika Subba
8.	Samjana Chettri
9.	Damchev Lama

Sl.No. Name of Panel Candidates

1.	Joshila Rai
2.	Sureita Chettri
3.	Rubina Rai

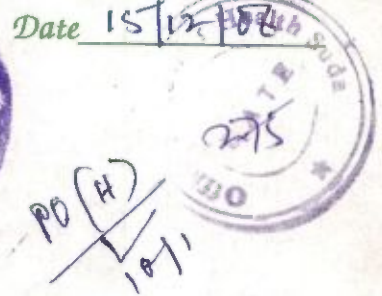
Ch...
Mirik Municip...
Mirik

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 242 / 1-38/08 / MM

To.

The Director,
S.U.D.A,
Kolkatta.



Sub: - Names of candidates for Honorary Health Worker, 10 JAN 2

Sir/ Madam,

This is to inform you that this undersign office is sending names of candidates for the grass root level manpower & health facilities under Community Based Primary Health Care under Mirik Municipality.

15/12/08
Chairman,
Mirik municipality,

Mirik.

L. B Rai
Mirik Municipality

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. _____

Date _____

**Candidates for the grass root level manpower & health facilities under
Community
Based Primary Health Care Service under Mirik Municipality.**

Names of H.H.W regular	1 st Panel for replacement of H.H.W. to be upgraded to FTS.	2 nd Panel for filling of the vacancies if required in future.
<ol style="list-style-type: none">1. Anjana Rai2. Bindiya Tamang3. Bandana Tamang4. Rojita Sarki5. Srijana Tamang6. Rita Subba7. Balika Subba8. Samjana Chettri9. Damchay Lama	Sanmit Lepcha Joshila Rai Mamta Pradhan	Roshni Ruchal Smita Chettri Rubina Rai


CHAIRMAN,
MIRIK MUNICIPALITY,
MIRIK
Chairman
L. B Rai
Mirik Municipality

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
 P.O. MIRIK, DIST. DARJEELING

Memo No. 242 / 1-38/08/11/M

Date 15/12/06

To,
 The Director,
 S.U.D.A,
 Kolkatta.



18 DEC 2006

Sub: - Names of candidates for Honorary Health Worker.

Sir/ Madam,

This is to inform you that this undersign office is sending names of candidates for the grass root level manpower & health facilities under Community Based Primary Health Care under Mirik Municipality.

(Signature)
 Chairman,
 Mirik municipality,
 Mirik,
 Chairman
 L. B. R. i
 Mirik 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/06/149**

Date26.10.2006

From : Director, SUDA

**To : The Chairman
Mirik Municipality**

**Sub. : Release of 1st installment of fund worth Rs. 2,02,000.00 towards
expenditure in connection with Community Based Primary Health
Care Service in 63 Non-KMA ULBs.**

Sir,

An A/C payee demand draft bearing no. 320669 dt. 23.10.2006, on SBI, Salt Lake for an amount of Rs. 2,02,000/- (Rupees Two lakhs two 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

26.10.2006

Encl: As stated

SUDA-Health/63 ULBs/06/149/1(D)

CC

Cashier, SUDA



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/06/157

Date26.10.2006

From : Director, SUDA

To : The Chairman

M. 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.

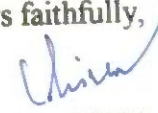
- 2 -

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,

Enclo. : As stated.



Director, SUDA

SUDA-Health/63 ULBs/06/157 (1/1)

26.10.2006

CC

Finance Officer, SUDA


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/06/132**

Date **10.10.2006**

From : Director, SUDA

**To : The Chairman
Mirik Municipality**

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

Sir,

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 st Panel for replacement of HHWs to be upgraded to FTSS	2 nd 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
9	2	1	12	9	2	2

N.B. : HHW = Honorary Health Worker, FTSS = First Tier Supervisor

- During selection of HHWs, no. of regular candidates & both the 1st & 2nd 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.

- 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,


Director, SUDA

10.10.2006

SUDA-Health/63 ULBs/06/1320

Copy forwarded for kind information to :

District Magistrate, Darjeeling



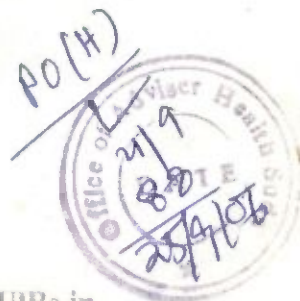
Director, SUDA

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 159/I-4/2006/mm

Date 14-09-06

To,
The Director
State Urban, Development Agency (Health Wing)
ILGUS Bhavan
H.C. block, Sector- III
Bidhannagar.
Kolkata- 91



Sub:- Community based primary health care Services in 63 Non- KMA UIBs in Implementation of .

Ref:- SUDA-Health/63/ulbs/06/143) Dated 10/08/06

Sir

I am submitting the following required information of Mirik Municipality for implementation of the above mentioned Scheme.

1. List of ward -wise BPL-Population (This list will be submitted within a week by Special messenger of this Municipality)
2. Municipal map showing ward boundary along with No. of B.P.L population.
3. Constitution of Municipal Level Health & Family Welfare Committee (MHFWC) (EXTRACT COPY ENCLOSED).
4. The new separate Bank Account of this Municipality is No. 01100050236/S.B.I. Mirik.

Thanking You.


Chairman
Mirik Municipality
Mirik **Chairman**
L. B Raj
Mirik Municipality

An extract copy of the resolution of the Board of council meeting held on 06/09/06 at the office chamber of Chairman Mirik Municipality.

Shri Lal Bahadur Rai, Chairman Mirik Municipality placed the proposal for the formation of the committee under the Municipal level Health and Family Welfare committee and the opening of the new Account under this Programme.

After a short discussion, the House unanimously decided to form a Committee with a following Member;

1. Shri L.B. rai President
Chairman,
Mirik Municipality
2. Shri Barun Rai. Member
Councillor, Ward No.VIII
Councillor-in-charge of Health
3. Representative of D.M. Member
(They will be taken in the committee soon)
4. Representative of Local N.G.O Member
President, Nari Sewa Samity, Mirik
5. ACMOH of Sub- Divisional Hospital Member
(They will be taken in the Committee soon)
6. Health officer of Municipality Member Secretary
Shri Mahendra Pradhan,
Sanitary Inspector, M/M
7. President, Community Development Society Specially Co-opted
Smt. Khasmani Gurung
8. Representative of SUDA Specially Co-opted
9. Superintendent of referred hospital Invitee
(to be Invited)

All the Members present expressed their approval in this regard.

It is also decided to open a Separate bank Account in State Bank of India, Mirik which will be operated solely by the Chairman, Mirik Municipality.

Sd/-
Chairman
Mirik Municipality

ATTESTED.


Chairman
Mirik Municipality
Chairman
L. B Rai
Mirik Municipality

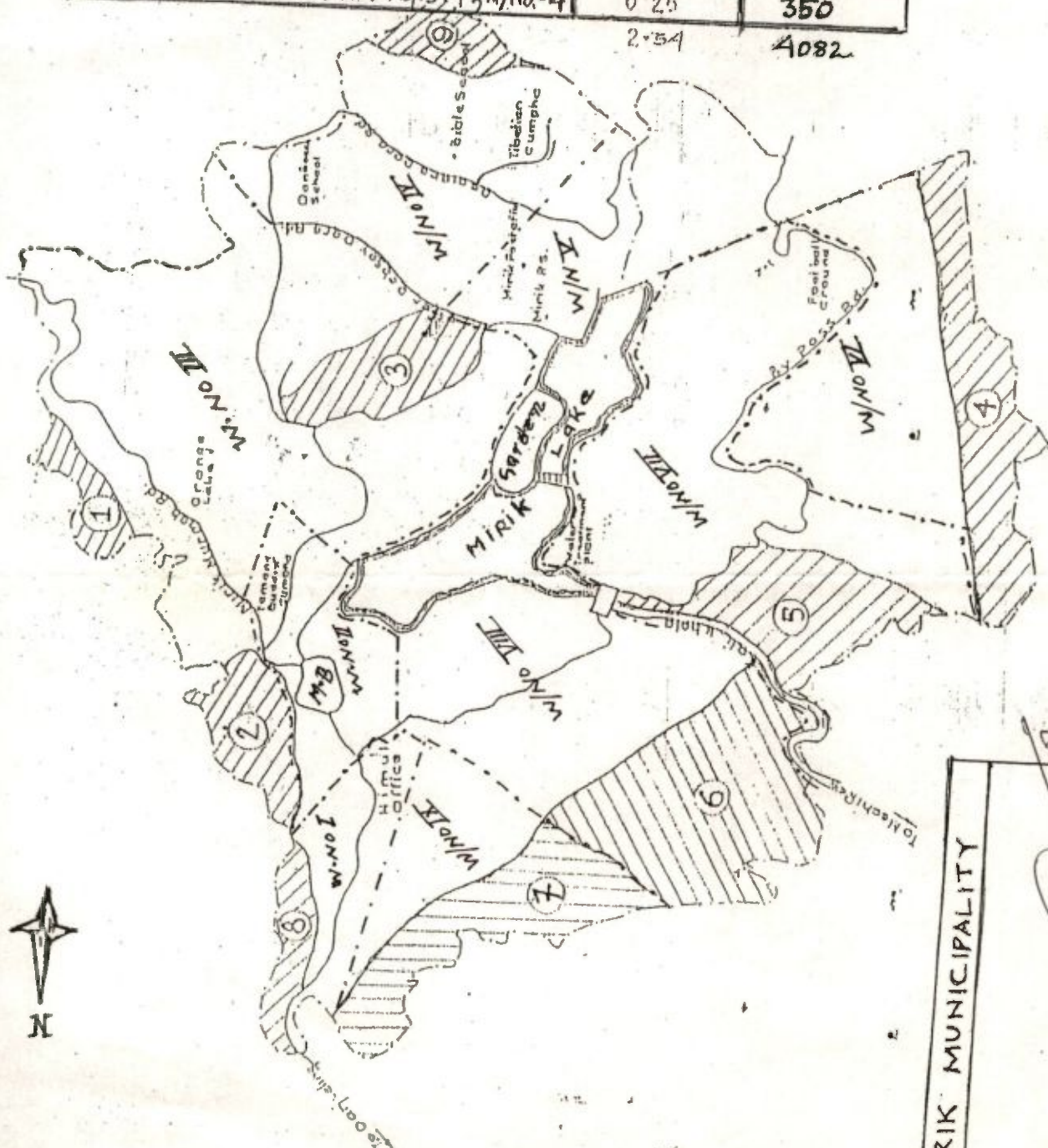
WARD MAP OF MIRIK MUNICIPALITY

WARDWISE B.P.L. POPULATION

SL. NO.	NAME OF THE BUSTY	AREA (SQ. KM.)	POPULATION (NUMBERS)
1	UPPER MIRIK BUSTY, W/NO.-3	0.15	400
2	RATO MATAY BUSTY, W/NO.-3	0.09	300
3	THANA LINE BUSTY, W/NO.-3	0.12	360
4	UPPER KAWLAY BUSTY, W/NO.-6	0.40	425
5	RASDAL GAON BUSTY, W/NO.-7	0.28	525
6	MAHENDRAGAON BUSTY, W/NO.-8	0.45	750
7	SBRASALAY BUSTY, W/NO.-9	0.86	522
8	NIZE GAON BUSTY, W/NO.-1	0.24	450
9	UPPER DEOSAY DARA BUSTY, W/NO.-4	0.25	350
		2.54	4082

MIRIK

THIS MARKS SHOWN IN MAP INDICATES B.P.L. AREA
 DRAWN BY _____ APPROVED BY _____ TITLE DATE _____
 A.E. _____
 S.E. _____
 S.E. _____



MIRIK MUNICIPALITY
 Chairman
 SIGNED _____
 CHAIRMAN
 MIRIK MUNICIPALITY
 MIRIK

OFFICE OF THE BOARD OF COUNCILLORS
MIRIK MUNICIPALITY
P.O. MIRIK, DIST. DARJEELING

Memo No. 159/I-4/2006/mm.

Date 14-09-06.

To,
The Director
State Urban, Development Agency (Health Wing)
ILGUS Bhavan
H.C. block, Sector- III
Bidhannagar.
Kolkata- 91



Sub:- Community based primary health care Services in 63 Non- KMA UEs in Implementation of.

Ref:- SUDA-Health/63/ulbs/06/143) Dated 10/03/06

Sir

I am submitting the following required information of Mirik Municipality for implementation of the above mentioned Scheme.

1. List of ward -wise BPL-Population (This list will be submitted within a week by Special messenger of this Municipality)
2. Municipal map showing ward boundary along with No. of B.P.L. population.
3. Constitution of Municipal Level Health & Family Welfare Committee (MHPWC) *(copy enclosed)*
4. The new separate Bank Account of this Municipality is No. 01100050236/S.B.I. Mirik.

Thanking You.

(Signature)
18709DC
CHAIRMAN
MIRIK MUNICIPALITY
MIRIK

(Signature) 14/0906
Chairman
Mirik Municipality
Mirik
Chairman
L. B Rej
Mirik Municipality

An extract copy of the resolution of the Board of council meeting held on 06/09/06 at the office chamber of Chairman Mirik Municipality.

Shri Lal Bahadur Rai, Chairman Mirik Municipality placed the proposal for the formation of the committee under the Municipal level Health and Family Welfare committee and the opening of the new Account under this Programme.

After a short discussion, the House unanimously decided to form a Committee with the following Member;

- | | |
|--|--------------------|
| 1. Shri L.B. Rai
Chairman,
Mirik Municipality | President |
| 2. Shri Barun Rai.
Councillor, Ward No.VIII
Councillor-in-charge of Health | Member |
| 3. Representative of D.M.
(They will be taken in the committee soon) | Member |
| 4. Representative of Local N.G.O
President, Nari Sewa Samity, Mirik | Member |
| 5. ACMOH of Sub- Divisional Hospital
(They will be taken in the Committee soon) | Member |
| 6. Health officer of Municipality
Shri Mahendra Pradhan,
Sanitary Inspector, M/M | Member Secretary |
| 7. President, Community Development Society
Smt. Khasmani Gurung | Specially Co-opted |
| 8. Representative of SUDA | Specially Co-opted |
| 9. Superintendent of referred hospital
(to be Invited) | Invitee |

All the Members present expressed their approval in this regard.
It is also decided to open a Separate bank Account in State Bank of India, Mirik which will be operated solely by the Chairman, Mirik Municipality.

Sd/-
Chairman
Mirik Municipality

ATTESSTED.

Chairman
Mirik Municipality

Chairman

L. B. Rai
Mirik Municipality

CHAIRMAN
MIRIK MUNICIPALITY
MIRIK

WARD MAP OF MIRIK MUNICIPALITY

WARDWISE B.P.L. POPULATION

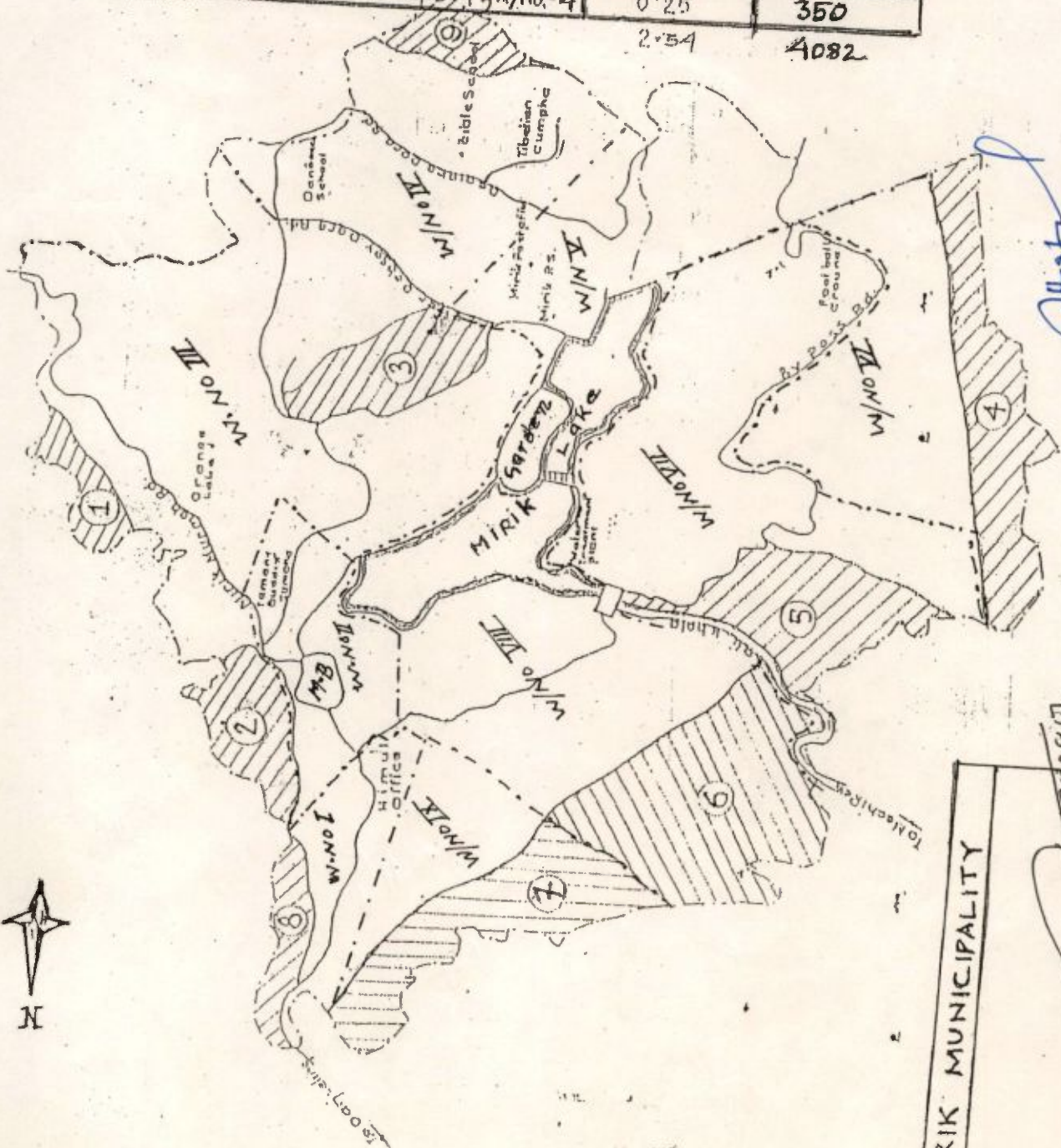
SL. NO.	NAME OF THE BUSTY	AREA (SQ. KM.)	POPULATION (NUMBERS)
1	UPPER MIRIK BUSTY, W/NO.-3	0.15	400
2	RATO MATAY BUSTY, W/NO.-3	0.09	300
3	THANA LINE BUSTY, W/NO.-3	0.12	360
4	UPPER KAWLAY BUSTY, W/NO.-6	0.40	425
5	RASDAL GAON BUSTY, W/NO.-7	0.28	525
6	MAHENDRAGAON BUSTY, W/NO.-8	0.45	750
7	SORASALAY BUSTY, W/NO.-9	0.86	522
8	NIZE GAON BUSTY, W/NO.-1	0.24	450
9	UPPER DEGSAY DARA BUSTY, W/NO.-4	0.25	350
		2.54	4082

Mirik

THIS MARKS SHOWN IN MAP INDICATES B.P.L AREA

APPROVED BY TITLE DATE

A.E. I.E. S.E.



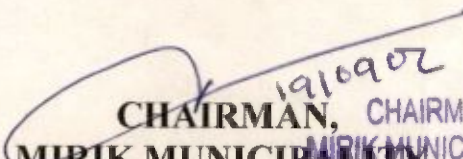
Chairman
MIRIK MUNICIPALITY

MIRIK MUNICIPALITY

CHAIRMAN 18/09/02
MIRIK MUNICIPALITY

**WARDWISE POPULATION OF MIRIK MUNICIPALITY
AS PER 2001 CENSUS.**

Sl. No.	Name of wards & No.	Total Populations		
		Male	Female	Total
1	<i>Nig gaon</i> 1	377	410	787
2	<i>Mirik Bazar</i> 2	719	690	1409
3	<i>Thana line</i> 3	726	694	1420
4	<i>Deaosay dara</i> 4	380	372	752
5	<i>Krishnanagar</i> 5	294	306	600
6	<i>Kawlay</i> 6	388	334	722
7	<i>Pratap, Rasdal, Bissalay</i> 7	528	534	1062
8	<i>Mahendra gaon</i> 8	629	641	1270
9	<i>Sorasalay</i> 9	541	549	1090
10	GRAND TOTAL	45825	4530	9112


 CHAIRMAN, CHAIRMAN
 MIRIK MUNICIPALITY MIRIK MUNICIPALITY
 MIRIK MIRIK

Rajeev Gurung-
MIRIK Municipality: →
98324-06151.

Ms. Manita Subba.
98323-60973

57P31PI

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/ 87

19.09.2006
Date

From : Director, SUDA

To : The Chairman
Mirik Municipality

Sub. : Community Based Primary Health Care Service in 63
Non-KMA ULBs - implementation of.

Sir,

With reference to this earlier communication bearing no. SUDA-Health/63 ULBs/06/14(3) dt. 10.08.2006, I am to inform you that the required information with regard to (a) submission of ward-wise BPL population, (b) Municipal Map showing ward boundary along with no. of BPL population of each ward, (c) constitution of Municipal Level Health & Family Welfare Committee and (d) opening of separate Bank A/C in the name of "HHW Scheme, Dhupguri Municipality" have not yet been received.

You are requested to expedite the process for forwarding the said information to the undersigned, so that necessary fund can be placed with your municipality to start the initial activities of the project at the earliest.

Thanking you

Yours faithfully,

Thiru
Director, SUDA

19.09.2006

SUDA-Health/63 ULBs/06/ 87/1(1)
Copy forwarded for kind information to :
District Magistrate, Darjeeling

Thiru
Director, SUDA

19.09.2006

SUDA-Health/63 ULBs/06/ 87/2(1)
Copy forwarded for kind information to :
CMOH, Darjeeling

Thiru
19/9/06
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/06/14 (3)

Date 10.08.2006

From : Director, SUDA

To : The Chairman
Kalimpong / Kurseong / Mirik Municipality
Dist. : Darjeeling

DARJEELING
9/2

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 24th 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 (a)	Municipal map showing ward boundary along with no. of BPL population (b)	Constitution of MHFWC (c)	Opening of a separate Bank A/C (d)	Remarks
Kalimpong	Yes	No	No	No	To submit (b), (c) & (d)
Kurseong	Yes	Yes	No	No	To submit (c) & (d)
Mirik	No	No	No	No	To submit (a),(b),(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,


Director, SUDA

10.08.2006


Director, SUDA

10.08.2006


Director, SUDA

SUDA-Health/63 ULBs/06/14(3)/11(1)

Copy forwarded for kind information to :

District Magistrate, Darjeeling

SUDA-Health/63 ULBs/06/14(3)/2(1)

Copy forwarded for kind information to :

CMOH, Darjeeling