



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal

☎ : 03224-252996/252997
255051 / 253410
Fax : 252154

Memo No. : _____

Date : _____

To
Afsarul Pathan
Health Assistant
Community Based Primary Health Care Services,
C/O – Yeasin Pathan,
Vill. – Basudevpur, P.O- Khanjanchak,
P.S- Durgachak, Dist.- Purba Medinipur.



Div-GUDA

**Sub : Resignation from the post of Health Assistant under Community Based
Primary Health Care Services of this Municipality.**

Sir,

POCHA
24/9/15

With reference to your letter dated on 25.08.2015 on the above subject and to say that your resignation from the Health Assistant under Community Based Primary Health Care Services of this Municipality is hereby accepted w.e.f. 25.08.2015.

Thanking you.

Yours faithfully,

Sd/-

Chairman
Haldia Municipality

Date *24/9/15*

Memo No. *4277(B)/A.M./2015*

Copy forwarded for information & necessary action to

1. The Principal Secretary, M.A. Department, Govt. of West Bengal, Writers' Building, Kolkata- 700001
2. The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Salt Lake City, Kolkata – 91
3. The Director, State Urban Development Agency, Health Wing, ILGUS Bhaban, H-C Block, Sector-III, Kolkata-70009 1
4. The Chairman – in – Council, Health, Haldia Municipality
5. The Executive Officer, Haldia Municipality
6. The Office Superintendent, Haldia Municipality
7. The Account Section, Haldia Municipality
8. The Head Clerk, Haldia Municipality



24/9/15

Chairman
Haldia Municipality

1662-SMA/15
V/10/15



Office of The
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal

☎ : 03224-252996/252997
252644/253410/252718
Fax: 252154

Memo No. : _____

Date : _____

To,
The C.M.O.H. ,
Tamluk,
Purba Medinipur.



Sub:- Engagement of ANM / GNM staff for Routine Immunization.

Sir,

Referring to the above this is to inform you that Routine Immunization programme had been going on in the area of Haldia Municipality since March'2013. FTS & HHW workers under Community Based Primary Health Care Service (C.B.P.H.C.S) of this Municipality are working as vaccinator. But they are not properly qualified for the said job.

Now, I would like to request you to take necessary action to engage three (3) ANM / GNM staff for smooth performance of this programme at your earliest.

Thanking you.

Yours faithfully,

Sdl-

Chairman
Haldia Municipality

Dated... 24-7-14

Memo No. 1184 (6) / HME / 2014

Copy forwarded for information & necessary action to :-

- 1) District Magistrate, Tamluk, Purba Medinipur.
- 2) S.D.O, Haldia, Purba Medinipur.
- 3) A.C.M.O.H, Haldia , Purba Medinipur.
- ✓ 4) Director, SUDA
- 5) Superintendent, Haldia Sib-Divisional Hospital, Purba Medinipur.
- 6) C-I-C, Health, Haldia Municipality

PO (A) 24.7.14

Chairman
Haldia Municipality



Office of The
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal

☎ : 03224-252996/252997
252644/253410/252718
Fax: 252154

Memo No. : 5547/HM/2014

Date : 28.3.14

To
The Director,
State Urban Development Agency,
Health Wings, ILGUS Bhavan,
HC-Block, Sector – III, Salt Lake,
Bidhannagar, Kolkata- 700106
West Bengal.



PO(H)
2
28/3/14

Sub : Engagement of one HHW for fill up the resultant vacancies of one regular HHW from the panel candidates under Community Based Primary Health Care Services.

Sir,

With reference to your letter No.SUDA-Health/29/08/289 Dated : 28-01-2014 on the above subject and this is to say that Rina Mondal, W/O- Ratan, Village – Brajanathchak, P.O- Haldia Township has been engaged to the regular post of HHW against resultant vacancies of HHW named Firoja Begum under Community Based Primary Health Care Service under Haldia Municipality w.e.f. 03-03-2014.

This is for your kind information & necessary action.

Thanking you,

Yours faithfully,




Chairman 27.3.14
Haldia Municipality

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 Chairperson,
_____ 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

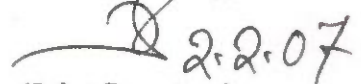
Sl. No	Category of staff	Education qualification	Experience	No. to be recruited	Contractual Pay
1.	Medical Officer	MBBS degree from a recognised university	Knowledge in Com.Health/maternity and child health programme	1 (only for these ULBs having more than 40 thousand population)	Rs.6000/- p.m.
2.	Sanitary Inspector	H.S. & Certificate course in the subject specific	2 years in the related field	1	Rs.5500/- p.m.
3.	Computer Asstt.	Graduate from a	Knowledge in M.S.Office, Tally	1	Rs.5000/- p.m.

		recognised university and course in Computer Technology	7.2 etc.		
4.	Accounts Asstt.	Graduate from a recognised university	Adequate experience in handling accounts independently and knowledge in accountings of Govt./Semi-Govt. offices	1	Rs.5000/- p.m.
5.	Multi-purpose Helper-cum-S.K. Clerk	Graduate from any recognised university	Adequate knowledge and experience in office work in Govt./Semi Govt. offices	1	Rs.5000/- p.m.
6.	Health Assistant	Madhyamik	Adequate knowledge and experience in community based health programme for 2 years.	1	Rs.5000/- p.m.

The contractual appointment will be initially for one year renewable for another year on satisfactory performance.

Age in all cases will be as applicable for municipal employees.

Yours faithfully,


(Joint Secretary)

No.111/1(2)-MA/C-10/3S-55/2005

Date :02.02.2007

Copy forwarded for information and necessary action to.:

- 1) Director of Local Bodies, West Bengal.
- 2) Director, SUDA.


(Joint Secretary)

DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA.

No. 451/MA/C-10/35-53/2005 Pt.

Dated, Kolkata, the 22nd April, 2008.

NOTIFICATION

A project for taking up Community Based Primary Health Care Services (CBPHC) in 63 Non-KMA Urban Local Bodies (ULBs) has been taken up with the budgetary support of Health & Family Welfare Department in line with the Community Based Health Care Programmes implemented in the remaining Urban Local Bodies earlier under various other Health Projects. For successful and smooth implementation of the Scheme, one Health Officer is required to be engaged in each ULB on contract basis with contractual remuneration. The matter was under active consideration of the Government for sometime past.

2. After careful consideration of all aspects, the Governor has been pleased to accord sanction to the creation of 63 posts of Health Officer, for the 63 ULBs, for covering Community Based Primary Health Care Services (CBPHC). The Health Officer shall be engaged by the concerned Urban Local Body on contractual basis.

3. The contractual remuneration of the Health Officers will be fixed taking into account the initial basic pay in the Scale of Rs.8000-13500/- plus Dearness pay as well as Dearness Allowance as is admissible on the date of contractual appointment.

4. The Selection of the Health Officer will be made through a selection process by the respective Urban Local Bodies in the manner stated below:-

- a) Names of Candidates be invited through Notification at least in two daily newspapers (1 Bengali, 1 English).
- b) Candidates must have minimum qualification of MBBS from any recognized University with desirable qualification of 2 years' practicing experience.
- c) Conditions regarding minimum and maximum age and other criteria on nationality & caste shall be governed by the existing orders of the Government for recruitment of Medical Officers.
- d) A Committee comprising Chairperson of the respective ULB as the Chairman, representative of the District Magistrate, representative of the Chief Medical Officer of Health of the district, an officer nominated by the Director of Local Bodies as the other members shall conduct the selection process.

5. This order entails discontinuation, at the same time of Medical Officer who are now continuing in the Urban Local Bodies on contractual pay of Rs.300/- per day subject to a maximum of Rs.6000/- p.m.

6. This order issues with the approval of the Cabinet and concurrence of Finance Department vide U.O.No.625 Gr.P(Service) dated 21.2.2008.

7. The Principal Accountant General (A&E), West Bengal and all others concerned are being informed accordingly.

By order of the Governor,

Sd/- A. Roy,
Special Secretary to the Govt. of West Bengal.

Copy forwarded for information and necessary action to the:-

1. Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. Mayor/Chairperson, _____ Corporation/Municipality,
P.O. _____, Dist. _____
3. Commissioner/Chief Executive Officer, _____ Municipal Corporation,
P.O. _____, Dist. _____
4. Pr. Secretary, Health & Family Welfare Department, Swastha Bhavan, GN-29, Sector-V,
Salt Lake, Kolkata-700 091.
5. District Magistrate, _____
P.O. _____, Dist. _____
6. Project Director, (HSDI), Commissioner, Family Welfare & Spl. Secy., Govt. of West
Bengal, Swastha Bhavan, 4th floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-106.
7. Director of Local Bodies, West Bengal, Purta Bhavan, Salt Lake, Kolkata-91.
8. Director, State Urban Development Agency, West Bengal.
9. Project Officer, Health Wing, SUDA, West Bengal.
10. Finance Department, Gr. P (Services) R, of Govt. of West Bengal.
11. P.S. to M.I.C., M.A. & U.D. Department of this Govt.
12. P.A. to the Principal Secretary of this Department.
13. P.A. to the Special Secretary (A. Roy) of this Department.
14. Shri Milan Bose, Cell-10 of this Department.
15. Guard file of Cell-10 of this Department.

A. In
22/4/05
Joint Secretary.

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



No.846/MA/C-10/3S-55/2005 Pt.I

Dated, the 8th Aug., 2008

MEMORANDUM

Sub : Engagement of Health Officer under CBPHCS Scheme



Clarifications on a number of points in connection with this Department Notification No. 451/MA/C-10/3S-55/2005 Pt. dated 22.4.2008 regarding the captioned subject, were sought by different ULBs from time to time.

The Govt. in this Department is pleased to clarify the points raised as follows

1. The contractual remuneration to be reckoned as indicated in the said Notification, may however differ from time to time arising out of difference of the rate of D.A. admissible on the date of contractual engagement or date of renewal of contractual engagement of a H.O. but in no way it will include M.A. or H.R.A. or N.P.A or increment in Pay or other allowance or benefit. However, total contractual remuneration will remain unaltered for one year counted from the date of contractual engagement.
2. Contractual engagement will be made for one person for one ULB for 1(one) calendar year and thereafter if found satisfactory, it may be renewed for further 1(one) year with a gap of atleast 1(one) day between two contracts and so on, until any communication is made in the meantime, otherwise.
3. The contractual remuneration to the Health Officer is to be paid out of the fund allotted on account of CBPHCS Scheme.
4. Reservation of post for SC/ST/OBC shall be Governed by the existing Circular of the Govt. But there is no mandate to reserve a post for any category having single contractual employee of that post.
5. The maximum age limit for contractual engagement of a candidate for the first time is fixed at 32 years on the last date-of-birth subject to the relaxation as per Govt. rules for candidates belonging to SC/ST/OBC categories
6. The Health Officer so engaged shall be entitled to leave as admissible under Rule 213 of the West Bengal Service Rules, Part-I of the Govt. of West Bengal.
7. The Chairman of the concerned ULB or any person designated by him for the purpose shall act as the leave sanctioning authority. In case of any dispute as to the leave, the matter will be settled by the DLB., West Bengal.

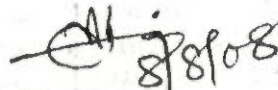
Sd/-D.Goswami
Joint Secretary

No. 846/1(160)/MA/C-10/3S-55/2005 Pt.I

Dated, the 8th Aug., 2008.

Copy forwarded for information & necessary action to the :

1. Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001.
2. Mayor/Chairperson, _____, Corporation/Municipality,
P.O. _____ Dist. _____.
3. Commissioner/Chief Executive Officer, _____ Municipal Corporation,
P.O. _____, Dist. _____.
4. Pr. Secretary. H & F.W. Deptt., Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-106
5. District Magistrate, _____
P.O. _____ Dist. _____.
6. Project Director, (HSDI), Commissioner, Family Welfare & Spl. Secy., Govt. of W.B.,
Swasthya Bhavan, 4th floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-106.
7. Director of Local Bodies, W.B., Purta Bhavan, West Bengal.
8. Director, State Urban Development Agency, West Bengal
9. Project Officer, Health Wing, SUDA, West Bengal.
10. Finance Department, Gr.P (Services), Govt. of West Bengal.
11. P.S. to M.I.C., M.A. & U.D Department of this Government.
12. P.A. to the Principal Secretary of this Department.
13. P.A. to the Special Secretary (A.Roy) of this Department.
14. Shri Milan Bose, Cell-10 of this Department.
15. Guard file of Cell-10 of this Department.


8/8/08
Joint Secretary



Office of The
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal

☎ : 03224-252996/252997
252644/253410/252718
Fax: 252154

Memo No. : _____



Date : _____

To
The Director,
State Urban Development Agency,
Health Wings, ILGUS Bhavan,
HC-Block, Sector - III, Salt Lake,
Bidhannagar, Kolkata- 700106
West Bengal.

Sub : Filling up the vacant post of one Health Officer, one Medical Officer and one HHW under Community Based Primary Health Care Service of this Municipality.

Sir,

With reference to our Memo No. 472(7) /HM/ 11 dated 03.06.11 on the above subject and to say that a post of Health Officer is lying vacant w.e.f. 01.06.11 under CBPHCS Scheme of this Municipality. There are one post of Medical Officer and one post of HHW also vacant in this scheme. It is very necessary to fill up the vacant posts as mentioned above as early as possible.

In view of the above, I would request you to kindly take necessary action to fill up the vacant posts as mentioned above in CBPHCS scheme of this Municipality at an early date so as to enable us to operate the scheme smoothly & effectively.

Thanking you,

Yours faithfully,

Sd/-

Chairman
Haldia Municipality

Memo No. : 2558(2)HM/2014 Date : 3.1.14

Copy forwarded for information & necessary action to

- ✓ 1. The Principal Secretary, Municipal Affairs Department, Govt. Of West Bengal, Writers Building, Kol-1
2. The Director, Directorate of Local Bodies, Govt. of West Bengal, Purta Bhavan, Salt Lake, Kol.- 91



[Signature]
Chairman
Haldia Municipality



Office of The
Haldia Municipality

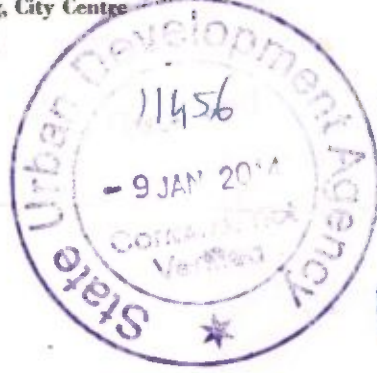
Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal

☎ : 03224-252996/252997
252644/253410/252718
Fax: 252154

Memo No. : _____

Date : _____

To
The Director,
State Urban Development Agency,
Health Wings, ILGUS Bhavan,
HC-Block, Sector – III, Salt Lake,
Bidhannagar, Kolkata- 700106
West Bengal.



Sub : Filling up the vacant post of one Health Officer, one Medical Officer and one HHW under Community Based Primary Health Care Service of this Municipality.

Sir,

With reference to our Memo No. 472(7) /HM/ 11 dated 03.06.11 on the above subject and to say that a post of Health Officer is lying vacant w.e.f. 01.06.11 under CBPHCS Scheme of this Municipality. There are one post of Medical Officer and one post of HHW also vacant in this scheme. It is very necessary to fill up the vacant posts as mentioned above as early as possible.

In view of the above, I would request you to kindly take necessary action to fill up the vacant posts as mentioned above in CBPHCS scheme of this Municipality at an early date so as to enable us to operate the scheme smoothly & effectively.

Thanking you,

Yours faithfully,

Sd/-

Chairman
Haldia Municipality

Memo No. : 2558(2)HM/2014 Date : 3.1.14

Copy forwarded for information & necessary action to

1. The Principal Secretary, Municipal Affairs Department, Govt. Of West Bengal, Writers Building, Kol-1
- ✓ 2. The Director, Directorate of Local Bodies, Govt. of West Bengal, Purta Bhavan, Salt Lake, Kol.- 91



[Signature]
Chairman
Haldia Municipality



Office of The
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal

☎ : 03224-252996/252997
252644/253410/252718
Fax: 252154

Memo No. : 2558/HM/2014

Date : 03.1.14

To
The Director,
State Urban Development Agency,
Health Wings, ILGUS Bhavan,
HC-Block, Sector - III, Salt Lake,
Bidhannagar, Kolkata- 700106
West Bengal.



Sub : Filling up the vacant post of one Health Officer, one Medical Officer and one HHW under Community Based Primary Health Care Service of this Municipality.

Sir,

With reference to our Memo No. 472(7) /HM/ 11 dated 03.06.11 on the above subject and to say that a post of Health Officer is lying vacant w.e.f. 01.06.11 under CBPHCS Scheme of this Municipality. There are one post of Medical Officer and one post of HHW also vacant in this scheme. It is very necessary to fill up the vacant posts as mentioned above as early as possible.

In view of the above, I would request you to kindly take necessary action to fill up the vacant posts as mentioned above in CBPHCS scheme of this Municipality at an early date so as to enable us to operate the scheme smoothly & effectively.

Thanking you,

Yours faithfully,



[Handwritten signature]
Chairman
Haldia Municipality

Memo No. : Date :

Copy forwarded for information & necessary action to

1. The Principal Secretary, Municipal Affairs Department, Govt. Of West Bengal, Writers Building, Kol-1
2. The Director, Directorate of Local Bodies, Govt. of West Bengal, Purta Bhavan, Salt Lake, Kol.- 91

[Handwritten signature]
Chairman
Haldia 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/29/08/32

Date08.05.2013

From : Director, SUDA

**To : The Chairperson
Haldia Municipality**

Sub. : Recruitment of MO and ANM/ GNM under Urban RCH Programme.

Sir,

Enclosed kindly find herewith communication of Shri Deba Prasad Mondal, Leader of Opposition, Haldia Municipality dt. 26.04.2013, which speaks for itself.

You are requested to look into the matter and take necessary action accordingly, if any.

Thanking you.

Enclo. : As stated.

Yours faithfully,


Director, SUDA



Haldia Municipality

City Center, Debhog, Haldia, Purba Medinipur.

Tri Debaprasad Mondal
Opposition Leader
Mob.: 9434940619

Ref. No.

Date: 26.4.13

PO(H)

[Signature]
29/4/13

To
The Chairperson,
Haldia Municipality,
&
The President,
ANM & GNM Recruitment Board of Haldia Municipality,
City Centre, Debhog, Haldia,
Purba Medinipur.

Sub.: Recruitment of Health Staff like Medical Officer, ANM & GNM.

Madam,

With reference to the above subject, we the Councillors of Haldia Municipality like to inform that the advertisement regarding the above recruitment has been overlooked by the maximums trained nurses in our locality under the jurisdiction of Haldia Municipality. Also our opposition Councillors were did not know the Recruitment process. According to this our locality trained nurses, ~~They~~ did not attend the interview board which was held on 25th April 2013.

In this circumstance, you are therefore requested to arrange further advertisement to our Haldia Municipality area, so that the maximum candidates may avail the opportunity to participate in the interview. Otherwise we were go to the Democratic Movement for our without knowledge of that recruitment process.

Thanking you,

Yours faithfully,

[Signature] 26.4.13

(Deba Prasad Mondal)
Leader of Opposition
Haldia Municipality

**LEADER OF OPPOSITION
HALDIA MUNICIPALITY**

- Copy to :-
- 1) The Director, SUDA, West Bengal.
 - 2) The Director of Local Bodies, West Bengal.
 - 3) CMOH of Haldia Sub-Divisional Hospital.
 - 4) The District Magistrate, Purba Medinipur.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/29/08/147

Date 05.09.2011

From : Director, SUDA

**To : Dr. Kallol Kr. Mukherjee
Jt. Secretary
Dept. of Municipal Affairs
Writers' Building.**

**Sub. : Filling up of the vacant post of Health Officer,
under CBPHCS Haldia Municipality.**

Sir,

With reference to your communication bearing no. 526/MA/C-10/3S-55/2005 Pt. dt. 24.08.2011, this is to intimate you that a communication vide no. SUDA-Health/29/08/95 dt. 22.07.2011 (copy enclosed for ready reference) had already been made to the Chairman, Haldia Municipality for filling up the vacant post of Health Officer.

Thanking you.

Encl. : As stated.

Yours faithfully,


Director, SUDA

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA

DO (H)
D
24/8/11

No.526/MA/C-10/3S-55/2005 Pt.

Dated, Kolkata,
the 24th August, 2011.

From : Shri K.K.Mukherjee,
Joint Secretary to the Govt. of West Bengal.

✓ To : The Director, S.U.D.A., I L G U S Bhavan,
HC-Block, Salt Lake, Sector-III,
Kolkata-700 106.

Sub : Filling up of the vacant post of Health Officer,
Haldia Municipality under CBPHCS.

Sir,

I am directed to enclose a copy of the memo. no.1275/(2)/
HM/11 dt.19.07.11 received from the Chairperson, Haldia Municipality
on the subject stated above and to request you to offer your views
in the matter.

Enclo. As above.



Yours faithfully,

K
Joint Secretary to the
Govt. of West Bengal.



9396-D
29-7-11

Office of the Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

MD-659
2-8-2011

19(29.07)

35-55/2005/11

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

To
The Director,
State Urban Development Agency,
Health Wings, ILGUS Bhavan,
HC-Block, Sector-III, Salt Lake,
Bidhannagar, Kolkata - 700 106,
West Bengal.

JS (KM)

SP/6 (7)M
h
29/11



Sub : Filling up the vacant post of Health Officer, Community Based Primary Health Care Services of this Municipality caused due to resignation of Dr. Subhendu Hazra.

Sir,

With reference to our Memo. No. 472(7)/HM/11 dated - 3.6.11 on the above subject and to say that Dr. Subhendu Hazra, Health Officer under CBPHC Scheme of this Municipality has resigned from his post w.e.f. 1.6.11. So, a post of Health Officer is lying vacant w.e.f. 1.6.11. There is no Medical Officer/Health Officer in this Scheme in this Municipality. It is very necessary to fill up the vacant post of Health Officer as early as possible.

In view of the position, I would request you to kindly take necessary action to fill up the vacant post of Health Officer in CBPHC Scheme of this Municipality at an early date so as to enable us to operate the scheme smoothly & effectively.

Thanking you,

Yours faithfully,

sd/

**Chairperson,
Haldia Municipality.**

Memo No. 1275(2)/HM/11

Date 19.07.11

Copy forwarded for information & necessary action to

✓ The Principal Secretary, Municipal Affairs Department, Govt. of West Bengal, Writers' Building, Kolkata - 1.

2. The Director, Directorate of Local Bodies, Govt. of West Bengal, Purta Bhavan, Salt Lake, Kolkata - 91.

**Chairperson,
Haldia Municipality.**

sd/



sd (KM)
H.O of CBPHC
2/8

sd (KM)
2/8/11

3163-50/2011
2/8

Post - Health Officer.

M.T.

JS (KM)

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.SUDA-Health/29/08/95

Date22.07:2011

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

**Sub. : Filling up the vacant post of the Health Officer under
Community Based Primary Health Care Services.**

Ref. : Your communication bearing memo no. 1275/HM/11 dt. 19.07.2011.

Sir,

With reference to above, you are requested to follow the Notification of Department of Municipal Affairs vide no. 451/MA/C-10/3S-55/2005 (Pt.) dt. 22.04.2008 and 846/MA/C-10/3S-55/2005 Pt.-I dt. 08.08.2008 (copy enclosed for ready reference) relating to contractual appointment of Health Officer.

Thanking you.

Yours faithfully,

Encl. : As stated.


Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 1275/HM/11

Date : 19.7.11

To
The Director,
State Urban Development Agency,
Health Wings, ILGUS Bhavan,
HC-Block, Sector-III, Salt Lake,
Bidhannagar, Kolkata - 700 106,
West Bengal.



PO (Ct)
20/7/11

Sub : Filling up the vacant post of Health Officer, Community Based Primary Health Care Services of this Municipality caused due to resignation of Dr. Subhendu Hazra.

Sir,

With reference to our Memo. No. 472(7)/HM/11 dated - 3.6.11 on the above subject and to say that Dr. Subhendu Hazra, Health Officer under CBPHC Scheme of this Municipality has resigned from his post w.e.f. 1.6.11. So, a post of Health Officer is lying vacant w.e.f. 1.6.11. There is no Medical Officer/Health Officer in this Scheme in this Municipality. It is very necessary to fill up the vacant post of Health Officer as early as possible.

In view of the position, I would request you to kindly take necessary action to fill up the vacant post of Health Officer in CBPHC Scheme of this Municipality at an early date so as to enable us to operate the scheme smoothly & effectively.

Thanking you,

Yours faithfully,

Chairperson,
Haldia Municipality.

[Signature]
19/7/11



Memo No. _____

Date _____

Copy forwarded for information & necessary action to

1. The Principal Secretary, Municipal Affairs Department, Govt. of West Bengal, Writers' Building, Kolkata - 1.
2. The Director, Directorate of Local Bodies, Govt. of West Bengal, Purta Bhavan, Salt Lake, Kolkata - 91.

[Signature]
Chairperson,
Haldia Municipality.



Office of the Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

To
Dr. Subhendu Hazra,
Health Officer,
Community Based Primary Health Care Services,
S/o. - Gokul Ch. Hazra,
Vill. - Mahammadpur, P.O. - Nandakumar,
Purba Medinipur.



Date : _____

Sub : Resignation from the post of Health Officer Community Based Primary Health Care Services of this Municipality.

Sir,

With reference to your letter No. Nil, dated - 27.5.11 on the above subject and to say that your resignation from the Health Officer in Community Based Primary Health Care Services of this Municipality is hereby accepted w.e.f. 1.6.11 for your higher studies.

Thanking you,



Yours faithfully,

Sd/
Chairperson,
Haldia Municipality.

Memo No. 472 (7)/Am/11

Date 03.06.11

Copy forwarded for information & necessary action to

1. The Principal Secretary, M.A. Department, Govt. of West Bengal, Writers' Building, Kolkata - 700 001.
2. The Director of Local Bodies, Govt. of West Bengal, Purta Bhavan, Salt Lake, Kolkata - 91.
3. The Director, SUDA, Health Wings, ILGUS Bhaban, HC - Block, Sector - III, Salt Lake, Kolkata - 700 091 with the request to take necessary action to fill up the vacant post of Health Officer in Community Based Primary Health Care Services of this Municipality.
4. The Chairman-in-Council, Health, Haldia Municipality
5. The Executive Officer, Haldia Municipality.
6. The Accounts Section, Haldia Municipality
7. The Head Clerk, Haldia Municipality.

Chairperson,
Haldia Municipality

13.05.11

Resignation Health Officer

M.T.

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No.SUDA=Health/29/08/385

Date25.01.2011

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

Sub. : Increase of mobility support.

Sir,

With reference to your communication vide no. 3852/HM/11 dt. 11.01.2011, this is to inform you that as approval in connection with mobility support for the person concerned had not been accorded by the undersigned earlier, there is no scope to approve enhancement of mobility support, as requested for.

Thanking you.

Yours faithfully,



Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Dobbhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 3852/HM/11

Date : 11-01-11

To
The Director,
State Urban Development agency,
Health Wing, ILGUS Bhaban,
HC-Block, Sector – III, Bidhannagar,
Kolkata – 700 106.



Sub : Increase of mobility support.

Madam,

With reference to your letter No. SUDA – Health/29/08/336 dated – 13.12.10 on the above subject and to say that there is no letter approving mobility support from your end. But you have allotted the amount for our Health Schemes including certain percentage for operating cost of the projects. We have taken the operating cost as mobility support.

In view of the position, I would request you to kindly consider the prayers of Dr. Subal Ch. Pal, Medical Officer in C.B.P.H.C.S. of this Municipality to increase the amount of reimbursement of fuel charge of his car & T.A. from 3000/- to 5000/- from such operating cost which we have taken as mobility support at an early for the interest of the scheme.

Thanking you,

Yours faithfully,

Chairperson,
Haldia Municipality.


5/1/11



Mobility Support

M.T.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.**SUDA-Health/29/08/336**

Date**13.12.2010**

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

Sub. : Increase of mobility support.

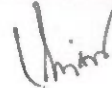
Ref. : Your communication vide no. 3130/HM/10 dt. 01.12.2010.

Sir,

With reference to your communication as referred to above, you are requested to submit the copy of letter approving mobility support earlier by this end, if any.

Thanking you.

Yours faithfully,



Director



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Dabhog, Haldia, Purba Medinipur, West Bengal.

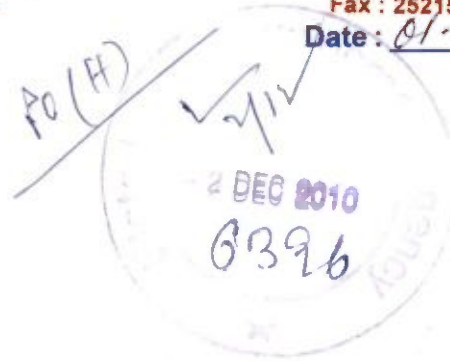
☎ : 03224-252996 / 252997
252644 / 253410 / 252718

Fax : 252154

Date: 01-12-10

Memo No. : 3/30/Hm/10

To
The Director,
State Urban Development Agency,
Health Wing, ILGUS Bhaban,
Sector – III, HC Block, Bidhannagar,
Kolkata – 700 106.



**Sub. :- Increase of Mobility Support in favour of Dr. Subal Ch. Pal,
Medical Officer, C.P.H.C.S. under Haldia Municipality.**

Madam,

With reference to the above subject & this is to bring to your kind notice that Dr. Subal Ch. Pal has been appointed as Medical Officer in C.B.P.H.C.S. under this Municipality with effect from 1.11.07 & now drawing consolidated pay of Rs. 7250/- plus mobility support of Rs. 3000/- as car allowance from operating cost of the scheme. There are now one Medical Officer under this scheme in this Municipality. Dr. Pal has been doing the works of 5 centers spreading in the vast area of total 109 sq. kilometer of this Municipality as Medical Officer & also functioning as per guidelines of the Govt.

Now Dr. Pal has requested to increase the mobility support to Rs. 5000/- from Rs. 3000/- due to increase of the cost of fuel charges.

In view of the position, I would request you to kindly increase the mobility support to Rs. 5000/- from Rs. 3000/- in favour of Dr. Pal from the fund of the scheme, so as to enable us to smooth functioning of this scheme by the existing Medical Officer at an early date.

Thanking you,

Yours faithfully,

Chairperson,
Haldia Municipality.



3/30/10



GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-1.

No.336/MA/C-10/3S-55/2005.

Dated, Kolkata, the 22nd April, 2010.

From: Shri A.K. Patra,
Joint Secretary to the
Government of West Bengal.

To : The Principal Secretary,
Health & Family Welfare Department,
Swasthya Bhavan, GN-29, Sector-V, Salt Lake City,
Kolkata - 700 106.

PO(H)
/

- Sub : i) Enhancement of No. of M.O. under CBPHCS on clinic based fees.
ii) Construction of Subcentres & Training of P.T.S. under CBPHCS.

Sir,

I am directed to enclose Memo. No.SUDA-Health/29/08/415 dated 22.10.2009 and no. SUDA-Health/533 Pt./09/530 dated 29.12.2009 both received from SUDA mainly focusing on the subject above as has been felt extremely necessary for better implementation and to reap better benefit of the health scheme CBPHCS.

I am directed to request you to kindly offer your views/opinion as it involves additional fund outgo.

Encl. : As stated

Yours faithfully,


Sd/- A.K. Patra
Joint Secretary
to the Govt. of West Bengal

No.336/1/MA/C-10/3S-55/2005.

Dated, Kolkata, the 22nd April, 2010.

Copy to :-

The Director, SUDA for her kind information.


Joint Secretary
to the Govt. of West Bengal

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. SUDA-Health/29/08/615

Date 09.02.2010

From : Director, SUDA

**To : Shri A.K. Patra
Jt. Secretary
Dept. of Municipal Affairs
Writers' Building.**

**Sub. : Engagement of Medical Officer (MO) on clinic based fee under
Community Based Primary Health Care Services in 63 Non-KMA ULBs.**

Sir,

I am to refer to this office earlier communication bearing no. SUDA-Health/29/08/415 dt. 22.10.2009 on the subject mentioned above. No response has yet been received by this office. You would surely appreciate that service delivery at Sub-Centres (SCs) level is being hampered due to non-availability of services of Medical Officers.

Hence, you are requested to take necessary action in this regard at the earliest so that of Community Based Primary Health Care Services be implemented smoothly and effectively at Sub-Centre (SC) level of ULBs.

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/29/08/615

Date 09.02.2010

From : Director, SUDA

**To : Shri A.K. Patra
Jt. Secretary
Dept. of Municipal Affairs
Writers' Building.**

**Sub. : Engagement of Medical Officer (MO) on clinic based fee under
Community Based Primary Health Care Services in 63 Non-KMA ULBs.**

Sir,

I am to refer to this office earlier communication bearing no. SUDA-Health/29/08/415 dt. 22.10.2009 on the subject mentioned above. No response has yet been received by this office. You would appreciate that service delivery at SC level ^{sub-centres (SC)} are being hampered due to non-availability of services of ~~MO~~ ^{Medical officers}.

Hence, you are requested to take necessary action in this regard at the earliest so that ~~implementation~~ ^{implemented} of Community Based Primary Health Care Services be ~~done~~ smoothly and effectively at SC level of ULBs.

Yours faithfully,



Director, SUDA



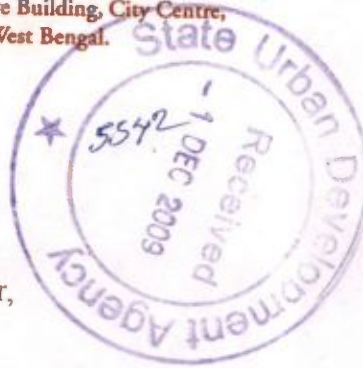
Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 3157/HM/09

To
The Director,
State Urban Development Agency,
Health Wing, ILGUS Bhawan,
H.C. Block, Sector-III, Bidhannagar,
Kolkata - 91.



Date : 27.11.09

PD (#)
1/12
Chhota
3/12/09

Sub : Engagement as Health Officer on contractual basis under C.B.P.H.C. Services.

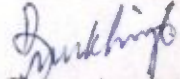
Sir,

Please refer to our letter No. 2679/HM/CBPHC/09 dated - 28.10.09 on the above noted subject this is to inform you that Dr. Shri Subhendu Hazra, son of Gokul Hazra has joined as Health Officer on 18.11.09 on contractual basis under CBPHC Services under this Municipality. Copy of joining report is enclosed for your perusal.

This is for your kind information and necessary action.

Thanking you,

Yours faithfully,


Executive Officer,
Haldia Municipality.



Memo No. _____

Dated _____

Copy to :

1. The Principal Secretary, Municipal Affairs Deptt., Govt. of West Bengal, Writers' Buildings, Kolkata - 1.
2. The Principal Secretary, Health & Welfare Deptt., Govt. of West Bengal, Sashthya Bhawan, Salt Lake, Sector - V, Kolkata - 91.
3. The Director of Local Bodies, Govt. of West Bengal, Purta Bhawan, Salt Lake, Kolkata - 91.

Executive Officer,
Haldia Municipality.

To
The Chairperson,
Haldia Municipality
Debhog, Haldia

Sub: Joining letter as a Health Officer
Under CBPHCS.

Madam,
With reference to your engagement
letter as Health Officer of M&S cell
under Community Based Primary Health
Care Service, State Urban Development
Agency, I have joined as the Health
officer from 18.11.09.

I will be obliged if you kindly
accept my joining letter.

Thanking you,

Yours Sincerely

Dr. Subhendu
Harza

18.11.09
Haldia.


Chairperson
HALDIA 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/29/08/415

Date
22.10.2009

From : Director, SUDA

To : Shri A.K. Patra
Jt. Secretary
Dept. of Municipal Affairs
Writers' Building.

**Sub. : Engagement of Medical Officer (MO) on clinic based fee under
Community Based Primary Health Care Services in 63 Non-KMA ULBs.**

Sir,

Enclosed (at Annexure – I) kindly find herewith communication of the Chairman, Haldia Municipality bearing no. 1600/HM/CBPHCS/09 dt. 06.08.2009 which is self explanatory. This sort of problem is being faced not only by Haldia Municipality but also by other ULBs implementing CBPHCS. Hence, engagement of MO may be taken into active consideration for all the 63 ULBs implementing CBPHCS.

From the communication of Dept. of MA bearing no. 239-MA/C-10/3S-55/2005 dt. 07.03.2007 (enclosed for ready reference at Annexure- II) it may be seen that out of 63 ULBs, MO has been allowed for 31 ULBs, each ULB having population 40000 & above as per 2001 Census. At present, the consolidated pay of MO is Rs. 6,750/- per head per month.

Rest 32 ULBs having population less than 40000 are also having Sub-centres to cater different clinics i.e. ANC/PNC, General Treatment, Immunisation etc. by only Health Officer. It is practically very hard by only one HO, to run all the clinics of Sub-Centres, attending training for himself and imparting training to grass-root level health functionaries, attending meeting, doing administrative job, liasoning with District Health Office, implementing school health and National Health Programmes supervision and monitoring of health programmes. This is to mention here that in all Urban Health Programmes other than CBPHCs there are doctors in addition to Health Officer to perform clinic activities at SCs.

Contd. to P-2.

Tel/Fax No.: 359-3184

- 2 -

Estimation for engagement of MO at clinic based fee to run the clinics at Sub-centre is enclosed at Annexure – III wherein minimum 4 clinics per month for each sub-centre has taken into consideration. For engagement of MO on clinic based fee @ Rs.750/- per clinic for 63 ULBs, cost involvement will be Rs. 98.64 lakhs. As per existing remuneration @ Rs. 6,750/- per month, the cost involvement for 43 doctors of 31 ULBs is Rs. 34.83 lakhs per year. In case of engagement of MO on clinic based fee for 63 ULBs, requirement of fund will exceed Rs. 63.81 lakhs in comparison to existing remuneration per year. However, this can be accommodated in the budget for FY 2009-10. In the event of engagement of MO on clinic based fee @ Rs. 750/- per clinic instead of engaging on fixed remuneration basis, conduct of clinic by 1 MO may be restricted to 20 clinics or less per month.

Thanking you.

Enclo. : As stated.

Yours faithfully,



Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 1600/HM/C.B.P.H.C/09

Date : 06-8-09

To
The Director,
State Urban Development Agency,
SUDA Bhaban, Sector - III, HC Block, Bidhannagar,
Kolkata - 700 091.



Sub : Problems in providing Health Care in our Sub-Centres under C.B.P.H.C. Service Programme.

Sir,

In referring the above subject, it is to bring to your kind notice that there are two posts of Medical Officers to look after nine sub-centres in our Municipality under C.B.P.H.C. Service programmes.. One post of M.O. is regularly working & looking after the sub-centres.

The other post of M.O. is lying vacant. No candidate having requisite qualification is willing to work with such a meagre contractual pay.

Consequently, the sub-centres are facing troubles in running properly and the people are not getting proper health care.

In this situation, your goodself is being informed of the matter and requested to offer your valuable opinion in the regard.

Thanking you,

Yours faithfully,

Chairperson,
Haldia Municipality.

Handwritten signature
21/7



Health Centers.

M.T.

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

No.239-MA/C-10/3S-55/2005

Date :07.03.2007

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

To : The Chairperson,
_____ Municipality.

Sub : Corrigendum of the communications made under this office letter No.111-MA/C-10/3S55/2005 dated 2.2.07 in respect of Community Based Primary Health Care Services for 63 Non-KMA ULBs.

Sir/Madam,

The corrigendum may be noted as follows :

1. Management & Supervision Cell in place of Municipal Management Cell.
2. Education Qualification for Accounts Assistant
3. The ULBs having more than 40 thousand population shall be eligible to engage Medical Officer at the scale of one Medical Officer for each slab of 40 thousand population instead one M.O. only in the ULB having more than 40 thousand population. The eligibility of engagement of M.O. as per scale ULB-wise is given below :
 - i) One M.O. in 20 ULBs, viz. Rampurhat, Katwa, Gangarampur, Kalimpong, Kurseong, Arambag, Old Malda, Contai, Panskura, Tamluk, Ghatal, Jhargram, Dhulian, Jiaganj-Azimganj, Chakdah, Ranaghat, Baduria, Gobardanga, Islampur and Kaliaganj.
 - ii) Two M.O.s in 9 ULBs, viz. Jamuria, Raniganj, Haldia, Nabadwip, Santipur, Habra, Bangaon, Basirhat and Ashokenagar-Kalyangarh.
 - iii) Four M.Os only in Kultu Municipality.

Yours faithfully,

Sdt

(Joint Secretary)

No. 239/1(2)-MA/C-10/3S-55/2005

Date :07.03.2007

- Copy forwarded for information and necessary action to :
- 1) Director, SUDA
 - 2) Director of Local Bodies, West Bengal.

7-3-07
(Joint Secretary)

Community Based Primary Health Care Services in 63 Non-KMA ULBs
Estimation for engagement of Medical Professionals at clinic based fee to run the clinics at Sub-Centres

District	Sl. No.	Name of ULBs	Estimated no. of Sub-Centres	Total no. clinics / mth @ of 4 clinics/SC	Cost involvement for the clinics / mth @ Rs.750/- fee per clinic	Cost involvement per year
Bankura	1	Sonamukhi	3	12	9000	108000
Birbhum	2	Dubrajpur	4	16	12000	144000
	3	Nalhati	4	16	12000	144000
	4	Rampurhat	4	16	12000	144000
	5	Sainthia	4	16	12000	144000
	6	Dainhat	3	12	9000	108000
Burdwan	7	Gushkara	4	16	12000	144000
	8	Jamuria	6	24	18000	216000
	9	Katwa	5	20	15000	180000
	10	Kulti	13	52	39000	468000
	11	Memari	4	16	12000	144000
	12	Raniganj	7	28	21000	252000
	Cooch Behar	13	Dinhata	4	16	12000
14		Haldibari	3	12	9000	108000
15		Mathabhanga	3	12	9000	108000
16		Mekhliganj	2	8	6000	72000
17		Tufanganj	3	12	9000	108000
Dakshin Dinajpur	18	Gangarampur	4	16	12000	144000
Darjeeling	19	Kalimpong	5	20	15000	180000
	20	Kurseong	4	16	12000	144000
	21	Mirik	2	8	6000	72000
Hooghly	22	Arambag	4	16	12000	144000
	23	Tarakeshwar	3	12	9000	108000
Jalpaiguri	24	Dhupguri	4	16	12000	144000
	25	Mal	4	16	12000	144000
Malda	26	Old Malda	4	16	12000	144000
Medinipur (East)	27	Contai	5	20	15000	180000
	28	Egra	3	12	9000	108000
	29	Haldia	9	36	27000	324000
	30	Panskura	4	16	12000	144000
	31	Tamluk	5	20	15000	180000
Medinipur (West)	32	Chandrakona	3	12	9000	108000
	33	Ghatal	4	16	12000	144000
	34	Jhargram	4	16	12000	144000
	35	Kharar	2	8	6000	72000
	36	Khirpai	2	8	6000	72000
	37	Ramjibanpur	3	12	9000	108000
Murshidabad	38	Beldanga	3	12	9000	108000
	39	Dhulian	4	16	12000	144000
	40	Jiganj- Azimganj	4	16	12000	144000
	41	Kandi	4	16	12000	144000
	42	Murshidabad	4	16	12000	144000

Nadia	43	Birnagar	3	12	9000	108000
	44	Chakdah	4	16	12000	144000
	45	Coopers Camp	3	12	9000	108000
	46	Nabadwip	8	32	24000	288000
	47	Ranaghat	4	16	12000	144000
	48	Santipur	9	36	27000	324000
	49	Taherpur	3	12	9000	108000
North 24 Parganas	50	Ashokenagar Kalyangarh	8	32	24000	288000
	51	Baduria	4	16	12000	144000
	52	Bangaon	7	28	21000	252000
	53	Basirhat	8	32	24000	288000
	54	Gobardanga	4	16	12000	144000
	55	Habra	8	32	24000	288000
	56	Taki	4	16	12000	144000
Purulia	57	Jhalda	3	12	9000	108000
	58	Raghunathpur	3	12	9000	108000
South 24 Parganas	59	Diamondharbour	4	16	12000	144000
	60	Jaynagar Mazilpur	3	12	9000	108000
Uttar Dinajpur	61	Dalkhola	3	12	9000	108000
	62	Islampur	4	16	12000	144000
	63	Kaliaganj	4	16	12000	144000
Total			274	1096	822000	9864000



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

To
M/S. Sefali Medical Stores,
Brajanathchak, P.O. - Dakshinchak,
Purba Medinipur.



Sub : Supply order of drugs in connection with community based Primary Health Care Services to the office of the Haldia Municipality

Sir,

With refernce to our letter No. 5046/HM/2008 dated 25.3.08 on the above subject and to request you kindly supply the medicine as per list enclosed herewith to this Municipality at an early date.

Thanking you,

Yours faithfully,

Encl : Requisition slip of medicine

sdt

Chairperson,
Haldia Municipality

Memo No. 4369/(1)/HM/CBPHCS/09

Dated 16-2-09

Copy forwarded for information to :

- ✓ The Director, State Urban Development Agency, Health Wing, ILGUS Bhaban, H.C. Block, Sector - III, Bidhan Nagar, Kolkata - 700091, West Bengal.

With request to release the fund amounting to Rs. 99,094/- (Rupees ninety nine thousand ninety four) only at an early date so as to enable us to make payment to the supplier.

Chairperson,
Haldia Municipality.





Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.


☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Community Based Primary Health Care Service (C.B.P.H.C.S.)
Requisition for Medicine

Sl. No.	Product	Quantity	Rs.
1	Combined Gastric Antacid	2180 Strip	4360.00
2	Ranitidine	1090 Strip	4065.70
3	Dom peridone	472 Strip	1548.16
4	Bromhexine Hydrochloride	1090 Strip	1951.10
5	Chlorpheniramine Malcate	544 Strip	652.80
6	Tablet IFA (Large)	2180 Strip	2267.20
7	Tablet IFA (Small)	2180 Strip	1744.00
8	Vit.'A' Solution	750 Bottle	37500.00
9	Albendazole	1728 Strip	2332.80
10	Metronidazole	2180 Strip	11401.40
11	O R S Citrate	2576 Sached	7290.08
12	Dicyclomin	272 Strip	769.76
13	Paracetamol	2180 Strip	5210.20
14	Ibuprofen	444 Strip	2122.32
15	Co Trimoxazol (Adult)	1090 Strip	5700.70
16	Co Trimoxazol (Peadiatric)	1090 Strip	3084.70
17	Benzyl Benzoate Lotion	244 Bottle	3281.80
Total			95282.72
Vat @ 4%			3811.31
Grand Total			99094.03


S.K.Clerk
C.B.P.H.C.S


Chairperson
Haldia Municipality





Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

Chhotu
to enter in
cont. 8
25.7.08

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 1795 / (18) / HM / HHWS / 08

Date : 22-07-08

The Director,
State Urban Development Agency,
Health Wing, 'ILGUS BHAVAN',
HC-Block, Sector - III, Bidhan Nagar,
Kolkata - 700091.
West Bengal.



Sub : Engagement of FTSs & thereafter filling up the resultant vacancies of regular HHWs from the panel candidates under Community based Primary Health Care Services.

Sir,

With reference to your letter No. - SUDA-Health/63/ULBS/08/115(3) dated - 20.6.08 on the above subject and to say that the following 9 (nine) HHWS have been engaged as FTSs in this Municipality w.e.f. 1.7.08

1. Neyati Maity
2. Doli Das.
3. Sabitri Mondal.
4. Anindita Panda.
5. Dipti Majhi.
6. Kakali Sahoo.
7. Sutapa Jana Singh.
8. Bakul Tripathi.
9. Tapati Rani Bag Mondal.

Subsequently the following panel candidates for the post of HHWs have been appointed to the regular post of HHWs in the resultant vacancies of FTSs under Community based Primary Health Care Services under Haldia Municipality w.e.f. 1.7.08

1. Chhabirani Mondal.
2. Saraswati Dandapat Bera.
3. Nilima Maity.
4. Gouri Samanta.
5. Barnali Das.
6. Nandita Gumtya.
7. Sabita Samanta.
8. Mrinalini Maity.
9. Ambarani Santra.

This is for your kind information & necessary action.

Thanking you,

Yours faithfully,

(**Tamalika Panda Seth**),
Chairperson,
Haldia Municipality.



SUDA

29
STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No SUDA-Health/63 ULBs/08/115(3)

Date 06.06.2008.....

From : Director, SUDA

To : The Chairman
Nabadwip / Haldia / Arambag Municipality

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

Sir,

The Trainee First Tier Supervisors of your ULB have successfully completed the job orientation training held at SUDA during 23-27 June, 2008.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 1st July, 2008. The FTSs will be in position at the Sub-Centre for the purpose of strengthening primary health care activities. The job responsibility chart is enclosed. Each FTS is entitled to get Honorarium @ Rs. 1,170/- (Rupees one thousand one 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 01.07.2008. These HHWs be suitably deployed accordingly as regular HHWs. Each of these HHWs is entitled to get Honorarium @ Rs. 1,000/- (Rupees One thousand) only per month. The expenditure is to be booked under the A/C head "Honorarium for grass-root level functionaries-HHW".

A feed back in respect of engagement of FTSs and newly engaged HHWs (along with their names) in the resultant vacancies is to be forwarded to the undersigned by 10.07.2008 for office records.

Thanking you.

Encl. : As stated.

Yours faithfully,

[Signature]
for - Director, SUDA

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/08/88(4)**Date **11.06.2008**From : **Director, SUDA**To : **The Chairman,
Nabadwip / Haldia /
Bongaon / Arambag Municipality**Sub. : **Training for First Tier Supervisors under – CBPHC during 23rd – 27th June, 08.**

Sir,

As you have completed selection of FTSs at your ULB, job placement training for the FTSs is scheduled at SUDA from 23rd – 27th June, 2008.

The number of FTS have been called for the said training is indicated below ULB-wise:-

Sl. No.	Municipality	No. of FTSs
1.	Nabadwip Municipality	8
2.	Haldia Municipality	9
3.	Bongaon Municipality	7
4.	Arambag Municipality	4

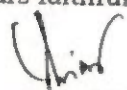
The participants will be provided with Hostel Accommodation at SUDA Campus along with fooding.

You are requested to confirm their participation by 17th June, 2008 to the Project Officer, Health Wing, SUDA through Fax No. 033-2334-7805.

Actual Expenditure in respect of to and fro journey of the participants are to be borne by you out of CBPHC fund and to be booked under the A/c head "Training".

Thanking you

Yours faithfully,


Director, SUDADt. .. **11.06.2008**

Director, SUDA

SUDA-Health/63ULBs/08/88(4)/1(3)

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



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
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☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 875/HM/2008

Date : 20-05-08

The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhavan, H-C Block, Sector-III,
Bidhannagar, Kolkata-700091.



Sub:- Evaluation Sheet For Selection Of First Tier Supervisor.

Madam,

With reference to the above subject noted above and to send herewith a copy of evaluation sheet for selection of first tier supervisor as prepared by the selection committee.

Kindly acknowledge the receipt of the same & take further necessary action in this regard.

Thaking you,

Yours faithfully,


Chairperson
Haldia Municipality





Evaluation Sheet For Selection Of First Tier Supervisor
Haldia Municipality
 City Centre:Debhog

Sl. No.	Name Of HHW	Written Test Score	Viva Voce	Total Marks	Remarks
1	Moumita Barman	20	3.5	23.5	
2	Niyati Maity	20	11	31	Selected
3	Gouri Ghosh	18	4	22	
4	Doli Das	18.5	13.5	32	Selected
5	Uma Das	15	12	27	
6	Suchsrita Dhara	13.5	4	17.5	
7	Nilima Bala	20	3	23	
8	Tanusree Samanta	16	4	20	
9	Saibya Rani Patra	13.5	4.5	18	
10	Jhumur Nayek(Barik)	14.5	4	18.5	
11	Kajal Payaik	11	3	14	
12	Tanusree Mondal	15	3.5	18.5	
13	Sabitri Mondal	18.5	12	30.5	Selected
14	Rina Jana	14.5	5	19.5	
15	Tapati Saha	17	4.5	21.5	
16	Tapasi Dhara	16	3	19	
17	Bijali Bhunia	18.5	3.5	22	

Sau Kumar Lahiri
 MIES officer 23/04/08
 SVDA(H)
 MEDICAL OFFICER
 HALDIA MUNICIPALITY

[Signature]
 23/4/08
 MEDICAL OFFICER
 HALDIA MUNICIPALITY

[Signature]
 23/4/08
 EVALUATION OFFICER
 HALDIA MUNICIPALITY
 Haldia, Purba Medinipur

[Signature]
 23-04-08
 Chairman-In-Council
 Haldia Municipality

18	Rina Mondal	10.5	2	12.5	
19	Radharani Guria	19	3	22	
20	Kalyani Pal	16	4	20	
21	Alpana Manna	14	2.5	16.5	
22	Anindita Panda	20	10	30	Selected
23	Firoja Begam	9	4	13	
24	Bilasi Baskey Seth	16	4.5	20.5	
25	Kalyani Ghorai	17.5	3	20.5	
26	Margina Khatun	18	3	21	
27	Namita Parua	17	2	19	
28	Behullya Kar	14.5	2.5	17	
29	Subhadra Maity	16.5	5.5	22	
30	Rina Bishyee Mali	17.5	3	20.5	
31	Sova Jana	14.5	4	18.5	
32	Dipti Maji	20	10	30	Selected
33	Manasi Sasmal	18.5	6	24.5	
34	Kakali Sahoo	15	14	29	Selected
35	Bakul Rani Das	12	4	16	
36	Mitali Samanta	15	3	18	

Satish Kumar Lahiri
 MIES officer 23/4/08
 SUDA (Health)


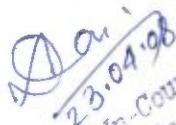
[Signature]
 MEDICAL OFFICER
 HALDIA MUNICIPALITY

[Signature]
 23/4/08
 MEDICAL OFFICER
 HALDIA MUNICIPALITY

[Signature]
 23/4/08
 Executive Officer,
 Haldia Municipality
 Haldia, Purba Medinipur

[Signature]
 23/04/08
 Chairman-In-Council
 Haldia Municipality

37	Sutapa Jana Sinha	20.5	12	32.5	Selected
38	Lakshmi Bera	16.5	4.5	21	
39	Bakul Tripathi	19.5	12.5	32	Selected
40	Anjana Manna	15	3.5	18.5	
41	Tapati Rani Bag Modal	20	12	32	Selected
42	Santoshi Sing	12.5	3	15.5	
43	Archana Samanta	24	3	27	
44	Putul Bhim Seth	20	5.5	25.5	
45	Basanti Sheet	7	2	9	


 23/4/08

 23.04.08
 Chairman-In-Council
 Haldia Municipality

Sajib Kumar Lahiri
 MIES officer 23/4/08
 SUDA (Health)


 23/4/08


 MEDICAL OFFICER
 HALDIA MUNICIPALITY

MEDICAL OFFICER
 HALDIA MUNICIPALITY



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☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 2840/HM/CBPHC/07

Date : 26-11-07

To,
The Director ,
State Urban Development Agency ,
Health wing ,
ILGUS Bhaban ,
HC Block, Sector-III, Bidhannagar ,
Kolkata-700091 .



**Sub.: Selection of Candidate for the various post under CBPHC
Service on Contact Service .**

Madam,

With reference to your Letter No.SUDA/Health/63-ULBS/07/183(A)
dt.26/06/07 on the above subject and to say that the following selected candidates have
joined this Municipality in the post & dates as noted against each of them under
CBPHC Service on contact basis under this Municipality .

- 1) Dr. Sujit Maity, Medical Officer on 8/11/07 .
- 2) Dr. Subal Ch. Pal, Medical Officer on 1/11/07 .
- 3) Shri Snehasis Maity, Computer Assistant on 24/10/07 .
- 4) Shri Snehasis Dey, Sanitary Inspector on 24/10/07 .
- 5) Shri Rathin Kr. Das, Multipurpose Helper Cum Sk. Clerk on 24/10/07
- 6) Shri Swadesh Jana , Accounts Assistant on 24/10/07 .
- 7) Afsarul Pathan, Helath Assistant on 24/10/07 .

This is for your kind perusal & further necessary action .

Thanking you ,



Yours faithfully,


Executive Officer
Haldia Municipality



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

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Fax : 252154

Memo No. : _____

Date : _____

Dr. Sujit Maity
S/O- Sakti Pada Maity
Vill-Natpatia
P.O-Kukrahati
Dist-Purba Medinipur
Pin - 721658



Sub-Engagement as Medical Officer on Contract basis under C.B.P.H.C.Service

Sir,

With reference to your application for engagement as **Medical Officer** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson, Haldia Municipality, I am to inform you that you have been selected for engagement as **Medical Officer** In this Municipality with fixed monthly fee of **Rs.6,000.00(Rupees six thousand)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , kindly sent your acceptance within 7(seven) days.

Thanking you.

Yours faithfully,

Sdf

Chairperson
Haldia Municipality

Memo No 2753/(6)/HM/C.B.P.H.C.S/07

Date 07.11.07

Copy forwarded for information & taking necessary action to:

- 1) The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings, Kolkata -700001.
- 2) The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
- 3) The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
- 4) The Chairman-In-Council (Health), Haldia Municipality.
- 5) The Executive Officer, Haldia Municipality
- 6) The Accounts Section, Haldia Municipality



Chairperson
Haldia Municipality

tab.



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P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

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252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Dr. Subal Chandra Paul
Vill-Basudebpur
P.O-Khanjanchak
P.S-Durgachak
Dist-Purba Medinipur



Sub-Engagement as Medical Officer on Contract basis under C.B.P.H.C.Service

Sir,
with reference to your application for engagement as **Medical Officer** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson, Haldia Municipality, I am to inform you that you have been selected for engagement as **Medical Officer** In this Municipality with fixed monthly fee of **Rs.6,000.00(Rupees six thousand)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , kindly sent your acceptance within 7(seven) days.
Thanking you.

Yours faithfully,

sd/

Chairperson
Haldia Municipality

Memo No 2565/(6)/HM/C.B.P.H.C/07

Date 15.10.07

Copy forwarded for information & taking necessary action to:

- 1) The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings, Kolkata -700001.
- 2) The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
- 3) The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
- 4) The Chairman-In-Council (Health), Haldia Municipality.
- 5) The Executive Officer, Haldia Municipality
- 6) The Accounts Section, Haldia Municipality



[Signature]
Chairperson
Haldia Municipality
[Signature]



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P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

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252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Snehasis De
S/O- Sukesh
Vill-Bangopalpur
P.O -Sutahata
Dist-Purba Medinipur

**Sub- Engagement as Sanitary Inspector on Contract basis
under C.B.P.H.C.Service.**

Sir,
With reference to your application for engagement as **Sanitary Inspector** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson ,Haldia Municipality,.I am to inform you that you have been selected for engagement as **Sanitary Inspector** In this Municipality with fixed monthly fee of **Rs.5,500.00(Rupees five thousand five hundred)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , Kindly sent your acceptance within 7(seven) days.
Thanking you.

Yours faithfully,

sdf

Chairperson
Haldia Municipality

Memo No 2570/(6)/HM/C.B.P.H.CS/07

Date 15.10.07

Copy forwarded for information & taking necessary action to:

- 1) The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings, Kolkata -700001.
- 2) The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
- 3) The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
- 4) The Chairman-In-Council (Health), Haldia Municipality.
- 5) The Executive Officer, Haldia Municipality
- 6) The Accounts Section, Haldia Municipality



Chairperson
Haldia Municipality

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252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Swadesh Jana
S/O-Prodyot ,
Vill+P.O-Purba Srikrishnapur
P.S. -Sutahata
Dist-Purba Medinipur
Pin-721635

Sub- Engagement as Accountant Assistant on Contract basis
under C.B.P.H.C. Service.

Sir,

with reference to your application for engagement as **Accountant Assistant** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson, Haldia Municipality, I am to inform you that you have been selected for engagement as **Accountant Assistant** In this Municipality with fixed monthly fee of **Rs.5,000.00(Rupees five thousand)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , kindly sent your acceptance within 7(seven) days.

Thanking you.

Yours faithfully,

Sd/

Chairperson
Haldia Municipality

Memo No 2567 / (6) / HM / C.B.P.H.C.S / 07

Date 15.10.07

Copy forwarded for information & taking necessary action to:

- 1) The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings, Kolkata -700001.
- 2) The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
- 3) The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
- 4) The Chairman-In-Council (Health), Haldia Municipality.
- 5) The Executive Officer, Haldia Municipality
- 6) The Accounts Section, Haldia Municipality



Chairperson
Haldia Municipality



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Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
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252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Snehasis Maity
S/O- Bholanath
Vill-Amlat
P.O+P.S.- Sutahata
Dist-Purba Medinipur
Pin-721635

Sub- Engagement as Computer Assistant on Contract basis under C.B.P.H.C. Service

Sir,

With reference to your application for engagement as **Computer Assistant** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson, Haldia Municipality, I am to inform you that you have been selected for engagement as **Computer Assistant** In this Municipality with fixed monthly fee of **Rs.5,000.00(Rupees five thousand)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , kindly sent your acceptance within 7(seven) days.

Thanking you.

Yours faithfully,

Sd/-

Chairperson
Haldia Municipality

Memo No 2566 (6) / HM / C.B.P.H.CS / 07

Date 15.10.07

Copy forwarded for information & taking necessary action to:

- 1) The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings. Kolkata -700001.
- 2) The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
- 3) The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
- 4) The Chairman-In-Council (Health), Haldia Municipality.
- 5) The Executive Officer, Haldia Municipality
- 6) The Accounts Section, Haldia Municipality

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Haldia Municipality

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P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

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252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Rathin Kumar Das
S/O- Lt.Sudhanshu Sekhar
Vill+P.O-Hatiberia
P.S.-Haldia
Dist-Purba Medinipur
Pin-721657

Sub- Engagement as Multi-Purpose Helper Cum S.K. Clerk on Contract basis under C.B.P.H.C. Service.

Sir,
with reference to your application for engagement as **Multi-purpose Helper Cum S.K.Clerk** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson ,Haldia Municipality, I am to inform you that you have been selected for engagement as **Multi-Purpose Helper Cum S.K. Clerk** In this Municipality with fixed monthly fee of **Rs.5,000.00(Rupees five thousand)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , kindly sent your acceptance within 7(seven) days.

Thanking you.

Yours faithfully,

Sdf

Chairperson
Haldia Municipality

Memo No 2569/(6)/HM/CB.P.H.C.S/07

Date 15.10.07

Copy forwarded for information & taking necessary action to:

1. The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings, Kolkata -700001.
2. The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
3. The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
4. The Chairman-In-Council (Health), Haldia Municipality.
5. The Executive Officer, Haldia Municipality
6. The Accounts Section, Haldia Municipality



Chairperson
Haldia Municipality
f.s.



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

Afsarul Pathan
C/O- Md. Yeasin Phathan
Vill-Basudevpur
P.O-Khanjanchak
Dist-Purba Medinipur

Sub- Engagement as Health Assistant on Contract basis under
C.B.P.H.C. Service.

Sir,

with reference to your application for engagement as **Health Assistant** of M & S Cell under Community Based Primary Health Care Service, State Urban Development Agency, addressed to Chairperson, Haldia Municipality, I am to inform you that you have been selected for engagement as **Health Assistant** In this Municipality with fixed monthly fee of **Rs.5,000.00(Rupees five thousand)** on contract basis for one year for the present with effect from the date of your joining this Municipality.

You are requested to report for duty to the undersigned within 15(fifteen) days from the date of receipt of this letter. Please produce all relevant testimonials in original for verification.

If you are agreeable to join , kindly sent your acceptance within 7(seven) days.

Thanking you.

Yours faithfully,

Sd/

Chairperson
Haldia Municipality

Memo No 2568(G) | HM | C.B.P.H.C.S | 07

Date 15.10.07

Copy forwarded for information & taking necessary action to:

- 1) The Principal Secretary , Municipal Affairs Department , Govt. of West Bengal, Writer's Buildings, Kolkata -700001.
- 2) The Director of Local Bodies, Govt. of West Bengal, Purta Bhaban, Bidhannagar, Kolkata-700091.
- 3) The Director, SUDA, Health Wing, ILGUS Bhaban, HC-Block, Sector-III, Bidhannagar, Kolkata-700091.
- 4) The Chairman-In-Council (Health), Haldia Municipality.
- 5) The Executive Officer, Haldia Municipality
- 6) The Accounts Section, Haldia Municipality



Chairperson
Haldia Municipality

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

Ref No.

SUDA-Health/63 ULBs/07/441

Date

30.08.2007**From : Director, SUDA****To : The Chairman
Haldia Municipality****Sub. : Submission of Baseline Survey report conducted by HHWs of your ULB
under Community Based Primary Health Care Services.**

Sir,

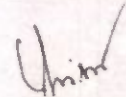
After completion of job orientation training of HHWs of your ULB, they have been engaged and conducted baseline survey at each of the wards as per baseline survey format provided to you. Sufficient time has been elapsed, but baseline survey report has not yet been received by this end.

You are requested kindly to forward ward-wise baseline survey report and consolidated ULB-wise survey report as per prescribed baseline survey format by 14th September, 2007.

This should be treated as **most urgent**.

Thanking you.

Yours faithfully,

**Director, SUDA**

६.१ प्रजननशील दम्पति का विवरण :

वर्ष / राउन्ड नं.:	प्र: द: ब्लक भित्तिक क्र: स:	स्त्री का नाम	विवाह के समय आ	वर्तमान आ	स्वामी का नाम	जीवित सन्तान			कनिष्ठ पुत्र का आ
						पु०	स्त्री	कुल	

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/07/334**Date**14.08.2007****From : Director, SUDA****To : The Chairman**
Contai / Egra / Haldia / Panskura / Tamluk Municipality**Sub. : Ensuring involvement of CMOH and District Health Office in
implementation of Community Based Primary Health Care Services.**

Sir,

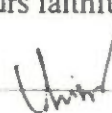
Enclosed, kindly find herewith a copy of communication bearing no. HFW/CFW/331/HS-1003/07 dt. 31st July, 2007 of the Project Director, HSDI, Commissioner, FW & Special Secretary, Dept. of Health & Family Welfare, addressed to the Chief Medical Officer of Health of all the districts.

This is for your kind information and necessary action.

Thanking you.

Enclo. : 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

DA-Health/DFID/06/63

Date18:08:2006

r. Shibani Goswami

Project Officer

Health Wing, SUDA

Chairman

Shimpur Municipality

Sub : Release of fund worth Rs. 3,00,000/- towards expenditure in connection with DFID assisted Honorary Health Worker Scheme.

For your communication bearing no. DFID/XI-8 dt. 31.07.2006, an Account Payee Cheque 160851 dt. 18.08.2006 on Central Bank of India, Salt Lake Branch for an amount of - (Rupees Three lakhs) only is released to meet up concomitant expenditure in connection with Honorary Health Worker Scheme.

As requested kindly to send your authorized representative to collect the Cheque along with receipt. Kindly acknowledge receipt of this communication.

As also requested kindly to submit the Utilisation Certificate, Monthly Statement of Expenditure as laid down in the Financial Guideline.

Yours faithfully;

Project Officer

18.08.2006

h/DFID/06/63(1)

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/07/183 (A)**

Date26.06.2007

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

**Sub. : Selection of candidates for M&S Cell under Community Based
Primary Health Care Service.**

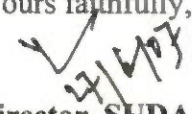
Ref. : Your communication bearing no. 1554/HM/2007 dt. 19.06.2007.

Sir,

With reference to above, it is to mention here that the contractual appointment for the selected candidates against different posts initially for one year will be made by the Chairman of the ULB with prior approval of BOC. The date of their appointment will also be decided by the Chairman with approval of BOC. After joining of the candidates, the same is to be intimated to the undersigned along with their date of joining.

The salary for the staff of M & S Cell is to be met out of CBPHC fund available with you and the expenditure is to be booked under the A/C head - "Salary".

Yours faithfully,


Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debbhog, Haldia, Purb. Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 1554/HM/2007

Date : 19.06.07

The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhavan, Sector - III,
Bidhannagar, Kolkata-700091



21 JUN 2007

**Subj:- Selection Of Candidate For The Various Post Under
C.B.F.H.C. Service On Contract Basis.**

Madam,

With reference to your letter no III/MA/C-10/3S-55/2006 dated 12.06.2007 on the above subject & to say that the following candidates have been selected for the posts noted against each of them by the selection committee constituted for this purpose under Haldia Municipality.

1. Medical Officer.	Mr. Subir Chandra Pal.
2. Sanitary Inspector	Sudhansu De
3. Computer Assistant.	Sudha Biswas
4. Accounts Assistant.	Sudhansu Jana.
5. Multi-Purpose Helper-Cum-Sk Clerk.	Rajendra Kumar Das.
6. Health Assistant.	Pratul Pradhan.

It may be mentioned here that the committee has selected the candidates against the two vacancies in the post of **Medical Officer** due to non-availability of suitable candidates for the poor remuneration of Rs. 6,000.00 but trying to fill up the post at an early date.

So, I request you to kindly let us know the further course of action in this respect of their appointments on contract basis to the posts noted against each of them at an early date.

An early reply is highly solicited

Thanking you,

Yours faithfully,



Chairperson,
Haldia Municipality



Office of the Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 1554/HM/2007

Date : 19.06.07

The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhawan, Sector - III,
Bidhannagar, Kolkata-700091.



**Sub:- Selection Of Candidate For The Various Post Under
C.B.P.H.C. Service On Contract Basis.**

Madam,

With reference to your letter no.111-MA/C-10/3S-55/2005 dated 02.02 2007 on the above subject & to say that the following candidates have been selected for the post as noted against each of them by the selection committee constituted for this purpose under Haldia Municipality.

- | | |
|---------------------------------------|------------------------------|
| 1. Medical Officer. | Dr. Subal Chandra Pal. |
| 2. Sanitary Inspector. | Snehasis De |
| 3. Computer Assistant. | Snehasis Maity |
| 4. Accounts Assistant. | Swadesh Jana. |
| 5. Multi-Purpose Helper-Cum-Sk Clerk. | Rathin Kumar Das. |
| 6. Health Assistant. | Afsarul P ^h atan. |

It may be mentioned here that the committee has selected one candidate against the two vacancies in the post of **Medical Officer** due to non-availability of suitable candidate for the poor remuneration of Rs. 6,000.00 but trying to fill up the post at an early date.

So, I request you to kindly let us know the further course of action in this respect of their appointments on contract basis to the posts noted against each of them at an early date .

An early reply is highly solicited .

Thanking you,



Yours faithfully,

Charperson,
Haldia Municipality

Handwritten signature

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.

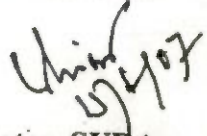
The expenditure is to be booked under the A/C head -"Drug". Statement of Expenditure (SOE) is to be submitted by 10th of the following month and Utilisation Certificate (UC) at the end of each quarter.

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

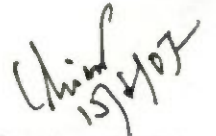
Contd. to P-2.

- 2 -

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

Dt. .. 11.06.2007

Copy forwarded for kind information to :

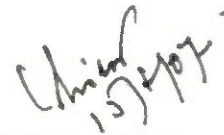
CMOH, Cooch Behar / Darjeeling / Hooghly / Medinipur (East) /
Medinipur (West) / Nadia and North 24 Parganas District

Director, SUDA

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

Dt. .. 11.06.2007

Copy forwarded for kind information to :

AFC, Haldibari / Mirik / Tarakeshwar / Haldia / Kharar / Khirpai /
Taherpur / Bongaon / Basirhat / Habra Municipality

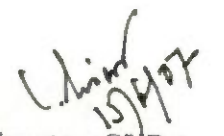
Director, SUDA

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

Dt..11.06.2007

Copy forwarded for kind information to :

Finance Office, SUDA



Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. ...SUDA-Health/63 ULBs/07/127

Date07.06.2007

From : Director, SUDA

To : The Chairman
Haldia Municipality

Sub. : Requisition for 2nd installment of fund under Community Based Primary Health Care Services.

Ref. : Communication of Executive Officer , Haldia Municipality bearing no. 942/HM/HHWs/07 dt. 24.05.2007.

Sir,

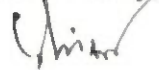
With reference to above, this is to inform you that 1st installment of fund had been released to you for an amount of Rs. 2.86 lakhs to incur expenditure under Community Based Primary Health Care Services. As per financial guideline, 2nd installment of fund will be released by this office on receipt of at least 70% of Statement of Expenditure (SOE) along with copies of duly authenticated bills & vouchers.

The whole process of release of fund to the municipality, submission of SOE & UC and requisition for next installment of fund by the ULB had been discussed thoroughly in the training session of A/C's personnel held at SUDA on 26.04.2007 where Sri Tapas Guha , Accountant , Sri Rabindranath Maity , Dealing Clerk and Sri Asit Kr. Samanta, AFC participated.

You are requested kindly to submit SOEs and UCs as per format already provided to you immediately to enable this office to release next installment of fund.

Thanking you.

Yours faithfully,



Director, SUDA

Dt. .. 07.06.2007

SUDA-Health/63 ULBs/07/127/1(3)

C.C.

Executive Officer , Haldia Municipality
Accountant , Haldia Municipality
AFC, Haldia Municipality

Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...SUDA-Health/63 ULBs/07/127

Date07.06.2007

From : Director, SUDA

To : The Chairman
Haldia Municipality

Sub. : Requisition for 2nd installment of fund under Community Based Primary Health Care Services.

Ref. : Communication of Executive Officer , Haldia Municipality bearing no. 942/HM/HHWs/07 dt. 24.05.2007.

Sir,

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You are requested kindly to submit SOEs and UCs as per format already provided to you immediately to enable this office to release next installment of fund.

Thanking you.

Yours faithfully,

Director, SUDA

Dt. .. 07.06.2007

SUDA-Health/63 ULBs/07/127/1(3)

C.C.

Executive Officer , Haldia Municipality

Accountant , Haldia Municipality

AFC, Haldia Municipality

Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...SUDA-Health/63 ULBs/07/127

Date07.06.2007

From : Director, SUDA

To : The Chairman
Haldia Municipality

Sub. : Requisition for 2nd installment of fund under Community Based Primary Health Care Services.

Ref. : Communication of Executive Officer , Haldia Municipality bearing no. 942/HM/HHWs/07 dt. 24.05.2007.

Sir,

With reference to above, this is to inform you that 1st installment of fund had been released to you for an amount of Rs. 2.86 lakhs to incur expenditure under Community Based Primary Health Care Services. As per financial guideline, 2nd installment of fund will be released by this office on receipt of at least 70% of Statement of Expenditure (SOE) along with copies of duly authenticated bills & vouchers.

The whole process of release of fund to the municipality, submission of SOE & UC and requisition for next installment of fund by the ULB had been discussed thoroughly in the training session of A/Cs personnel held at SUDA on 26.04.2007 where Sri Tapas Guha , Accountant , Sri Rabindranath Maity , Dealing Clerk and Sri Asit Kr. Samanta, AFC participated.

You are requested kindly to submit SOEs and UCs as per format already provided to you immediately to enable this office to release next installment of fund.

Thanking you.

Yours faithfully,

Sd/xy

Director, SUDA

Dt. .. 07.06.2007

SUDA-Health/63 ULBs/07/127/1(3)

C.C.

Executive Officer , Haldia Municipality

Accountant , Haldia Municipality

AFC, Haldia Municipality

[Signature]
Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 942/HM/HHWs/07

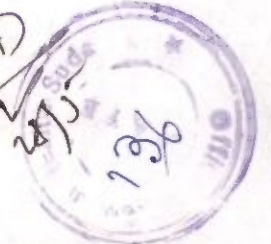


Date : 24.05.07

30 MAY 2007

The Director,
State Urban Development Agency,
Health Wing
ILGUS Bhavan H-C Block, Sector-III
Bidhannagar, Kolkata-700091,
West-Bengal.

SOB of HH released
amount not yet
submitted.



Sub:- Remuneration Of HHWs Under This Municipality .

Madam,

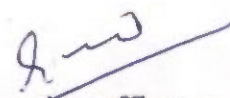
With reference to our letter No. 721/HM/07 dated 15.05.07 on the above and to say that 45 HHWs have joint their duties in **Community Based Primary Health Care Service** under this Municipality.

The total amount of remuneration for all the 45 HHWs for six months w.e.f.18.05.07 of Rs. 2,70,000.00(Rupees two lakhs seventy thousand) only.

So, you are requested to take necessary steps to remit the money in due time, so that they can draw their remuneration in stipulated date.

Thanking you,

Yours faithfully,


Executive officer,
Haldia Municipality
td.



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/07/105

Date 23.05.2007

06.6.07

From : Director, SUDA

To : The Chairman
Haldia 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 9 (nine) 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/c

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,

Encl. : As stated.

Director, SUDA

SUDA-Health/63 ULBs/07/105/1(1)

Dt. .. 23.05.2007

CMOH, Medinipur (East) District

Director, SUDA

SUDA-Health/63 ULBs/07/105/2(1)

Dt. .. 23.05.2007

AFC, Haldia Municipality

Director, SUDA

SUDA-Health/63 ULBs/07/105/3(1)

Dt. .. 23.05.2007

Finance Office, SUDA

Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 721/H.M/07

Date : 15.05.2007

The Director,
State Urban Development Agency,
Health Wing
ILGUS Bhavan H-C Block, Sector-III
Bidhannagar, Kolkata-700091,
West-Bengal.

17 MAY 2007



Sub:- Resumption Of Work Of HHWs Under Haldia Municipality


Madam,

In reference to above & to say that the HHWs selected for work on health programme under Haldia Municipality will resume their duties w.e.f 18.05.2007. They are entitled to get the consolidated pay of Rs.1000.00 (Rupees one thousand) per month per HHWs with effect from 18.05.2007.


This is for your kind information & also request to kindly allow us to disburse their consolidated pay with effect from the date of joining from the appropriate fund in this respect.

Thanking you,

Yours faithfully,


Executive officer
Haldia Municipality







Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 594/HM/HHWs/07

Date : 06.05.07



The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhaban.
HC Block, Sector-III, Bidhannagar,
Kolkata-700091

PO(H)
/

Sub: Status report in respect of contractual engagement of various categories of staff under **Community Based Primary Health Care Service** in 63 Nos KMA ULBs Primary Health Care Service In 63KMA ULBs.


Madam,

I am directed to refer your letter no SUDA /Health/63 ULBs/07/33 dt.24.04.07 on the subject noted above & to say that 59 candidates have been selected for the posts of HHWs in this Municipality & the filling up of the other posts of this scheme is under process.

Thanking you.

Yours faithfully.




Executive officer
Haldia Municipality



SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref: SUDA-Health/63. ULBs/07/66

08.05.2007
Date

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

Sub. : Commencement of functioning of regular HHWs under Community Based Primary Health Care Services.

Ref. : Your communication bearing no. 496/HM/HHWs/07 dt. 02.05.2007.

Sir,

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

- The names of regular candidates (Forty Five 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 / S, 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 9 (Nine) nos. of Sub-Centres are to be identified.
- Suitable accommodation for Sub-Centre be in municipal / community building or Club / CBO accommodation. **Preference should be given for municipal / community accommodation.**
- The Sub-Centre should preferably contain one room (size = 10' x 8') for setting up clinical room and covered waiting space for the beneficiaries, toilet and water facilities.
- The Sub-Centre is to be located in such a way that maximum number of BPL population could have easy access to it.
- As per Project proposal, the service charge (rental) should not exceed Rs. 1,000/- per month per Sub-Centre which includes electricity, water & sweeping / cleaning charges. These rental charges will only be applicable for the Sub-Centre accommodated in Club / CBO accommodation. There will be no rental charges for the Sub-Centre accommodated in municipal / community accommodation.

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

Thanking you.

o/c

Yours faithfully,

✓
Director, SUDA

Dt. .. 08.05.2007

✓
Director, SUDA

Dt. .. 08.05.2007

✓
Director, SUDA

Dt. .. 08.05.2007

✓
Director, SUDA

SUDA-Health/63 ULBs/07/66/1(1)

C.C.

DM, Medinipur East

SUDA-Health/63 ULBs/07/66/2(1)

C.C.

CMOH, Medinipur East

SUDA-Health/63 ULBs/07/66/3(2)

C.C.

1. Finance Officer, SUDA

2. Finance Officer, Health Wing, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 196/HM/HHWs/07

Date : 02.05.07

S.C-9.
HMW-45

To
The Director,
State Urban Development Agency,
Health Wing, ILGUS Bhaban,
H.C. Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.

**Sub : Honorary Health Workers (HHWs) Training
under Community Based Primary Health Care
Service.**

Madam,

With reference to above and to say the training programme of HHWs has already been completed in this Municipality & the score sheet for each of the HHWs Post Training Examination & Evaluation in the format are also sending herewith.

I am accordingly request you to kindly let us know the further course of action in this regards at an early date.

Thanking you,

Yours faithfully,.

Encl : As stated above.




Chairperson,
Haldia Municipality.


30/6

Haldia Municipality

City Centre : Debhog

Score Sheet for the Post of HHWs with address

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
1	1	Moumita Barman W/o- Dulal Barman Vill+P.o-Sutahata	40	32
2	1	Neyati Maity W/o-Ashok Vill:-Amlat ,P.o-Sutahata	40	36
3	2	Doli Das W/O-Rabindranath Vill-Dhanberia , PO-Anantapur	40	38
4	2	Rajasree Makar (Dhara) W/O-Rajkumar Vill+P.o. Purba Srikrishnapur	40	38
5	3	Uma Das W/o-Gopal Das Vill-Bhaghyabantapur ,P.o- Basudevpur	40	35
6	3	Sucharita Dhara W/o-Swapan Vill:-Haripur , P.o.- Dorjoynagar	40	29
7	4	Tanushree Samanta W/o-Asim Vill+P.o-Basudevpur	40	38
8	4	Nilima Bala W/o-Sankar Vill:-Basudevpur , P.o.-Khanjanchak	40	33.5
9	5	Saibya Rani Patra W/o-Dibanishi Vill:-Ramnagar(purba) , P.o.-Bhuniaraychak	40	29
10	5	Jhuma Barik (Nayak) W/o-Dilip Vill:-Ramnagar P.o.-Bhuniaraychak	40	36.5
11	6	Tanushree Mondal (Bhowmik) W/o-Karnadhar Vill-Jhikhurkhali , Po-Bhuniaraychak	40	29
12	6	Kajal Paik W/o-Ananga Vill:-Salukkhali ,P.o.-Golapchak	40	29.5
13	7	Sabitri Mondal d/o-sankar Vill+P.o.-Kumarchak p.o-khanjanchak	40	31

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
14	7	Rina Jana W/o-Sudhansu Vill-Basudevpur , Po-Khanjanchak	40	33
15	8	Tapati Saha W/o-Bapi Saha Durgachak(Uttar) P.o- Durgachak	40	26
16	9	Rina Mondal W/o-Manindra Durgachak G Block P.o- Durgachak	40	31
17	9	Bijali Bhunia D/o- Benod Durgachak Colony, Block-E P.o- Durgachak	40	33
18	10	Tapasi Dhara W/o-Tapas Vill:+P.o.-Khanjanchak	40	35
19	10	Radha Rani Guria Lt. Gurupada Vill:+P.o.-Khanjanchak	40	29
20	11	Kalyani Pal W/o-Ghanashyam Vill-Baishnabchak , Po-Debhog	40	37
21	11	Alpana Manna W/o-Purna Vill:-Baishnabchak ,PoDebhog	40	35
22	12	Anindita Panda W/o-Kamalakanta Vill-Tentulberia ,Po-Debhog	40	32
23	12	Firoja Begam W/o-Md.Ali Din Vill-.Sovarampur,Post-Debhog	40	39
24	13	Kalyani Ghorai W/o-Rakhal VII+Po-Debhog	40	39
25	13	Bilasi Baskey Seth W/o-Sukumar Vill+P.o.-Geondab	40	39
26	14	Margina Khatun D/o- Sakabat Vill- Solat P.o- Geondave	40	34
27	14	Namita Parua W/o-Nandadulal Vill+P.o.-Bhawanipur	40	37
28	15	Subhadra Maity W/o-Gopal Vill.-Dighasipur Po-Chakdwipa	40	32.5

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
29	15	Behulya Kar W/o-Gouranga Vill-Deghasipur, Post-Chakdwipa	40	26.5
30	16	Rina Bishee(Maji) W/o-Susanta Vill+Po-Chakdwipa	40	38
31	16	Sova Jana W/o-Sachin Vill-Anduliya, Post-Chakdwipa	40	34
32	17	Dipti Majhi W/o-Manas Vill.-Banbisnupur ,P.o.-Balughata	40	33
33	17	Manasi Sasmal W/o-Pradip Vill+Po-Chakdwipa	40	26
34	18	Kakali Sahoo W/o-Gourhari Vill:-Ramgopalchak Po-Pitambarchak	40	34
35	18	Bakul Rani Das W/o-Basudeb Vill-Rayraynerchak Po-Pitambarchak	40	26.5
36	19	Sutapa Jana Singh W/o-Pitambar Vill+P.o.-Hatiberia	40	39
37	19	Mitali Samanta W/o-Rajesh Vill-Sahid Kshudiramnagar. P.o- Hatiberia	40	36
38	20	Lakshmi Bera W/o-Sailendra Vill+P.o.-Hatiberia	40	32.5
39	21	Bakul Tripathi W/o-Tapas Vill+Po-Hatiberia	40	39
40	21	Anjana Manna W/o-Sankar Vill+Po.-Hatiberia	40	28.5
41	22	Santoshi Sing W/o-Bimal Vill- Soutanchak ,P.o.-Haldia Township	40	31
42	22	Tapati Rani Bag(Mandal) W/o-Samaresh Vill- Bishnuramchak P.o- Haldia Township	40	38
43	23	Archana Samanta W/o-Tapan Vill:-Chaktarawan ,P.o.- Haldia Township	40	37

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
44	24	Putul Bhim Seth W/O- Sukumar Vill:-Bhajanathchak ,P.o.-Haldia Port	40	33
45	25	Basanti shit W/o-Tarapada 10/30 Out House I.O.C, Haldia Township, .	40	20

Haldia Municipality

City Centre: Debhog

Score Sheet for the Post of HHWs(Extra List & Waiting)

Sl No.	Ward No.	Name & Address	Full Marks	Marks obtained
1	3	Chabirani Mondal W/o-Shyamal Vill-Pana,Po-Dorojoynagar	40	36
2	4	Saraswati Dandapat Bera W/o-Sibaprasad Vill-Basudevapur,Khanjanchak	40	31
3	12	Nilima Maity W/o-Debasish Vill-Tentulberia,Po-Debhog	40	36
4	13	Gouri Samanta W/o-Dipak Vill-Geondab	40	35.5
5	15	Barnali Das C/o-Tapas Vill-Dighasipur Po-Chakdwipa	40	40
6	16	Nandita Gumtya W/o-Tapas Vill+Po-Chakdwipa	40	38
7	19	Sabita Samanta W/o-Romesh Vill- Kshudiramnagar P.o-Hatiberia	40	35
8	24	Mrinalini Maity W/o-Ramaswar Vill-Brajanathchak,Po-Haldia Township.	40	40
9	16	Ambarani Santra W/o- Narayan Vill+P.o- Chakdwipa	40	34
10	5	Gouri Ghosh W/o-Bhobesh Vill-Ramnagar P.o- Bhuniaraychak	40	29
11	23	Swapna Das W/o-Gurupada Vill-Chaktarawan P.o.-Haldia Township	40	38

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
12	24	Rina Mondal W/O-Ratan Vill-Brajanathchak P.o-Haldia Township.	40	38
13	16	Gita Sahoo Manna Vill-Andulia P.o- Chakdwipa W/O-Narayan	40	29
14	2	Aparna Panda W/o- Shyamal Vill-Nandarampur P.o- Purba-Srikrishnapur	40	34


Chairperson
Haldia Municipality

Feb
30/14



Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal



: 03224-252996/252997
252644/252665/522718
FAX : 252154

Memo No. : 114/HM/HHWs/2007

Date : 09.04.07

The Director,
State Urban Development Agency,
Health Wing, ILGUS Bhavan
HC Block, Sector-III,
Bidhan Nagar, Kolkata-700091

DD (H)
19/4

Sub-Honorary Health Workers (H.H.Ws) Training Under Community Based Primary Health Care Service.

Madam,

With reference to your letter no-SUDA /Health/63ULB/06/293(14) dated 23.03.07 on the above subject and to say that the Municipality has already sent the score sheet for each of the HHWs pre-training examination and evaluation in the format to your office vide our memo no-6161/HM/HHWs/2007 dated 06.03.2007. However a copy of the same is enclosed herewith.

It may be mentioned here that the training programme has already been started from 26.03.2007.

Thanking you

Yours faithfully,

Encl:- As stated above.



Executive officer
Haldia Municipality

19/4

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/29/08/289**

Date **28.01.2014**

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

Sub. : Filling up the vacant post of one Health Officer, one Medical Officer and one HHW under CBPHCS.

Sir,

With reference to your communication vide no. 2558/HM/2014 dt. 03.01.2014, you are requested to strictly follow the guideline of the Dept. of Municipal Affairs bearing nos. 451/MA/C-10/3S-55/2005 Pt. I dt. 22.04.2008 and 846/MA/C-10/3S-55/2005 Pt. I dt. 08.08.2008 (copy enclosed for ready reference) for recruitment to the post of Health Officer, Memo No. 111-MA/C-10/3S-55/2005 dt. 02.02.2007 (copy enclosed for ready reference) for Medical Officer under CBPHCS.

With regard to selection of one HHW you are requested to let this office know as to whether there is any panel candidates under CBPHCS, on receipt of which further communication will be provided.

Thanking you.

Yours faithfully

Enclo. : As stated.



Director, SUDA

Haldia Municipality

City Centre: Debhog

Score Sheet for the Post of HHWs with address

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
1	1	Moumita Barman W/o- Dulal Barman Vill+P.o-Sutahata	30	22
2	1	Neyati Maity W/o-Ashok Vill:-Amlat ,P.o-Sutahata	30	24
3	2	Doli Das W/O-Rabindranath Vill-Dhanberia , PO-Anantapur	30	22
4	2	Rajasree Makar (Dhara) W/O-Rajkumar Vill+P.o. Purba Srikrishnapur	30	23
5	3	Uma Das W/o-Gopal Das Vill-Bhaghyabantapur ,P.o- Basudevpur	30	23
6	3	Sucharita Dhara W/o-Swapan Vill:-Haripur , P.o. - Dorojoynagar	30	23
7	4	Tanushree Samanta W/o-Asim Vill+P.o-Basudevpur	30	16
8	4	Nilima Bala W/o-Sankar Vill:-Basudevpur , P.o.-Khanjanchak	30	18
9	5	Saibya Rani Patra W/o-Dibanishi Vill:-Ramnagar(purba) , P.o -Bhuniaraychak	30	22
10	5	Jhuma Barik (Nayak) W/o-Dilip Vill:-Ramnagar P.o.-Bhuniaraychak	30	18
11	6	Tanushree Mondal (Bhowmik) W/o-Karnadhar Vill-Jhikhurkhali , Po-Bhuniaraychak	30	18
12	6	Kajal Paik W/o-Ananga Vill:-Salukkhali ,P.o.-Golapchak	30	18
13	7	Gita Rani Mondal W/o-Sunil Vill+P.o.-Kumarchak	30	20

S. No.	Ward No.	Name & Address	Full Marks	Marks obtained
14	7	Rina Jana W/o-Sudhansu Vill-Basudevpur , Po-Khanjanchak	30	21
15	8	Tapati Saha W/o-Bapi Saha Durgachak(Uttar) P.o- Durgachak	30	23
16	9	Rina Mondal W/o-Manindra Durgachak G Block P.o- Durgachak	30	21
17	9	Bijali Bhunia D/o- Benod Durgachak Colony, Block-E P.o- Durgachak	30	23
18	10	Tapasi Dhara W/o-Tapas Vill:+P.o.-Khanjanchak	30	26
19	10	Radha Rani Guria Lt. Gurupada Vill:+P.o.-Khanjanchak	30	21
20	11	Kalyani Pal W/o-Ghanashyam Vill-Baishnabchak , Po-Debhog	30	20
21	11	Alpana Manna W/o-Purna Vill:-Baishnabchak ,PoDebhog	30	20
22	12	Anindita Panda W/o-Kamalakanta Vill-Tentulberia ,Po-Debhog	30	29
23	12	Firoja Begam W/o-Md.Ali Din Vill-.Sovarampur,Post-Debhog	30	20
24	13	Kalyani Ghorai W/o-Rakhal VII+Po-Debhog	30	21
25	13	Bilasi Baskey Seth W/o-Sukumar Vill+P.o.-Geondab	30	22
26	14	Margina Khatun D/o- Sakabat Vill- Solat P.o- Geondave	30	16
27	14	Namita Parua W/o-Nandadulal Vill+P.o.-Bhawanipur	30	21
28	15	Subhadra Maity W/o-Gopal Vill.-Dighasipur Po-Chakdwipa	30	22

Sl No.	Ward No.	Name & Address	Full Marks	Marks obtained
29	15	Behulya Kar W/o-Gouranga Vill-Deghasipur, Post-Chakdwipa	30	17
30	16	Rina Bishee(Maji) W/o-Susanta Vill+Po-Chakdwipa	30	23
31	16	Sova Jana W/o-Sachin Vill-Anduliya, Post-Chakdwipa	30	22
32	17	Dipti Majhi W/o-Manas Vill.-Banbisnupur ,P.o -Balughata	30	20
33	17	Manasi Sasnal W/o-Pradip Vill+Po-Chakdwipa	30	13
34	18	Kakali Sahoo W/o-Gourhari Vill:-Ramgopalchak Po-Pitambarchak	30	22
35	18	Bakul Rani Das W/o-Basudeb Vill-Rayraynerchak Po-Pitambarchak	30	18
36	19	Sutapa Jana Singh W/o-Pitambar Vill+P.o.-Hatiberia	30	19
37	19	Mitali Samanta W/o-Rajesh Vill-Sahid Kshudiramnagar. P.o- Hatiberia	30	27
38	20	Lakshmi Bera W/o-Sailendra Vill+P.o.-Hatiberia	30	21
39	21	Bakul Tripathi W/o-Tapas Vill+Po-Hatiberia	30	25
40	21	Anjana Manna W/o-Sankar Vill+Po.-Hatiberia	30	19
41	22	Santoshi Sing W/o-Bimal Vill- Soutanchak ,P.o.-Haldia Township	30	22
42	22	Tapati Rani Bag(Mandal) W/o-Samaresh Vill- Bishnuramchak P o- Haldia Township	30	23
43	23	Archana Samanta W/o-Tapan Vill:-Chaktarawan ,P.o.- Haldja Township	30	27

No.	Ward No.	Name & Address	Full Marks	Marks obtained
44	24	Putul Bhim Seth W/O- Sukumar Vill:-Bhajanathchak P o.-Haldia Port	30	22
45	25	Basanti shit W/o-Tarapada 10/30 Out House LOC, Haldia Township, .	30	17

Chairperson
Haldia Municipality



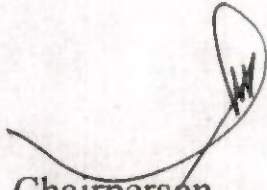
Haldia Municipality

City Centre: Debhog

Score Sheet for the Post of HHWs(Extra List & Waiting)

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
1	3	Chabirani Mondal W/o-Shyamal Vill-Pana,Po-Dorojoynagar	30	23
2	4	Saraswati Dandapat Bera W/o-Sibaprasad Vill-Basudevpur,Khanjanchak	30	23
3	12	Nilima Maity W/o-Debasish Vill-Tentulberia,Po-Debhog	30	24
4	13	Gouri Samanta W/o-Dipak Vill-Geondab	30	23
5	15	Barnali Das C/o-Tapas Vill-Dighasipur Po-Chakdwipa	30	20
6	16	Nandita Gumtya W/o-Tapas Vill+Po-Chakdwipa	30	25
7	19	Sabita Samanta W/o-Romesh Vill- Kshudiramnagar P.o-Hatiberia	30	21
8	24	Mrinalini Maity W/o-Ramaswar Vill-Brajanathchak,Po-Haldia Township.	30	20
9	16	Ambarani Santra W/o- Narayan Vill+P.o- Chakdwipa	30	18
10	5	Gouri Ghosh W/o-Bhobesh Vill-Ramnagar P.o- Bhuniaraychak	30	20
11	23	Swapna Das W/o-Gurupada Vill-Chaktarawan P.o.-Haldia Township	30	21

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
12	24	Rina Mondal W/O-Ratan Vill-Brajanathchak P.o-Haldia Township.	30	24
13	16	Gita Sahoo Manna Vill-Andulia P.o- Chakdwipa W/O-Narayan	30	22
14	2	Aparna Panda W/o- Shyamal Vill-Nandarampur P.o- Purba-Srikrishnapur	30	25


Chairperson
Haldia Municipality



Basic Training Course for Honorary Health Workers (HHWs)
(Both Regular and Panel Candidates)

Training Venue : Haldia Municipality

Course Co-ordinator : Dr. Sujit Maity

Trainers name :

1. Dr. Sujit Maity
2. Dr. Bimal Naskar
3. Manjuri Adak
4. Chhanda Maity

Total Duration : 45 days

Time Table :

Class room - 62 sessions, Practical - 28 sessions

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
26.2.07	1. Registration, Inauguration		2. Pre-training examination and evaluation.
27.2.07	3. Community Based Primary Health Care Services - introduction, aims,		4. Organisational set-up, Service strategy, Job responsibility of HHW
28.2.07	5. Elementary knowledge on Food & Nutrition.		6. Contd.
1.3.07	7. Nutritional requirement for vulnerable groups, importance of Maternal and Child nutrition, breast feeding, colostrum & weaning practices.		8. Contd.
2.3.07	9. Concept of health - preventive, promotive, curative health		10. Contd.
5.3.07	11. Elementary knowledge on communicable and contagious diseases, transmission factor.		12. Contd.
6.3.07	13. Personnel hygiene, family and community level hygiene, environmental sanitation		14. Adolescent Girls' health care.
7.3.07	15. Reproductive & Child Health, Maternal care - antenatal care,		16. Maternal care Contd.- high-risk pregnancy, diet in pregnancy.
8.3.07	17. Maternal care - / Intra / post natal care		18. Revision on Maternal Care.
9.3.07	19. Child care - Essential new born care, high risk neonates,		20. Child care- breast feeding, colostrum, weaning, vitamin A prophylaxis.

Contd. to P-2.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
10.3.07	21. Child care - Contd. - Growth monitoring chart - Developmental Mile stones		22. Revision on child care
12.3.07	23. Six Vaccine preventable diseases T.B., Polio.		24. Six Vaccine preventable diseases- Diphtheria, Whooping Cough
13.3.07	25. Six Vaccine preventable diseases Tetanus and Measles.		26. Routine Immunisation - Schedule, conduction of immunisation session, follow up
14.3.07	27. Routine Immunisation Contd.		28. Routine Immunisation - Cold Chain
15.3.07	29. Family Welfare programme - Concept of Eligible Couple, small family norm,		30. F.P. methods (spacing and terminal), MTP
16.3.07	31. ARI - Identification, management and prevention.		32. Roles of IIIW in ARI management
17.3.07	33. Diarrhoeal diseases - Definition, assessment of dehydration, management, ORS therapy, home available fluid.		34. Video Show , Group work on important messages
19.3.07	35. RTI - Identification, mode of transmission, and prevention.		36. STDs / HIV / AIDS - Identification, mode of transmission, and prevention.
20.3.07	37. STDs / HIV / AIDS - Continued.		38. National Health Programme - RNTCP - Brief knowledge, identification of cases, linkage.
21.3.07	39. National Health Programme - NLEP - Brief knowledge, identification of cases, linkage		40. National Health Programme - NBCP - Brief knowledge, identification of cases, linkage.
22.3.07	41. National Health Programme - NMCP - Brief knowledge, identification of cases, linkage.		42. National Health Programme - NFGP - Brief knowledge, identification of cases, linkage.
23.3.07	43. National Health Programme - AIDS Control Prog - Brief knowledge, identification of cases, linkage.		44. National Iodine Deficiency Disorders Control Programme - Brief knowledge, identification of cases, linkage.
24.3.07	45. Pulse Polio Immunisation (PPI) Control Programme - Brief knowledge, involvement with linkage.		46. Revision on National Health Programme.
26.3.07	47. Minor ailments - Identification, management at IIIWs level, drug therapy, dosage schedule, referral.		48. Minor ailments - Contd.
27.3.07	49. Minor ailments - Contd.		50. IIIWs kit - Knowledge about contents, demonstration.

Contd. to P-3.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
28.3.07	51. First Aid and role of HHWs		52. First Aid - Continued.
29.3.07	53. Information, Education & Communication (I.E.C.) - Principles, General and specific, materials and media, HHW's role - inter personnel communication.		54. Family Schedule - Filling up.
30.3.07	55. Family Schedule - Contd.		56. Family Schedule - Contd.
31.3.07	57. Family Schedule - Contd.		58. Report and returns proforma (HMIS) - Importance, use of statistics in community health, collection and compilation of the data.
2.4.07	59. HMIS -Contd.		60. HMIS -Contd.
3.4.07	61. Baseline Survey Format - discussion and practice within the trainees		62. Baseline Survey - Contd.
4.4.07	63. Allotment of Ward-wise BPL families to HHWs.		64. Weighing of under 5 children and plotting in the growth monitoring chart.
5.4.07	65. Demonstration on IEC communication channels, particularly interpersonal communication and group discussion.		66. Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.
6.4.07	67. Practical session on First Aid.		68. Practical session on dosage schedule.
7.4.07	69. MCH / PW Clinic and Post partum Unit.		70. Immunisation Clinic, vaccines and cold chain system.
9.4.07	71. ARI cases (Under 5 yrs. children).		72. Leprosy / Filaria clinic.
10.4.07	73. STD and Malaria clinic, drawing of blood slide.		74. Visit to field and filling up of Family Schedule and Baseline Survey Format.
11.4.07	75. Discussion on filled-in Family Schedule and Baseline Survey Format.		76. Visit to field and filling up of Family Schedule and Baseline Survey Format.
12.4.07	77. Discussion on filled-in Family Schedule and Baseline Survey Format.		78. Visit to field and filling up of Family Schedule and Baseline Survey Format.
13.4.07	79. Discussion on filled-in Family Schedule and Baseline Survey Format.		80. Visit to field and filling up of Family Schedule and Baseline Survey Format.
14.4.07	81. Preparation of HMIS based on filled-in Family Schedule.		82. Contd.
16.4.07	83. Contd.		84. Contd.
17.4.07	85. Contd.		86. Contd.
18.4.07	87. Summarization / recapitulation on previous classes.		88. Contd.
19.4.07	89. Post training evaluation.		90. Valedictory session.

COMMUNITY BASED PRIMARY HEALTH CARE SERVICES

AN OUTLINE FOR TRAINERS

REGARDING

TRAINING OF HONORARY HEALTH WORKER

AT ... Haldia MUNICIPALITY

TIME : 11 A.M. to 1 P.M. & 2 P.M. to 4 P.M.

VENUE :

COURSE CO-ORDINATOR : Dr. Sujit Maity

OF THE ... Haldia MUNICIPALITY

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
1.	Registration and inauguration, pre-training evaluation.	26.02.07
2.	Pre-training examination and evaluation.	26.02.07
3 & 4.	General introduction to Community Based Primary Health Care Services in 63 Non-KMA ULBs, Aim of the project. Organisational set up. 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 services 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. Referral services to the existing Govt. health facilities. Responsibility of HHW.	27.02.07 Dr. S. Maity
5 & 6.	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. Faulty practices. Diseases due to malnutrition. Awareness on nutrition - right method of cutting and cooking.	28.02.07 Dr. S. Maity
7 & 8.	Conditions in which more Nutrition is required. Effect of proper nutrition on pregnant women to offspring. Benefit of breast milk, emphasis on colostrum, weaning food. What is Anaemia ? Symptoms. National Anaemia control programme for mothers and children.	01.03.07 Dr. S. Maity
9 & 10.	Definition of Health, explanation on preventive, promotive and curative health with example.	02.03.07 Dr. S. Maity
11 & 12.	Definition of communicable and contagious diseases with example. Description of different transmission factors.	05.03.07 Dr. S. Maity

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
13.	<p>What is hygiene ? Personal Hygiene - Dally 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 - Diseases 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.</p>	<p>06.03.07 Dr. S. Maity</p>
14.	<p>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.</p>	<p>06.03.07 Dr. S. Maity</p>
15.	<p>Maternal care - Symptoms of pregnancy. Ante-natal Care - early registration of all pregnancies by 12 weeks, importance of early registration, LMP, EDD, at least 3 ante-natal 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.</p>	<p>07.03.07 Dr. S. Maity</p>
16.	<p>High risk pregnancy - General factors - Maternal age below 18 yrs. and above 35 yrs. specially in case of First Pregnancy, short stature less than 140 cms. height, parity more than 4, less than 38 kg. body weight, previous history of abortion/ pre-term delivery/any complication / difficult labour , still birth, any medical disorders. Complication during pregnancy like, bleeding, severe Anaemia, high BP, multiple pregnancies, pre-term labour etc.</p>	<p>07.03.07 Dr. S. Maity</p>
17.	<p>Maternal care - symptoms of labour, intranatal 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?</p>	<p>08.03.07 Dr. S. Maity</p>
18.	<p>Revision on Maternal Care.</p>	<p>08.03.07. Dr. S. Maity</p>
19.	<p>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.</p>	<p>09.03.07 Manjusri Adak</p>
20.	<p>Child care - breast feeding - advantage of breast feeding, exclusive breast feedings upto 6 months, beneficial effect of colostrum, proper weaning, mode and food items at weaning, Vitamin A prophylaxis. Child IFA.</p>	<p>DO</p>
21.	<p>Growth monitoring chart, Developmental mile stones.</p>	<p>10.03.07 Dr. B. Naykatz</p>
22.	<p>Revision on Child Care.</p>	<p>DO</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
23.	Vaccine preventable diseases - 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.	12.03.07 Chhanda Manha
24.	Diphtheria and Whooping Cough - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Do
25.	Tetanus and Measles - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	13.03.07 Mayjuri Adak
26 & 27.	Routine Immunisation - Schedule, dosage, diluents etc., target Disinfection of syringes & needles, conduction of immunisation session, follow up, precaution during immunisation, immunisation card, complete immunisation.	Topics 25 & 26 14.03.07 Chanda Manha
28.	Cold chain system - for storage, distribution at Sub-Centre Level. Vaccine carrier / Day carrier / Ice pack.	Topics 27 & 28
29.	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 and (c) mother of two or more living children. Causes of increased birth rate.	15.03.07 Dr. B. Naskar
30.	FP Methods - Choice of contraception, spacing methods - Oral Pill, IUD, Condom and permanent methods - Ligation, Vasectomy - mode of action, clientele, complication, contraindications. MTP. Role of HHW.	Do
31.	ARI - Mode of infection & its transmission, management of mild cases in domestic level; identification of serious cases by HHW & mothers (for immediate medical help) on all or any of the signs e.g. hurried resp. rate, indrawing of chest muscles, and / or stridor / wheezing / rumbling sound & inability to suck breast / swallow - preventive & control measures. Why it is important ?	16.03.07 Chhanda Manha
32.	Role of HHWs - Strategies - Train mothers to recognise danger signals for immediate medical care / improve maternal knowledge about home management of cough & cold / promote immunisation, including measles, breast feeding, weaning & Vit. A. prophylaxis.	Do
33.	Diarrhoea - Definition, Recognition of Danger Signs for immediate Medical Care - Repeated purging & vomiting, inability to drink / swallow, blood in stool, semiconscious, hurried respiration, diarrhoea within 6 weeks of measles. Signs of dehydration - sunken eyes, dry tongue, anuria, tears absent, decreased skin turgor and increased thirst.	17.03.07 Dr. B. Naskar

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
34.	Video Show, Group work on important messages, preparation of chart and presentation.	Do
35.	<p>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.</p> <p>Causes- unhygienic sex practices, bathing in dirty tank / pond, using dirty pad, not properly cleansing the part after defaecation or micturition.</p> <p>Preventive & Control measures: Hygienic practices with regard to above mentioned factors, early treatment.</p>	<p>Topics 35 & 36 19.03.07 Dr. B. Naskar</p>
36 & 37.	<p>STDs (Sexually Transmitted Diseases) - common STDs are Gonorrhoea and Syphilis. (a) Syphilis - Soreness in or around the external genitalia. (b) Gonorrhoea- discharge per vagina</p> <p>Mode of transmission - by sexual act with an infected person</p> <p>Prevention & Control - avoid sexual act with persons of unknown character. Use of condom, early treatment</p> <p>HIV infection - This infection damages the natural immune mechanism of the infected person who gradually become less resistant and more susceptible to various infections.</p> <p>Common signs and symptoms - suffering repeatedly from one or more of the following i.e cold & cough, diarrhoea, skin infection, eye infection , infection of oral cavity , painful swelling of the lymph glands , loss of body weight, fever etc.</p> <p>Mode of transmission- sex with infected person, use of not properly sterilised medical or dental instruments, contaminated blood transfusion or use of blood products, infected mother to foetus, mother's milk</p> <p>Prevention & control : Avoid sex with any person of unknown characters, use of properly sterilised Instruments , use of condom , awareness generation of the people</p>	<p>Topics 37 & 38 20.03.07 Manjushi Adak</p>
38.	<p>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.</p> <p>Identification - Any person showing one or more of the following symptoms should be referred :- (a) fever for more than 3 weeks (b) cough for more than 3 weeks, (c) blood with sputum.</p> <p>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.</p>	Do

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
39.	<p>NLEP- Case detection ... (a) Lepromatous cases - facial disfigurement , depressed nose, Irregular skin thickening , oily skin with reddish patches at places , may be congestion of eyes, soreness and shortening of fingers and toes.</p> <p>(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 .</p> <p>Referral to the Govt. Hospitals.</p> <p>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.</p>	<p>21.03.07</p> <p>Dr. B. Naskar</p>
40.	<p>NBCP- India has the largest blind population. Under NBCP : Vitamin A prophylaxis for under 3 years children, organisation of cataract operation camps in outreach areas, publicity for motivation of people for donation of eyes, extending specialist services in rural hospitals. Free treatment of eye diseases in hospitals.</p>	<p>Do</p>
41.	<p>NMCP- As malaria case are increasing , any fever cases unless otherwise diagnosed, blood slide should be examined and presumptive treatment with chloroquin be started.</p> <p>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 of mosquito net or use of repellent cream.</p> <p>Diagnosis and treatment are free of cost in Govt. Health facilities.</p>	<p>22.03.07</p> <p>Chhanda Manna</p>
42.	<p>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.</p>	<p>Do</p>
43.	<p>HIV infection - First case was found in USA in 1982, and in India in 1986. It is rapidly increasing.</p> <p>Salient feature of this programme are as follows :- 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.</p>	<p>23.03.07</p> <p>Manjusri Adak</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
44.	<p>National IDD Control Programme- Iodine deficiency is prevalent in sub-Himalayan and 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.</p> <p>Iodine takes part in (1) synthesis of thyroid hormone and (2) development of brain.</p> <p>Endemic goitre may present manifestations like lethargy, obesity, pain in joints and muscles, hoarseness of voice etc. In female, there may be birth of handicapped baby, known as cretin baby.</p> <p>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>	Do.
45.	<p>Pulse Polio Immunisation Programme :</p> <p>Poliomyelitis elimination is a National Health Programme of India. Under this programme, besides, routine immunisation 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 4 to 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.</p> <p>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 organisations and if necessary religious establishments for making it successful.</p> <p>Our target is elimination of Polio from India by 2005.</p> <p>What is VVM ?</p>	24.03.07 Manjusri Adak
46.	Revision on National Health Programmes.	Do

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
47 - 49.	<p>Minor Ailments : (Fever, Pain, Pain in abdomen, ARI, Diarrhoea, Intestinal Worms Infestation, Acute conjunctivitis, Scabies) General rules for all diseases - HHW should not treat for more than 72 hours, If there is no improvement or there is deterioration in anyway, 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 patient; change his clothings and bed-sheet every day. Keep the windows open to allow ventilation and sunlight in the room. In infectious cases, keep the patient separate from others. If necessary, keep the patient covered with cotton / woolen sheets. Keep the patient happy, give him mental support to generate will-force for recovery. It is advisable to keep daily record of signs and symptoms of the cases.</p>	<p>Topics 47 & 48 26,03.07 Dr. B. Naskar</p>
50.	HHW Kit - contents and its uses	<p>Topics 49 & 50, 27,03,07 Chhanda Manna</p>
51 & 52.	<p>First Aid and HHW role Cut injury , Boil, Burn, Unconsciousness, Fracture & sprain, Bites, Electric Shock.</p>	<p>28.03.07 Dr. B. Naskar</p>
53.	<p>Information, Education and Communication :- Principle : Awareness generation of the people is very important in any Health Programme. Material & Media are as follows - (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 cassetts. (d) Performing arts - drama, dance, songs, role-play. HHWs Role - During interpersonal communication the following must be remembered - (a) Language should be local & simple, (b) Contents should be brief but clear, (c) Talk should be relevant to the topic, (d) Participatory discusssion instead of lecturing.</p>	<p>Topics: 53 & 54 29.03.07 Chhanda Manna</p>



Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal

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FAX : 252154

Memo No. : 6161/HM/HHWS/2007



Date : 06.03.07

The Director,
State Urban Development Agency,
Health Wing, Ilgus Bhavan,
HC Block, Sector-III
Bidhannagar
Kolkata-700091

PO(A)
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Madam,

Sub:- Honorary Health Workers(H.H. Ws) training under
Community Based Primary Health Care Service.

Reference your letter No. SUDA-Health/63ULBs/06/239 dated 17th January 2007, enclosed herewith please find the score sheet for each of the HHWs pre-training examination and evaluation in the format for your further necessary action.

It may be mentioned here that such pre-training examination and evaluation was held on 26th February 2007.

Thanking you,

Yours faithfully,


Chairperson
Haldia Municipality

Encl:- As stated above



Haldia Municipality

City Centre: Debhog

Score Sheet for the Post of HHWs with address

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
1	1	Moumita Barman W/o- Dulal Barman Vill+P.o-Sutahata	30	22
2	1	Neyati Maity W/o-Ashok Vill:-Amlat ,P.o-Sutahata	30	24
3	2	Doli Das W/O-Rabindranath Vill-Dhanberia , PO-Anantapur	30	22
4	2	Rajasree Makar (Dhara) W/O-Rajkumar Vill+P.o. Purba Srikrishnapur	30	23
5	3	Uma Das W/o-Gopal Das Vill-Bhaghyabantapur ,P.o- Basudevpur	30	23
6	3	Sucharita Dhara W/o-Swapan Vill:-Haripur , P.o.- Dorojoynagar	30	23
7	4	Tanushree Samanta W/o-Asim Vill+P.o-Basudevpur	30	16
8	4	Nilima Bala W/o-Sankar Vill:-Basudevpur , P.o.-Khanjanchak	30	18
9	5	Saibya Rani Patra W/o-Dibanishi Vill:-Ramnagar(purba) , P.o.-Bhuniaraychak	30	22
10	5	Jhuma Barik (Nayak) W/o-Dilip Vill:-Ramnagar P.o.-Bhuniaraychak	30	18
11	6	Tanushree Mondal (Bhowmik) W/o-Karnadhar Vill-Jhikhurkhali , Po-Bhuniaraychak	30	18
12	6	Kajal Paik W/o-Ananga Vill:-Salukkhali ,P.o.-Golapchak	30	18
13	7	Gita Rani Mondal W/o-Sunil Vill+P.o.-Kumarchak	30	20

Sl No.	Ward No.	Name & Address	Full Marks	Marks obtained
14	7	Rina Jana W/o-Sudhansu Vill-Basudevpur , Po-Khanjanchak	30	21
15	8	Tapati Saha W/o-Bapi Saha Durgachak(Uttar) P.o- Durgachak	30	23
16	9	Rina Mondal W/o-Manindra Durgachak G Block P.o- Durgachak	30	21
17	9	Bijali Bhunia D/o- Benod Durgachak Colony, Block-E P.o- Durgachak	30	23
18	10	Tapasi Dhara W/o-Tapas Vill:+P.o.-Khanjanchak	30	26
19	10	Radha Rani Guria Lt. Gurupada Vill:+P.o.-Khanjanchak	30	21
20	11	Kalyani Pal W/o-Ghanashyam Vill-Baishnabchak , Po-Debhog	30	20
21	11	Alpana Manna W/o-Purna Vill:-Baishnabchak ,PoDebhog	30	20
22	12	Anindita Panda W/o-Kamalakanta Vill-Tentulberia ,Po-Debhog	30	29
23	12	Firoja Begam W/o-Md.Ali Din Vill-.Sovarampur,Post-Debhog	30	20
24	13	Kalyani Ghorai W/o-Rakhal VII+Po-Debhog	30	21
25	13	Bilasi Baskey Seth W/o-Sukumar Vill+P.o.-Geondab	30	22
26	14	Margina Khatun D/o- Sakabat Vill- Solat P.o- Geondave	30	16
27	14	Namita Parua W/o-Nandadulal Vill+P.o.-Bhawanipur	30	21
28	15	Subhadra Maity W/o-Gopal Vill.-Dighasipur Po-Chakdwipa	30	22

Sl No.	Ward No.	Name & Address	Full Marks	Marks obtained
29	15	Behulya Kar W/o-Gouranga Vill-Deghasipur,Post-Chakdwipa	30	17
30	16	Rina Bishee(Maji) W/o-Susanta Vill+Po-Chakdwipa	30	23
31	16	Sova Jana W/o-Sachin Vill-Anduliya,Post-Chakdwipa	30	22
32	17	Dipti Majhi W/o-Manas Vill.-Banbisnupur ,P.o.-Balughata	30	20
33	17	Manasi Sasmal W/o-Pradip Vill+Po-Chakdwipa	30	13
34	18	Kakali Sahoo W/o-Gourhari Vill:-Ramgopalchak Po-Pitambarchak	30	22
35	18	Bakul Rani Das W/o-Basudeb Vill-Rayraynerchak Po-Pitambarchak	30	18
36	19	Sutapa Jana Singh W/o-Pitambar Vill+P.o.-Hatiberia	30	19
37	19	Mitali Samanta W/o-Rajesh Vill-Sahid Kshudiramnagar. P.o- Hatiberia	30	27
38	20	Lakshmi Bera W/o-Sailendra Vill+P.o.-Hatiberia	30	21
39	21	Bakul Tripathi W/o-Tapas Vill+Po-Hatiberia	30	25
40	21	Anjana Manna W/o-Sankar Vill+Po.-Hatiberia	30	19
41	22	Santoshi Sing W/o-Bimal Vill- Soutanchak ,P.o.-Haldia Township	30	22
42	22	Tapati Rani Bag(Mandal) W/o-Samaresh Vill- Bishnuramchak P.o- Haldia Township	30	23
43	23	Archana Samanta W/o-Tapan Vill:-Chaktarawan ,P.o.- Haldia Township	30	27

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
44	24	Putul Bhim Seth W/O- Sukumar Vill:-Bhajanathchak ,P.o.-Haldia Port	30	22
45	25	Basanti shit W/o-Tarapada 10/30 Out House I.O.C, Haldia Township, .	30	17

Chairperson
Haldia Municipality



Haldia Municipality

City Centre: Debhog

Score Sheet for the Post of HHWs(Extra List & Waiting)

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
1	3	Chabirani Mondal W/o-Shyamal Vill-Pana,Po-Dorojoynagar	30	23
2	4	Saraswati Dandapat Bera W/o-Sibaprasad Vill-Basudevpur,Khanjanchak	30	23
3	12	Nilima Maity W/o-Debasish Vill-Tentulberia,Po-Debhog	30	24
4	13	Gouri Samanta W/o-Dipak Vill-Geondab	30	23
5	15	Barnali Das C/o-Tapas Vill-Dighasipur Po-Chakdwipa	30	20
6	16	Nandita Gumtya W/o-Tapas Vill+Po-Chakdwipa	30	25
7	19	Sabita Samanta W/o-Romesh Vill- Kshudiramnagar P.o-Hatiberia	30	21
8	24	Mrinalini Maity W/o-Ramaswar Vill-Brajanathchak,Po-Haldia Township.	30	20
9	16	Ambarani Santra W/o- Narayan Vill+P.o- Chakdwipa	30	18
10	5	Gouri Ghosh W/o-Bhobesh Vill-Ramnagar P.o- Bhuniaraychak	30	20
11	23	Swapna Das W/o-Gurupada Vill-Chaktarawan P.o.-Haldia Township	30	21

Sl. No.	Ward No.	Name & Address	Full Marks	Marks obtained
12	24	Rina Mondal W/O-Ratan Vill-Brajanathchak P.o-Haldia Township.	30	24
13	16	Gita Sahoo Manna Vill-Andulia P.o- Chakdwipa W/O-Narayan	30	22
14	2	Aparna Panda W/o- Shyamal Vill-Nandarampur P.o- Purba-Srikrishnapur	30	25


Chairperson
Haldia Municipality


Basic Training Course for Honorary Health Workers (HHWs)
(Both Regular and Panel Candidates)

Training Venue : Haldia Municipality

Course Co-ordinator : Dr. Sujit Maity

Trainers name :

1. Dr. Sujit Maity
2. Dr. Bimal Naskar
3. Manjushi Adak
4. Chhanda Maity

Total Duration : 45 days

Time Table :

Class room - 62 sessions, Practical - 28 sessions

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
26.2.07	1. Registration, Inauguration		2. Pre-training examination and evaluation.
27.2.07	3. Community Based Primary Health Care Services - introduction, aims,		4. Organisational set-up, Service strategy, Job responsibility of HHW
28.2.07	5. Elementary knowledge on Food & Nutrition.		6. Contd.
1.3.07	7. Nutritional requirement for vulnerable groups, importance of Maternal and Child nutrition, breast feeding, colostrum & weaning practices.		8. Contd.
2.3.07	9. Concept of health - preventive, promotive, curative health		10. Contd.
5.3.07	11. Elementary knowledge on communicable and contagious diseases, transmission factor.		12. Contd.
6.3.07	13. Personnel hygiene, family and community level hygiene, environmental sanitation.		14. Adolescent Girls' health care.
7.3.07	15. Reproductive & Child Health, Maternal care - antenatal care,		16. Maternal care Contd.- high-risk pregnancy, diet in pregnancy.
8.3.07	17. Maternal care -/ intra / post natal care		18. Revision on Maternal Care.
9.3.07	19. Child care - Essential new born care, high risk neonates,		20. Child care- breast feeding, colostrum, weaning, vitamin A prophylaxis.

Contd. to P-2.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
10.3.07	21. Child care - Contd. - Growth monitoring chart - Developmental Mile stones		22. Revision on child care
12.3.07	23. Six Vaccine preventable diseases T.B., Polio.		24. Six Vaccine preventable diseases- Diphtheria, Whooping Cough
13.3.07	25. Six Vaccine preventable diseases Tetanus and Measles.		26. Routine Immunisation - Schedule, conduction of immunisation session, follow up
14.3.07	27. Routine Immunisation Contd.		28. Routine Immunisation - Cold Chain
15.3.07	29. Family Welfare programme - Concept of Eligible Couple, small family norm,		30. F.P. methods (spacing and terminal), MTP
16.3.07	31. ARI - Identification, management and prevention.		32. Roles of IIIW in ARI management
17.3.07	33. Diarrhoeal diseases - Definition, assessment of dehydration, management, ORS therapy, home available fluid.		34. Video Show , Group work on important messages
19.3.07	35. RTI - Identification, mode of transmission, and prevention.		36. STDs / HIV / AIDS - Identification, mode of transmission, and prevention.
20.3.07	37. STDs / HIV / AIDS - Continued.		38. National Health Programme - RNTCP - Brief knowledge, identification of cases, linkage.
21.3.07	39. National Health Programme - NLEP - Brief knowledge, identification of cases, linkage		40. National Health Programme - NBCP - Brief knowledge, identification of cases, linkage.
22.3.07	41. National Health Programme - NMCP - Brief knowledge, identification of cases, linkage.		42. National Health Programme - NFGP - Brief knowledge, identification of cases, linkage.
23.3.07	43. National Health Programme - AIDS Control Prog - Brief knowledge, identification of cases, linkage.		44. National Iodine Deficiency Disorders Control Programme - Brief knowledge, identification of cases, linkage.
24.3.07	45. Pulse Polio Immunisation (PPI) Control Programme - Brief knowledge, involvement with linkage.		46. Revision on National Health Programme.
26.3.07	47. Minor ailments - Identification, management at IIIWs level, drug therapy, dosage schedule, referral.		48. Minor ailments - Contd.
27.3.07	49. Minor ailments - Contd.		50. IIIWs kit - Knowledge about contents, demonstration.

Contd. to P-3.

Date	11 A.M. to 1 P.M.	Recess	2 P.M. to 4 P.M.
28.3.07	51. First Aid and role of HHWs		52. First Aid - Continued.
29.3.07	53. Information, Education & Communication (I.E.C.) - Principles, General and specific, materials and media, HHW's role - inter personnel communication.		54. Family Schedule - Filling up.
30.3.07	55. Family Schedule - Contd.		56. Family Schedule - Contd.
31.3.07	57. Family Schedule - Contd.		58. Report and returns proforma (HMIS) - Importance, use of statistics in community health, collection and compilation of the data.
2.4.07	59. HMIS -Contd.		60. HMIS -Contd.
3.4.07	61. Baseline Survey Format - discussion and practice within the trainees		62. Baseline Survey - Contd.
4.4.07	63. Allotment of Ward-wise BPL families to HHWs.		64. Weighing of under 5 children and plotting in the growth monitoring chart.
5.4.07	65. Demonstration on IEC communication channels, particularly interpersonal communication and group discussion.		66. Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.
6.4.07	67. Practical session on First Aid.		68. Practical session on dosage schedule.
7.4.07	69. MCH / FW Clinic and Post partum Unit.		70. Immunisation Clinic, vaccines and cold chain system.
9.4.07	71. ARI cases (Under 5 yrs. children).		72. Leprosy / Filaria clinic.
10.4.07	73. STD and Malaria clinic, drawing of blood slide.		74. Visit to field and filling up of Family Schedule and Baseline Survey Format.
11.4.07	75. Discussion on filled-in Family Schedule and Baseline Survey Format.		76. Visit to field and filling up of Family Schedule and Baseline Survey Format.
12.4.07	77. Discussion on filled-in Family Schedule and Baseline Survey Format.		78. Visit to field and filling up of Family Schedule and Baseline Survey Format.
13.4.07	79. Discussion on filled-in Family Schedule and Baseline Survey Format.		80. Visit to field and filling up of Family Schedule and Baseline Survey Format.
14.4.07	81. Preparation of HMIS based on filled-in Family Schedule.		82. Contd.
16.4.07	83. Contd.		84. Contd.
17.4.07	85. Contd.		86. Contd.
18.4.07	87. Summarization / recapitulation on previous classes.		88. Contd.
19.4.07	89. Post training evaluation.		90. Valedictory session.

COMMUNITY BASED PRIMARY HEALTH CARE SERVICES

AN OUTLINE FOR TRAINERS

REGARDING

TRAINING OF HONORARY HEALTH WORKER

AT ... Haldia MUNICIPALITY

TIME : 11 A.M. to 1 P.M. & 2 P.M. to 4 P.M.

VENUE :

COURSE CO-ORDINATOR : Dr. Sujit Maity

OF THE ... Haldia MUNICIPALITY

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
1.	Registration and inauguration, pre-training evaluation.	26.02.07
2.	Pre-training examination and evaluation.	26.02.07
3 & 4.	General introduction to Community Based Primary Health Care Services in 63 Non-KMA ULBs, Aim of the project. Organisational set up. 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 services 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. Referral services to the existing Govt. health facilities. Responsibility of HHW.	27.02.07 Dr. S. Maity
5 & 6.	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. Faulty practices. Diseases due to malnutrition. Awareness on nutrition - right method of cutting and cooking.	28.02.07 Dr. S. Maity
7 & 8.	Conditions in which more Nutrition is required. Effect of proper nutrition on pregnant women to offspring. Benefit of breast milk, emphasis on colostrum, weaning food. What is Anaemia ? Symptoms. National Anaemia control programme for mothers and children.	01.03.07 Dr. S. Maity
9 & 10.	Definition of Health, explanation on preventive, promotive and curative health with example.	02.03.07 Dr. S. Maity
11 & 12.	Definition of communicable and contagious diseases with example. Description of different transmission factors.	05.03.07 Dr. S. Maity

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
13.	<p>What is hygiene ?</p> <p>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 - Diseases caused by each of the faulty habit and preventive measures.</p> <p>Home waste disposal. How environment can be made less pollutant - role of individual, family and community.</p>	<p>06.03.07</p> <p>Dr. S. Maity</p>
14.	<p>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.</p>	<p>06.03.07</p> <p>Dr. S. Maity</p>
15.	<p>Maternal care - Symptoms of pregnancy. Ante-natal Care - early registration of all pregnancies by 12 weeks, importance of early registration, LMP, EDD, at least 3 ante-natal 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.</p>	<p>07.03.07</p> <p>Dr. S. Maity</p>
16.	<p>High risk pregnancy - General factors - Maternal age below 18 yrs. and above 35 yrs. specially in case of First Pregnancy, short stature less than 140 cms. height, parity more than 4, less than 38 kg. body weight, previous history of abortion/ pre-term delivery/any complication / difficult labour , still birth, any medical disorders. Complication during pregnancy like, bleeding, severe Anaemia, high BP, multiple pregnancies, pre-term labour etc.</p>	<p>07.03.07</p> <p>Dr. S. Maity</p>
17.	<p>Maternal care - symptoms of labour, intranatal care - promotion of institutional delivery, danger signals during labour.</p> <p>Post natal care - Post natal period, Care of new born and mother, danger signals during post natal period.</p> <p>Referral system - When to refer ? Where to refer?</p>	<p>08.03.07</p> <p>Dr. S. Maity</p>
18.	<p>Revision on Maternal Care.</p>	<p>08.03.07.</p> <p>Dr. S. Maity</p>
19.	<p>Child care - Essential new born care - Delivery at Health Facility, adequate cloth covering, early breast feeding, avoid bathing till cord falls off.</p> <p>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.</p>	<p>09.03.07</p> <p>Manjusri Adak</p>
20.	<p>Child care - breast feeding - advantage of breast feeding, exclusive breast feedings upto 6 months, beneficial effect of colostrum, proper weaning, mode and food items at weaning, Vitamin A prophylaxis. Child IFA.</p>	<p>Do</p>
21.	<p>Growth monitoring chart, Developmental mile stones.</p>	<p>10.03.07</p> <p>Dr. B. Nayak</p>
22.	<p>Revision on Child Care.</p>	<p>Do</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
23.	Vaccine preventable diseases - 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.	12.03.07 Chhanda Manna
24.	Diphtheria and Whooping Cough - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Do
25.	Tetanus and Measles - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	13.03.07 Manjusri Adak
26 & 27.	Routine Immunisation - Schedule, dosage, diluents etc., target Disinfection of syringes & needles, conduction of immunisation session, follow up, precaution during immunisation, immunisation card, complete immunisation.	Topics 25 & 26 14.03.07 Chanda Manna
28.	Cold chain system - for storage, distribution at Sub-Centre Level. Vaccine carrier / Day carrier / Ice pack.	Topics 27 & 28
29.	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 and (c) mother of two or more living children. Causes of increased birth rate.	15.03.07 Dr. B. Naskar
30.	FP Methods - Choice of contraception, spacing methods - Oral Pill, IUD, Condom and permanent methods - Ligation, Vasectomy - mode of action, clientele, complication, contraindications. MTP. Role of HHW.	Do
31.	ARI - Mode of infection & its transmission, management of mild cases in domestic level; identification of serious cases by HHW & mothers (for immediate medical help) on all or any of the signs e.g. hurried resp. rate, indrawing of chest muscles, and / or stridor / wheezing / rumbling sound & inability to suck breast / swallow - preventive & control measures. Why it is important ?	16.03.07 Chhanda Manna
32.	Role of HHWs - Strategies - Train mothers to recognise danger signals for immediate medical care / improve maternal knowledge about home management of cough & cold / promote immunisation, including measles, breast feeding, weaning & Vit. A. prophylaxis.	Do
33.	Diarrhoea - Definition, Recognition of Danger Signs for immediate Medical Care - Repeated purging & vomiting, inability to drink / swallow, blood in stool, semiconscious, hurried respiration, diarrhoea within 6 weeks of measles. Signs of dehydration - sunken eyes, dry tongue, anuria, tears absent, decreased skin turgor and increased thirst.	17.03.07 Dr. B. Naskar

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
34.	Video Show, Group work on important messages, preparation of chart and presentation.	Do
35.	<p>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.</p> <p>Causes- unhygienic sex practices, bathing in dirty tank / pond, using dirty pad, not properly cleansing the part after defaecation or micturition.</p> <p>Preventive & Control measures: Hygienic practices with regard to above mentioned factors, early treatment.</p>	<p>Topics 35 & 36 19.03.07 Dr. B. Naskar</p>
36 & 37.	<p>STDs (Sexually Transmitted Diseases) - common STDs are Gonorrhoea and Syphilis. (a) Syphilis - Soreness in or around the external genitalia. (b) Gonorrhoea- discharge per vagina</p> <p>Mode of transmission - by sexual act with an infected person</p> <p>Prevention & Control - avoid sexual act with persons of unknown character. Use of condom, early treatment</p> <p>HIV infection - This infection damages the natural immune mechanism of the infected person who gradually become less resistant and more susceptible to various infections.</p> <p>Common signs and symptoms - suffering repeatedly from one or more of the following i.e cold & cough, diarrhoea, skin infection, eye infection, infection of oral cavity, painful swelling of the lymph glands, loss of body weight, fever etc.</p> <p>Mode of transmission- sex with infected person, use of not properly sterilised medical or dental instruments, contaminated blood transfusion or use of blood products, infected mother to foetus, mother's milk</p> <p>Prevention & control : Avoid sex with any person of unknown characters, use of properly sterilised instruments, use of condom, awareness generation of the people</p>	<p>Topics 37 & 38 20.03.07 Manjushi Adak</p>
38.	<p>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.</p> <p>Identification - Any person showing one or more of the following symptoms should be referred :- (a) fever for more than 3 weeks (b) cough for more than 3 weeks, (c) blood with sputum.</p> <p>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.</p>	Do

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
39.	<p>NLEP- Case detection _ (a) Lepromatous cases - facial disfigurement , depressed nose, Irregular skin thickening , oily skin with reddish patches at places , may be congestion of eyes, soreness and shortening of fingers and toes.</p> <p>(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 .</p> <p>Referral to the Govt. Hospitals.</p> <p>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.</p>	<p>21.03.07</p> <p>Dr. B. Naskar</p>
40.	<p>NBCP- India has the largest blind population. Under NBCP : Vitamin A prophylaxis for under 3 years children, organisation of cataract operation camps in outreach areas, publicity for motivation of people for donation of eyes, extending specialist services in rural hospitals. Free treatment of eye diseases in hospitals.</p>	<p>Do</p>
41.	<p>NMCP- As malaria case are increasing , any fever cases unless otherwise diagnosed, blood slide should be examined and presumptive treatment with chloroquin be started.</p> <p>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 of mosquito net or use of repellent cream.</p> <p>Diagnosis and treatment are free of cost in Govt. Health facilities.</p>	<p>22.03.07</p> <p>Chhanda Manna</p>
42.	<p>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.</p>	<p>Do</p>
43.	<p>HIV infection - First case was found in USA in 1982, and in India in 1986. It is rapidly increasing.</p> <p>Salient feature of this programme are as follows :- 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.</p>	<p>23.03.07</p> <p>Mojusri Adak</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
44.	<p>National IDD Control Programme- Iodine deficiency is prevalent in sub-Himalayan and 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.</p> <p>Iodine takes part in (1) synthesis of thyroid hormone and (2) development of brain.</p> <p>Endemic goitre may present manifestations like lethargy, obesity, pain in joints and muscles, hoarseness of voice etc. In female, there may be birth of handicapped baby, known as cretin baby.</p> <p>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>	Do
45.	<p>Pulse Polio Immunisation Programme :</p> <p>Poliomyelitis elimination is a National Health Programme of India. Under this programme, besides, routine immunisation 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 4 to 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.</p> <p>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 organisations and if necessary religious establishments for making it successful.</p> <p>Our target is elimination of Polio from India by 2005.</p> <p>What is VVM ?</p>	<p>24.03.07</p> <p>Manjusri Adak</p>
46.	Revision on National Health Programmes.	Do

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
47 - 49.	<p>Minor Ailments : (Fever, Pain, Pain in abdomen, ARI, Diarrhoea, Intestinal Worms Infestation, Acute conjunctivitis, Scabies)</p> <p>General rules for all diseases -</p> <p>HHW should not treat for more than 72 hours, if there is no improvement or there is deterioration in anyway, 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 patient; change his clothings and bed-sheet every day. Keep the windows open to allow ventilation and sunlight in the room. In infectious cases, keep the patient separate from others. If necessary, keep the patient covered with cotton / woolen sheets. Keep the patient happy, give him mental support to generate will-force for recovery. It is advisable to keep daily record of signs and symptoms of the cases.</p>	<p>Topics 47 & 48 26,03.07</p> <p>Dr. B. Naskar</p>
50.	HHW Kit - contents and its uses	<p>Topics 49 & 50, 27,03.07 Chhanda Manna</p>
51 & 52.	<p>First Aid and HHW role</p> <p>Cut injury , Boil, Burn, Unconsciousness, Fracture & sprain, Bites, Electric Shock.</p>	<p>28.03.07 Dr. B. Naskar</p>
53.	<p>Information, Education and Communication :-</p> <p>Principle : Awareness generation of the people is very important in any Health Programme.</p> <p>Material & Media are as follows -</p> <p>(a) Spoken Words - Easy local language, inter-personal communication, group discussion, etc.</p> <p>(b) Written Words - News papers, hand-bills, posters, festoons, magazines etc.</p> <p>(c) Electronic Media - slide show, cinema show, radio, TV, video cassetts.</p> <p>(d) Performing arts - drama, dance, songs, role-play.</p> <p>HHWs Role - During interpersonal communication the following must be remembered -</p> <p>(a) Language should be local & simple,</p> <p>(b) Contents should be brief but clear,</p> <p>(c) Talk should be relevant to the topic,</p> <p>(d) Participatory discussion instead of lecturing.</p>	<p>Topics: 53 & 54 29.03.07</p> <p>Chhanda Manna</p>

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
57-57	Family Schedule What is Family Schedule, Importance, Filling up.	Topics 55 & 56 30.03.07 Manjusri Adak
58-60	Report and returns proforma (HMIS) - Importance, use of statistics in community health, CBR, CDR, MMR, IMR, CPR - collection and compilation of data.	Topics 57 & 58 31.03.07. Chhanda Manna Topics 59 & 60: 2.4.07 Dr. B. Naskar
61-62.	Baseline Survey - its importance, each question of the format be discussed thoroughly and practised amongst the trainees.	3.4.07 Manjusri Adak
63.	Allotment of ward-wise BPL population to HHWs.	4.4.07 Dr. B. Naskar
64.	Weighing of under 5 children and plotting in growth monitoring chart - Practical session.	Do
65.	IEC - communication channel be demonstrated. Interpersonal communication and group discussion be practised on health issues.	5.4.07 Chhanda Manna
66.	Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.	Do
67.	Practical session on First Aid.	6.4.07 Chhanda Manna
68.	Practical session on dosage schedule.	Do
69.	MCH & FW Clinic and Post partum Unit.	7.4.07 Dr. B. Naskar
70.	Immunisation Clinic, vaccines and cold chain system.	Do
71.	ARI cases (Under 5 yrs. children).	9.4.07 Dr. B. Naskar
72.	Leprosy / Filaria clinic.	Do
73.	STD and Malaria clinic, drawing of blood slide.	73-80, 10-13.04.07 ① Manjusri Adak ② B. Naskar ③ Chhanda Manna
74 - 80.	Visit to field and Family Schedule filling up.	
81 - 86.	Practice on preparation of HMIS based on filled in Family Schedule and consolidation of baseline survey data.	14 to 17, 4.07. Dr. S. Maity, Manjusri Adak Dr. B. Naskar.
87 - 88.	Summarization / recapitulation on previous classes.	18.4.07 Chhanda Manna
89.	Post training evaluation.	19.4.07 Dr. B. Naskar
90.	Valedictory session.	Do



29
GOVT. OF WEST BENGAL
OFFICE OF THE ASST. CHIEF MEDICAL OFFICER OF HEALTH,
HALDIA SUB-DIVISION

VILL.—BASUDEVPUR : P.O.—KHANJANCHAK : DIST.—PURBA MEDINIPUR

PIN—721602

PHONE—

Ref. No. _____

Memo No. 12/3(5)

Date _____

Date 17/1/07

To,

① Smt. Chanda Manna,
PHN, S.D. Hospital, Haldia.

② Smt. Maryushree Adak
PHN Bargashipur, B.P.H.

③ DR. BIMAL NASKAR, A.M.O, Debosh P.H.

Sub: Training of trainers Under Community Based Primary
Health Care Services.

In ref. to the Director, SUDA ref. his memo no SUDA-Health/63 ULB
/06/231 dt 10.I.07. You are hereby requested to attend the one day
training programme for trainers on 19/1/2007 at SUDA Conference
Hall, ILGUS Bhaban, H.C. Block, Sector - III, Salt Lake City, Kolkata
at 11 AM.

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

10-

Copy forwarded for information & n/a please to:-

- ✓ ① The Director, SUDA.
- ② The Chief Medical Officer of Health, Purba Medinipur.
- ③ The Chairperson, Haldia Municipality, Haldia.
- ④ The Superintendent, S.D. Hospital, Haldia.
- ⑤ The Block Medical Officer of Health, Bargashipur B.P.H.

Ddt
19/1/07.

Asstt. Chief Medical Officer of Health
HALDIA

P.O. Khanjanchak, Dist. Purba Medinipur

* Participants are requested to Contact - Sri Rabin Mondal,
Haldia Municipality, Mobile No: 9434417692.



Office of the ²⁹
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 3880/HM/06

Date : 30/12/06

The Project Officer,
State Urban Development Agency,
Health Wing,
ILGUS Bhavan,
HC Block, Sector - III,
Bidhannagar,
Kolkata - 700091.



05 JAN 2007

Sir,

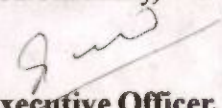
Sub : Forwarding names of trainers in connection with ensuing training of HHWs under Community based Primary Health Care Services.

Reference your letter No. SUDA-Health/63/ULBs/06/217(15) dated 29th Dec. 2006, the names of the proposed trainers are given below :

- | | | | |
|----|----------------------|---|-------------------------------------|
| 1. | Dr. Bimal Naskar | - | Addl. Medical Officer, Debhog, PHC. |
| 2. | Dr. Sujit Maity | - | A.H.O., Haldia Municipality. |
| 3. | Smt. Manjushree Adak | - | P.H.N., Barghasipur, BPHC. |
| 4. | Smt. Chanda Manna. | - | P.H.N. S.D. Hospital, Haldia. |

Thanking you,

Yours faithfully,


Executive Officer,
Haldia Municipality.

Dated

Memo No. _____

Copy to :

1. The Asstt. Chief Medical Officer of Health, S.D. Hospital, Haldia for information with the request to inform the candidates that the proposed training will be held some times in the mid of January.

Executive Officer,
Haldia Municipality.

Training-HHW

M.T.





Office of the
Haldia Municipality

Dr. B. K. Das, Executive Officer, Administrative Building, Centre
P.O. Telling Point, Haldia, Medinipur West Bengal

☎ : 03224-252996 / 2529
252644 / 253410 / 25
Fax : 252154

Memo No. : 3280/10/06

Date : 30/12/06



02 JAN 2007

The Project Officer,
State Urban Development Agency,
Health Wing,
ILGUS Bhavan,
HC Block, Sector - III
Bidhannagar,
Kolkata - 700091.

Sir,

**Sub : Forwarding names of trainers in connection with ensuing training of
MHW under Community based Primary Health Care Services.**

Reference your letter No. SUDA-Health/63/UL/866/217(15) dated 29th Dec. 2006, the names of the proposed trainers are given below :

- | | | | |
|----|----------------------|---|-------------------------------------|
| 1. | Dr. Bimal Naskar | - | Addl. Medical Officer, Debhog, PHC. |
| 2. | Dr. Sujit Maiti | - | A.O. Haldia Municipality. |
| 3. | Smt. Manjushree Adak | - | P.H.U., Barghasipur, BPHC. |
| 4. | Smt. Chandu Monna | - | P.H.U. S.D. Hospital, Haldia. |

Thanking you

Yours faithfully,

[Signature]
Executive Officer,
Haldia Municipality.

Memo No. _____

Dated _____

Copy to

1. The Asstt. Chief Medical Officer of Health, S.D. Hospital, Haldia for information with the request to inform the candidates that the proposed training will be held some times in the mid of January.

Executive Officer,
Haldia Municipality.



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : _____

Date : _____

The Chief Medical Officer of Health,
Purba Medinipur,
Tamluk.



04 DEC 2006

Sir,

Sub : Trainers training in connection with ensuing training of Honorary Health Workers (HHWs) of Haldia Municipality under Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Reference Letter No. SUDA/Health/63 ULBs/06/183(60) 15th Nov. 2006 from the Director, SUDA, and copy endorsed to you (copy enclosed once again for ready reference), you are requested to kindly forward the list of trainers containing name of two nurses and one doctor from your end directly to the Director, SUDA under intimation to this Office as per Para-3 of the attached letter.

This may be treated as most urgent.

Thanking you,



Yours faithfully,

Sd/-

Chairperson,
Haldia Municipality.

Memo No. 3505(2)/HM/06

Dated 4/12/06

Copy to :

- ✓ The Director, SUDA, Health Wing, ILGUS Bhavan, HC Block, Sector - III, Bidhannagar, Kolkata - 700091 for information please.
2. The ACMOH, Haldia Sub-Division for information please.

Chairperson,
Haldia Municipality.

Handwritten signature
4/12



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 3416/HM/2006

Date : 29/11/06.

The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhawan,
HC Block, Sector - III,
Bidhannagar,
Kolkata - 00091.



Madam,

Sub : Final Selection of H.H.Ws for Grass Root Level man power and Health Facilities under Community based Primary Health Care Service in 63 Non -KMA, ULBs.

In reference to your Letter No. - SUDA/Health/63-ULB's/06/34 dated - 30.8.06, the final selection for the H.H.Ws will be held in the office of the Haldia Municipality on 4th December '2006 at 11 A.M.

You are requested to kindly arrange to depute one representative from Management and Supervision Cell of SUDA to remain present as per guide line for Selection of H.H.Ws.

Thanking you,



Yours faithfully,


Chairperson,
Haldia Municipality.

Memo No. _____

Dated _____

Copy forwarded for information with the request to remain present in the final selection.

1. *The Vice-Chairman.*
2. *The Member, Chairman-in-Council, CA/Health/HigherEdu./Pry.Edu.*
3. *The Executive Officer.*
4. *The Office Superintendent.*
5. *The Head Clerk.*
6. *The ACMOH, Haldia*
7. *Dr. Bidhan Roy, M.O., Haldia Municipality.*
8. _____

**Chairperson,
Haldia Municipality.**



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 3361/HM/2006

Date : 24.11.06

The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhawan,
HC Block, Sector - III,
Bidhannagar,
Kolkata - 00091.

Madam,

Sub : Final Section of H.H. W.s for Grass Route Label Man Power and Health Facilities under Community based Primary Health Care Service in 63 Non -KMA, ULBs.

In reference to your Letter No. - SUDA/Health/63-ULB's/06/34 dated - 30.8.06, the final selection for the H.H.W.s will be held in the office of the Haldia Municipality on 4th December '2006 at 11 A.M.

You are requested to kindly arrange to depute one representative from Management and Supervision Cell of SUDA to remain present as per guide line for Selection of H.H.W.s.

Thanking you,

Yours faithfully,


Chairperson,
Haldia Municipality.



Memo No. _____

Dated _____

Copy forwarded for information with the request to remain present in the final selection.

Memo No. _____

Dated _____

1. The Vice-Chairman.
2. The Member, Chairman-in-Council, CA/Health/Higher Edu./Pry. Edu.
3. The Executive Officer.
4. The Office Superintendent.
5. The Head Clerk.
6. The A.C.O.M.H. Haldia
7. Dr. Bidhan Roy, M.O., Haldia Municipality.
8. _____

Chairperson,
Haldia Municipality.



Office of the Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 3361/HM/2006

Date : 24.11.06

The Director,
State Urban Development Agency,
Health Wing,
ILGUS Bhawan,
HC Block, Sector - III,
Bidhannagar,
Kolkata - 00091.

(Handwritten)
24/11

Madam,

Sub : Final Selection of H.H. W.s for Grass Route Label Man Power and Health Facilities under Community based Primary Health Care Service in 63 Non-KMA, ULBs.

In reference to your Letter No. - SUDA/Health/63-ULB's/06/34 dated - 30.8.06, the final selection for the H.H.W.s will be held in the office of the Haldia Municipality on 4th December '2006 at 11 A.M.

You are requested to kindly arrange to depute one representative from Management and Supervision Cell of SUDA to remain present as per guide line for Selection of H.H.W.s.

Thanking you,



Yours faithfully,

(Signature)
Chairperson,
Haldia Municipality.

Memo No. _____

Dated _____

Copy forwarded for information with the request to remain present in the final selection.

Memo No. _____

Dated _____

1. The Vice-Chairman.
2. The Member, Chairman-in-Council, CA/Health/Higher Edu./Pry. Edu.
3. The Executive Officer.
4. The Office Superintendent.
5. The Head Clerk.
6. The A.C.O.M.H., Haldia
7. Dr. Bidhan Roy, M.O., Haldia Municipality.
8. _____



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 2974/HM/06

Date : 17/10/06

The Director,
State Urban Development Agency,
Health Wing, ILGUS Bhavan,
H.C. Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.



*Meeting held
at Purna Sabhas*

Madam,

Sub : Selection of HHWs at Haldia Municipality.

In reference to your Letter No. Health/63ULBs/06/34 dated 30th August 2006, this is to inform you that all necessary arrangements have been made to select Honry. Health Workers for our nine Centres, the particulars of which are appended below :

- | | | | |
|----|---|---|--------------------|
| 1. | Last of date of submission of application | - | 26.10.06 at 2 P.M. |
| 2. | Preliminary Scrutiny will be done on | - | 30.10.06 |
| 3. | Date of preparation of final list. | - | 6.11.06 |
| 4. | Date of training | - | 14.11.2006. |

As per your guide line for selection, one of your representatives should remain present in the preparation of final list.

I am accordingly requesting you to kindly depute one of your representatives to remain present in our office at 12 noon on 31.10.06.

We also request you to kindly intimate us the training schedule at the earliest.

Thanking you,

Yours faithfully,



Chairperson,
Haldia Municipality.

[Signature]
17/10

Selection HHW

M.T.

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/06/55

Date19.09.2006

From : Director, SUDA

**To : The Chairman
Haldia Municipality**

**Sub. : Release of 1st installment of fund worth Rs. 2,86,000.00 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. 319913 dt. 14.09.2006, on SBI, Salt Lake for an amount of Rs. 2,86,000/- (Rupees Two lakhs eighty six 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

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/ 100

Date19.09.2006

From : Director, SUDA

To : The Chairman

..... 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,

Encl. : As stated.

Sd/-
Director, SUDA

✓ SUDA-Health/63 ULBs/06/ 187/1(1)

19.09.2006

CC

Finance Officer, SUDA

C. Ghosh
19/9/06
Director, SUDA



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 2184/HM/06

Date : 23/8/06

Smt. Chanda Sarkar,
Director,
State Urban Development Agency,
ILGUS Bhaban, HC Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.



Madam,

Sub : Formation of Health and Family Welfare Committee.

In continuation to this office letter No. 1933/HM/06 dated 4th August 2006 in reference to your letter No. SUDA - Health/63ULBs/06/20(5) dated 10th August 2006, enclosed herewith please find the statement showing the list of Ward-wise BPL population and separate Bank A/C for your perusal and further necessary action.

Thanking you,

Yours faithfully,

Enclos. : As stated above.

**Chairperson,
Haldia Municipality.**

Handwritten signature
23/8



Office of the

Haitian Municipality



1000 Rue de la République
Port-au-Prince, Haiti
Tel: 001 509 222 1111

1000 Rue de la République
Port-au-Prince, Haiti
Tel: 001 509 222 1111

20/01/02

20/01/02



Direction
Département de l'Économie et du Développement
1000 Rue de la République
Port-au-Prince, Haiti
Tel: 001 509 222 1111

Document
N° 20/01/02
Date de l'émission: 20/01/02
Lieu de l'émission: Port-au-Prince, Haiti

Signature

Titulaire de l'habilitation

20/01/02





Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Midnapore, West Bengal



(03224) 52996/52997
52644/52665/52718

Fax : (03224) 52154

Memo No. _____

Date : _____

WARD WISE REPORT OF B.P.L UNDER HALDIA MUNICIPALITY DURING THE YEAR 2006-2007.

No-1.B.P.L

Ward no	B.P.L
1	1959
2	3177
3	3301
4	2421
5	3667
6	2705
7	3751
8	700
9	2617
10	3319
11	2542
12	4783
13	2584
14	3852
15	3943
16	2693
17	1837
18	3400
19	1925
20	894
21	1715
22	1887
23	1416
24	913
25	116
TOTAL.	62,117



No.2 -Bank A/C No - 2899 H.H.W Scheme,Haldia Municipality



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Debhog, Haldia, Purba Medinipur, West Bengal.

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 2184/HM/06

Date : 23/8/06

Smt. Chanda Sarkar,
Director,
State Urban Development Agency,
ILGUS Bhaban, HC Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.



Madam,

Sub : Formation of Health and Family Welfare Committee.

In continuation to this office letter No. 1933/HM/06 dated 4th August 2006 in reference to your letter No. SUDA - Health/63ULBs/06/20(5) dated 10th August 2006, enclosed herewith please find the statement showing the list of Ward-wise BPL population and separate Bank A/C for your perusal and further necessary action.

Thanking you,

Yours faithfully,

Chairperson,
Haldia Municipality.

Enclos. : As stated above.



PO(H)
L
23/8

Sub
23/8



Office of the

Haldia Municipality

Dr. B. N. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Medinipur, West Bengal



(03224) 52996/52997

52644/52665/52718

Fax : (03224) 52154

Memo No. _____

Date : _____

WARD WISE REPORT OF B.P.L UNDER HALDIA MUNICIPALITY DURING THE YEAR 2006-2007.

No-1.B.P.L

Ward no	B.P.L
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19	1925
20	894
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22	1887
23	1416
24	913
25	116
TOTAL	62,117





Office of the
Haldia Municipality

Office in Anshapada (New) Administrative Zone, City Centre
 P.O. (Sector) Haldia, Dist. Medinipur, West Bengal



+91 224 52996/52997

52644 52665/52718

+91 224 52154

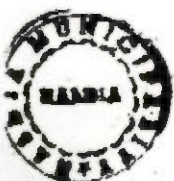
Memo No. _____

Date: _____

WARD WISE REPORT OF B.P.L UNDER HALDIA MUNICIPALITY DURING THE YEAR 2006-2007.

No-1 B.P.L

Ward no	B.P.L
1	1959
2	3177
3	3301
4	2421
5	3667
6	2708
7	3751
8	2708
9	2617
10	3319
11	2512
12	1785
13	2584
14	3852
15	3945
16	2693
17	1837
18	3400
19	1925
20	894
21	1715
22	1887
23	1416
24	913
25	116
TOTAL	62,117



No.2 -Bank A/C No -- 2899 H.H.W Scheme, Haldia Municipality

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/63-ULBs/06/ 34

Date 30.08.2006

From : Director, SUDA

To : The Chairman

.....Halda..... Municipality

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

Sir / Madam,

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

No. of HHWs (Regular)	1 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
45	9	5	59	45	9	9

N.B. : HHW = Honorary Health Worker,

FTS = 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.

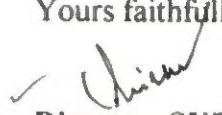
- 2 -

- 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

30.08.2006

SUDA-Health/63 ULBs/06/

Copy forwarded for kind information to

District Magistrate, *Medinipur (East)*

Director, SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

29

Ref No. SUDA-Health/63 ULBs/06/20(5)

Date10.08.2006

From : Director, SUDA

To : The Chairman
Tamluk / Panskura / Contai /
Egra / Haldia Municipality
Dist. : Medinipur (East)MEDINIPUR (E)
O/CSub. : 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
Tamluk	Yes	Yes	No	No	To submit (c) & (d)
Panskura	Yes	Yes	No	Yes	To submit (c)
Contai	Yes	Yes	No	No	To submit (c) & (d)
Egra	Yes	Yes	No	No	To submit (c) & (d)
Haldia	No	Yes	Yes	No	To submit (a) & (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,

(Signature)
Director, SUDA

10.08.2006

(Signature)
Director, SUDA

10.08.2006

(Signature)
Director, SUDA

SUDA-Health/63 ULBs/06/ 20 (5) / 1 (1)

Copy forwarded for kind information to :

District Magistrate, Medinipur (East)

SUDA-Health/63 ULBs/06/ 20 (5) / 2 (1)

Copy forwarded for kind information to :

CMOH, Medinipur (East)



Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal

☎ : 03224-252996/252997
252644/252665/522718
FAX : 252154

Memo No. :

1933/4M/06



Date :

4/8/06

Smt. Chanda Sarkar,
Director,
State Urban Development Agency,
ILGUS Bhaban, HC Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.

PO(H)
L
9/8

Madam,

Sub : Formation of Health and Family Welfare Committee.

In reference to your Memo No. SUDA-67/2006/340(63) dated 6th June 2006 on the subject mentioned above, enclosed herewith please find a list of members of the Committees, "Health and Family Welfare Committee and Monitoring Cell formed at Haldia Municipality, for your perusal and further action, if any. The Committee was formed as per decision taken in the meeting of the Chairman-in-Council held on 28th June 2006.

Thanking you,

Yours faithfully,

ANB. 4/8/06

Executive Officer,
Haldia Municipality.

Enclos. : As stated above.





Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal

☎ : 03224-52996/52997
52644/52665/52718
FAX : 52154

Memo No. : _____

Date : _____

পৌর এলাকায় সমষ্টি ভিত্তিক স্বাস্থ্য পরিষেবা কর্মসূচী Health and family welfare committee

1.	Tamalika Seth	Chairperson, Haldia Municipality	President
2.	Abhimanyu Mondal	Councilor in-charge of Health	Member
3.	-----	Representative of D.M.	Member
4.	Debdas Mukherjee	President of Bigyan Parisad	N.G.O.
5.	Uday Narayan Sahoo	District Chairman of Lions Club	N.G.O.
6.	Dulal Samanta	Secretary, Haldia Samaj Kalyan Parsad	N.G.O.
7.	Dr. Debabrata Dutta	A.C.M.O.(H).	Member
8.	Dr. Bidhan Roy	Health Officer, Haldia Municipality	Convener
9.	Mahasweta Debnath	C.D.S., Matangini Samaj Unnayan Samiti	Member
10.	Sonali Chatterjee	C.D.S., Sultana Rijiya	Member
11.	Kakali Bose	C.D.S., Ashapura Devi	Member
12.	Rabindranath Maity	(Acting C.D.S.) Jhansi Rani Lakshmi Bai	Member
13.	C.D.S. Rani Rasmoni	Member

ব্যবস্থাপনা ও তদারকি সেল

1.	Abhimanyu Mondal	C-in-C (Health) .
2.	Sajal Mistri	Superintendent of Haldia S.D. Hospital.
3.	Dr. Debabrata Dutta	A.C.M.O.(H).
4.	Dr. Bidhan Roy	Health Officer, Haldia Municipality.
5.	Sk. Karimullah	Sanitary Inspector, Haldia Municipality.
6.	Rabindranath Maity	Health Assistant.
7.	Debasis Ghosh Roy	Data Resource Assistant.
8.	Afsarul Pathan	Multipurpose helper cum store keeper.
9.	Medical Officer(above fourty thousand population) .



১৫/৭/০৬

Executive Officer,
Haldia Municipality.

Handwritten signature

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

Ward No.	Male Population	Female Population	Total Population	No. of BPL Household	BPL Population
1	2992	2842	5834		
2	4012	3640	7652		
3	3428	3175	6603		
4	4885	4338	9223		
5	3802	3637	7439		
6	2664	2563	5227		
7	4932	4224	9156		
8	2901	2539	5440		
9	4430	3901	8331		
10	4986	4085	9071		
11	3783	3334	7117		
12	3310	2895	6205		
13	3456	3334	6790		
14	2871	2558	5429		
15	3898	3679	7577		
16	4332	3210	7542		
17	2673	2461	5134		
18	3735	3327	7062		
19	4908	4561	9469		
20	3037	2786	5823		
21	4191	3849	8040		
22	3934	3665	7599		
23	3225	3035	6260		
24	3508	3142	6650		
Total	89893	80780	170673		47358

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

Yes

3. Location of Community Centre in the ULB

Yes

1) Community Centre at Girish More	2) Community Centre at Durgachak	3) Community Centre at Township
4) Community Centre at Bhabanipur	5) Community Centre at Barghashipur	6) Community Centre at Jhikurkhali

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

No

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

Yes

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

Yes

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

Health Officer	No	
Medical Officer	Yes	Filled
Sanitary Inspector	Yes	Filled

Wanting.

হলদিয়া পৌরসভা

ফোন-03224-253410

সিটি ইন্সটার: দেবোপ

ফ্যাক্স-03224-25254

ছোব্রা: 9434017701

Wanting B.P.L. Population
2 total of Population (2001 census)

প্রশ্ন : প্রতিটি ওয়ার্ডের মোট জনসংখ্যা এবং স্বনজয়ন্তী শহরী রোজগার যোজনার সমীক্ষার

ভিত্তিতে তৈরি ওয়ার্ডের বি.পি.এল জনসংখ্যা ?

উত্তর : ৪৭, ৬৫৮ জন.

৩৭

প্রশ্ন : স্বাস্থ্য পরিষেবা প্রদানের উদ্দেশ্যে সাব-সেন্টার খোলার জন্য পৌর এলাকাতে পৌরসভার
বা অন্য কোনও পরিকাঠামো আছে কিনা ?

উত্তর : ৩টি ওয়ার্ডে আছে । অন্য তেমন কিছুই পরিকাঠামো নেই ।

প্রশ্ন : পৌরসভাতে কম্যুনিটি কেন্দ্র বা ঐ জাতীয় কোনও কেন্দ্র থাকলে তার অবস্থান ?

উত্তর : ৬টি । ১) গিরীশ মোড় ২) দুর্গাচক ৩) টাউনশীপ ৪) ভবানীপুর ৫) বাড়ঘাসীপুর
৬) ঝিকুরখালী

প্রশ্ন : পৌরসভাতে স্বাস্থ্য ও পরিবার কল্যাণ কমিটি গঠিত হয়েছে কিনা ও সেই কমিটি নিয়মিত
ভাবে সভা করছে কিনা ?

উত্তর : না ।

প্রশ্ন : পৌরসভাতে স্বাস্থ্য , শিক্ষা ও দরিদ্র সংক্রান্ত বিষয়ে স্ট্যান্ডিং কমিটি গঠিত হয়েছে কিনা ?

উত্তর : হ্যাঁ ।

প্রশ্ন : ওয়ার্ডের জনসংখ্যা সহ পৌরসভার ওয়ার্ডের সীমানা চিহ্নিত করা মানচিত্র ।

উত্তর :

প্রশ্ন : পৌরসভাতে স্বাস্থ্য আধিকারিক/মেডিক্যাল অফিসার/স্যানিটরি ইনসপেক্টর এর কোন পদ
আছে কিনা ? যদি থাকে , তাহলে বর্তমানে পদগুলি পূর্ণ আছে কিনা ?

উত্তর : নাই । আছে । আছে । ২টি পূর্ণ আছে ।

৩১/০৬/০৬
স্বাস্থ্য পরিষেবা
স্বাস্থ্য বিভাগ



Haldia Municipality

NOT TO SCALE

Haldia Municipality



LEGEND / ABBREVIATION

- NH-41
- Other Road
- City Centre
- Haldia Municipality
- Ranichak
- Kshudiram Square
- Railway Line

LEVEL	Name of Statutory Towns	Population-2001				Schedule Caste Population-2001				Schedule Tribe Population-2001							
		U		R		Person		Male		Female		Person		Male		Female	
		Person	Male	Female	Person	Male	Female	Person	Male	Female	Person	Male	Female	Person	Male	Female	
WARD	Ward No.19	3049	1581	1468	82	42	40	4	2	2	2	2	2	2	2	2	
TOWN	Haldia (M)	170673	89893	80780	29970	15474	14496	1808	919	889	2	2	2	2	2	2	
WARD	Ward No.1	5834	2992	2842	1004	506	498	8	3	5	8	3	5	8	3	5	
WARD	Ward No.2	7652	4012	3640	304	154	150	8	6	2	8	6	2	8	6	2	
WARD	Ward No.3	6603	3428	3175	2810	1458	1352	0	0	0	7	4	4	4	4	3	
WARD	Ward No.4	9223	4885	4338	744	390	354	21	8	13	21	19	8	8	13	19	
WARD	Ward No.5	7439	3802	3637	1710	873	837	19	4	15	19	19	4	4	15	19	
WARD	Ward No.6	5227	2664	2563	1942	994	948	45	26	19	45	45	26	26	19	19	
WARD	Ward No.7	9156	4932	4224	2582	1371	1211	24	8	16	24	24	8	8	16	16	
WARD	Ward No.8	5440	2901	2539	855	433	422	18	9	9	18	18	9	9	9	9	
WARD	Ward No.9	8331	4430	3901	2664	1394	1270	0	0	0	0	0	0	0	0	0	
WARD	Ward No.10	9071	4986	4085	1670	839	831	0	0	89	9071	9071	0	0	89	89	
WARD	Ward No.11	7117	3783	3334	742	380	362	168	79	89	7117	7117	168	79	89	89	
WARD	Ward No.12	6205	3310	2895	814	408	406	46	27	19	6205	6205	46	27	19	19	
WARD	Ward No.13	6790	3456	3334	257	138	119	31	16	15	6790	6790	31	16	15	15	
WARD	Ward No.14	5429	2871	2558	313	164	149	14	4	10	5429	5429	14	4	4	10	
WARD	Ward No.15	7577	3898	3679	281	154	127	7	4	3	7577	7577	7	4	4	3	
WARD	Ward No.16	7542	4332	3210	770	405	365	33	31	2	7542	7542	33	31	31	2	
WARD	Ward No.17	5134	2673	2461	1086	546	540	149	68	81	5134	5134	149	68	68	81	
WARD	Ward No.18	7062	3735	3327	1891	996	895	511	274	237	7062	7062	511	274	274	237	
WARD	Ward No.19	9469	4908	4561	1571	780	791	434	227	207	9469	9469	434	227	227	207	
WARD	Ward No.20	5823	3037	2786	2058	1077	981	10	5	5	5823	5823	10	5	5	5	
WARD	Ward No.21	8040	4191	3849	739	371	368	18	13	5	8040	8040	18	13	13	5	
WARD	Ward No.22	7599	3934	3665	2480	1281	1199	83	50	33	7599	7599	83	50	50	33	
WARD	Ward No.23	6260	3225	3035	615	323	292	150	50	100	6260	6260	150	50	50	100	
WARD	Ward No.24	6650	3508	3142	68	39	29	4	3	1	6650	6650	4	3	3	1	



Office of the
Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre,
P.O. - Dobhog, Haldia, Purba Medinipur, West Bengal.

PO (#)
5/7

Saudi Paper
72

☎ : 03224-252996 / 252997
252644 / 253410 / 252718
Fax : 252154

Memo No. : 1178/HM/06

Date : 4/7/06

Smt. Chanda Sarkar,
Director,
State Urban Development Agency,
ILGUS Bhavan, HC Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.



Madam,

Sub : Formation of Health and Family Welfare Committee.

In reference to your Memo No. SUDA-67/2006/340(63) dated 6th June 2006 on the subject mentioned above, enclosed herewith please find list of members of the Committees "Health and Family Welfare Committee and Monitoring Cell formed at Haldia Municipality, for your perusal and further action, if any.

Thanking you,

Yours faithfully,

Enclos : As stated above.

ABM, 4/7/06
Executive Officer,
Haldia Municipality.

Haldia



Memo No. : _____

Date : _____

পৌর এলাকায় সমষ্টি ভিত্তিক স্বাস্থ্য পরিষেবা কর্মসূচী
Health and family welfare committee

1.	Tamalika Seth	Chairperson, Haldia Municipality	President
2.	Abhimanyu Mondal	Councilor in-charge of Health	Member
3.	-----	Representative of D.M.	Member
4.	Debdas Mukherjee	President of Bigyan Parisad	N.G.O.
5.	Uday Narayan Sahoo	District Chairman of Lions Club	N.G.O.
6.	Dulal Samanta	Secretary, Haldia Samaj Kalyan Parsad	N.G.O.
7.	Dr. Debabrata Dutta	A.C.M.O.(H).	Member
8.	Dr. Bidhan Roy	Health Officer, Haldia Municipality	Convener
9.	Mahasweta Debnath	C.D.S., Matangini Samaj Unnayan Samiti	Member
10.	Sonali Chatterjee	C.D.S., Sultana Rijiya	Member
11.	Kakali Bose	C.D.S., Ashapura Devi	Member
12.	Rabindranath Maity	(Acting C.D.S.) Jhansi Rani Lakshmi Bai	Member
13.	C.D.S. Rani Rasmoni	Member

ব্যবস্থাপনা ও তদারকি সেল

1.	Abhimanyu Mondal	C-in-C (Health) .
2.	Sajal Mistri	Superintendent of Haldia S.D. Hospital.
3.	Dr. Debabrata Dutta	A.C.M.O.(H).
4.	Dr. Bidhan Roy	Health Officer, Haldia Municipality.
5.	Sk. Karimullah	Sanitary Inspector, Haldia Municipality.
6.	Rabindranath Maity	Health Assistant.
7.	Debasis Ghosh Roy	Data Resource Assistant.
8.	Afsarul Pathan	Multipurpose helper cum store keeper.
9.	Medical Officer(above fourty thousand population) .



০৫/০৫/১৬
Executive Officer,
Haldia Municipality.

Handwritten signature



Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal☎ : 03224-252996/252997
252644/252666/522718
FAX : 252154Memo No. : 19.33/HM/06Date : 4/8/06

Smt. Chanda Sarkar,
Director,
State Urban Development Agency,
ILGUS Bhaban, HC Block, Sector - III,
Bidhan Nagar,
Kolkata - 700091.

Madam,

Sub : Formation of Health and Family Welfare Committee.

In reference to your Memo No. SUDA-67/2006/340(63) dated 6th June 2006 on the subject mentioned above, enclosed herewith please find a list of members of the Committees, "Health and Family Welfare Committee and Monitoring Cell formed at Haldia Municipality, for your perusal and further action, if any. The Committee was formed as per decision taken in the meeting of the Chairman-in-Council held on 28th June 2006.

Thanking you,

Yours faithfully,

**Executive Officer,
Haldia Municipality.**Enclos. : As stated above.



Office of the

Haldia Municipality

Dr. B. R. Ambedkar Bhawan, Administrative Building, City Centre
P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal

☎ : 03224-52996/52997
52644/52665/52718
FAX : 52154

Memo No. : _____

Date : _____

পৌর এলাকায় সমষ্টি ভিত্তিক স্বাস্থ্য পরিষেবা কর্মসূচী Health and family welfare committee

1.	Tamalika Seth	Chairperson, Haldia Municipality	President
2.	Abhimanyu Mondal	Councilor in-charge of Health	Member
3.	-----	Representative of D.M.	Member
4.	Debdas Mukherjee	President of Bigyan Parisad	N.G.O.
5.	Uday Narayan Sahoo	District Chairman of Lions Club	N.G.O.
6.	Dulal Samanta	Secretary, Haldia Samaj Kalyan Parsad	N.G.O.
7.	Dr. Debabrata Dutta	A.C.M.O.(H).	Member
8.	Dr. Bidhan Roy	Health Officer, Haldia Municipality	Convener
9.	Mahasweta Debnath	C.D.S., Matangini Samaj Unnayan Samiti	Member
10.	Sonali Chatterjee	C.D.S., Sultana Rijiya	Member
11.	Kakali Bose	C.D.S., Ashapura Devi	Member
12.	Rabindranath Maity	(Acting C.D.S.) Jhansi Rani Lakshmi Bai	Member
13.	C.D.S. Rani Rasmoni	Member

ব্যবস্থাপনা ও তদারকি সেল

1.	Abhimanyu Mondal	C-in-C (Health) .
2.	Sajal Mistri	Superintendent of Haldia S.D. Hospital.
3.	Dr. Debabrata Dutta	A.C.M.O.(H).
4.	Dr. Bidhan Roy	Health Officer, Haldia Municipality.
5.	Sk. Karimullah	Sanitary Inspector, Haldia Municipality.
6.	Rabindranath Maity	Health Assistant.
7.	Debasis Ghosh Roy	Data Resource Assistant.
8.	Afsarul Pathan	Multipurpose helper cum store keeper.
9.	Medical Officer(above fourty thousand population) .

Executive Officer,
Haldia Municipality.

4/2/06