

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/304/08/409**

Date **21.10.2009**

From : Director, SUDA

**To : Shri A.K. Patra
Jt. Secretary to Govt. of West Bengal
Municipal Affairs Dept.**

**Sub. : Engagement of Clerk cum Storekeeper and Attendant at MMC under
Bolpur Municipality.**

**Ref. : Your communication bearing memo no. 634/MA/P/C-10/1G-5/2007 Pt.
dt. 11.09.2009.**

Sir,

With reference to your communication mentioned above, this is to inform you that as per guidelines, indicated in the communication of the Dept. of Municipal Affairs bearing no. 86/MA/P/C-10/3S-51/2003 dt. 02.01.2004, the posts in question are to be filled up by existing employees of the ULB. Copy of relevant portion of Bengali Guideline is enclosed for ready reference.

Apart from this, it is learnt that the project period is going ^{to} end on 31.03.2010. Moreover we are not aware as to the existing manpower of Bolpur Municipality. Perhaps, DLB may be in a better position to offer views in this regard.

This is for your kind information and necessary action accordingly.

Thanking you.

Enclo. : As stated.

Yours faithfully,



Director, SUDA

Contd. to P-2.

- 2 -

SUDA-Health/304/08/409/1(1)

CC

Chairman, Bolpur Municipality

Dt. .. 21.10.2009



Director, SUDA

মিউনিসিপ্যাল ম্যানেজমেন্ট সেল (এম.এম.সি.)

এম.এম.সি. -র সদস্যবৃন্দ

- ১। অতিরিক্ত জেলাশাসক - প্রজেক্ট ডাইরেক্টর। সরকারী আদেশনামা জারি করা হবে।
- ২। স্বাস্থ্যের দায়িত্বাধীন পৌরপিতা - পৌরপ্রধান নির্দেশনামা জারি করবেন।
- ৩। সাব-ডিভিশনের এ.সি.এম.ও.এইচ. - সরকারের স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর আদেশনামা জারি করবেন।
- ৪। নিকটবর্তী সরকারী হাসপাতালের সুপারিন্টেন্ডেন্ট - সরকারের স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর আদেশনামা জারি করবেন।
- ৫। হেল্থ অফিসার / অ্যাসিস্টেন্ট হেল্থ অফিসার - যে পৌরসভায় হেল্থ অফিসার আছে সেখানে পৌরপ্রধান আদেশনামা জারি করবেন। যে পৌরসভায় হেল্থ অফিসার নেই সেখানে অ্যাসিস্টেন্ট হেল্থ অফিসার সাময়িক ভাবে চুক্তির ভিত্তিতে নিয়োগ করা হবে।
- ৬। কমিউনিটি ডেভেলপমেন্ট অফিসার- সাময়িক চুক্তিতে নিয়োগ করা হবে।
- ৭। পাবলিক হেল্থ নার্স সাময়িক চুক্তিতে নিয়োগ করা হবে।
- ৮। ডাটা এন্ট্রি অপারেটর সাময়িক চুক্তিতে নিয়োগ করা হবে।
- ৯। অ্যাকাউন্টস অ্যাসিস্টেন্ট সাময়িক চুক্তিতে নিয়োগ করা হবে।
- ১০। ক্লার্ক কাম স্টোরকিপার পৌরসভার নিজস্ব নিয়োজিত কর্মীকে পৌরপ্রধান নির্দেশনামা দেবেন।
- ১১। অ্যাটেন্ডেন্ট পৌরসভার নিজস্ব নিয়োজিত কর্মীকে পৌরপ্রধান নির্দেশনামা দেবেন।

মিউনিসিপ্যাল হেল্থ অ্যান্ড এফ.ডব্লিউ. কমিটি সাময়িক চুক্তির ভিত্তিতে নিয়োগগুলির দায়িত্বে থাকবেন।

গাইড লাইন

পশ্চিমবঙ্গ স্বাস্থ্য পরিষেবা পদ্ধতির উন্নয়নের উদ্যোগ



বৃহত্তর কলকাতা এলাকার বাইরে ১১ টি
পৌরসভায় স্বেচ্ছাসেবী স্বাস্থ্যকর্মী স্কীমের
সম্প্রসারণের পাইলট প্রজেক্ট
২০০৪



স্বাস্থ্য ও পরিবার কল্যাণ বিভাগ এবং সেন্ট্রাল কো-অর্ডিনেটিং সেল, পুরদপ্তর
পশ্চিমবঙ্গ সরকার

PO(H)

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



No.634/MA/P/C-10/1G-5/2007 Pt.

Dated, Kolkata the 11th September, 2009.

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

To : The Director, SUDA.,
West Bengal.

**Subject: Engagement of Clerk-cum-Store Keeper and Attendant
at MMC under Bolpur Municipality.**

Madam,

I am to enclose copies of Memo No. 1046 dt. 19.8.09 and No.1045 dt. 19.8.09 both received from the Chairman, Bolpur Municipality alongwith a copy of this Department Memo No. 86/MA/P/C-10/3S-51/2003 dt. 22.01.04 and request you to kindly offer your views on the issue with copies of supportive/relevant document(s) if any.

Enco : As stated.

Yours faithfully,


Joint Secretary

Office of the Bolpur Municipality

Chairman : SRI TAPAN KUMAR SAHA
Vice-Chairman : MR. ZAHANGIR HOSSAIN



S. T. O. : 02483
Office : 252 501
Fax. : 03463-252501
BOLPUR, BIRBHUM
PIN - 731204

Ref. No.

1045

Date

19/8/09

To
The Joint Secretary,
Municipal Affairs Department.

S.O. [Signature]
24/8/09
Roff (SACSM)
298/09

Sub: - Engagement of Clerk cum Store keeper at the MMC Level.

Sir,

In response to memo no. SUDA Health DFID/04 / 153 dated 05/07/2004 of Project Officer Health Wing SUDA. Clerk cum Store keeper at the MMC level is to be engaged by the Chairman from the existing staff. But for various reasons engagement of staff from the Municipality is not possible.

Therefore, I would request you to kindly allow to recruit clerk cum store keeper at the MMC level by advertisement. In that case specific qualification for the staff may kindly be informed as it is not mentioned in the memo cited above.

Waiting for your kind reply.

Thanking you.

Copy to -

1. Project Officer (SUDA) Health.

Yours faithfully,

[Signature]
19.8.09

Chairman
Bolpur Municipality



Office of the Bolpur Municipality

Chairman : SRI TAPAN KUMAR SAHA

Vice-Chairman : MD. ZAHANGIR HOSSAIN

S. T. O. : 03483

Office : 252-ED1

Fax : 03483-252501

BOLPUR, BIRBHUM

PIN - 731204



Date: 10/8/09

S.O.
J.A.T.

Ref/AACSM/ 24/08/09
298/09

Ref. No. 1046

To
The Joint Secretary,
Municipal Affairs Department.

Sub: - Engagement of Attendant from HP to MMC level.

Sir,

This is to inform you that Sri. Keshab Chandra Saha, has been appointed as attendant at the HP level in pursuance of memo no. - SUDA - Health / DFID / 04 / 332 dated 07/12/04. Sri. Saha has been working for more than 4 years satisfactorily. Since engagement of attendant at the MMC level from the existing staff of Municipality is not possible, Sri. Saha may kindly be allowed to work at the MMC level and his remuneration be fixed as per G.O no. 86/MA/P/C-10/35-512003 dated 22/01/04 of Joint Secretary, Municipal Affairs Department.

Thanking you.

Yours faithfully,

Chairman
Bolpur Municipality

Copy to -
1. Project Officer (SUDA) Health.



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

W. 86/MA/P/C-10/35-51/2003

Dated Kolkata the 22nd January, 2004

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

Joint Secretary to the Government of West Bengal.

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

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

Sir,

I am directed to state that a pilot project with DFID support to extend the Honorary Health Worker Scheme in 11 Municipalities outside KMDA area has been approved by the Government of India vide their letter no.L-19012/46/02 dated 2.12.2003. The project will basically involve selection/training and deployment of Honorary Health Worker @ one per 200 B.P.L. households for providing mother child care on IPP pattern. It has been decided to set up a Central Coordinating Cell at SUDA and a Municipal Management Cell at each of the 11 Municipalities to coordinate and implement the project. The entire funding for the project will be provided by DFID for one year, likely to be extended for 2-3 years.

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

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

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

5. All concerned have been informed.

Yours faithfully,

(Signature)

Joint Secretary
to the Govt. of West Bengal

№ 86/1(3)/MA/P/C-10/3S-51/2003 Dated Kolkata the 22nd January, 2004.

Copy forwarded to the :
1. Finance Department (Group 'G') of this Government.

2. Treasury Officer, _____, P.O. _____, Dist. _____
3. Principal Secretary, Health & Family Welfare Department
of this Government.
.... for information / necessary action.

[Signature]
Joint Secretary.

№ 86/2(10)/MA/P/C-10/3S-51/2003 Dated Kolkata the 22nd January, 2004.

Copy forwarded for guidance / necessary action / information to

1. District Magistrate _____,
P.O. _____, District _____.
2. Chairperson, _____ Municipality,
P.O. _____, District _____.
3. Director of Local Bodies, Bikash Bhavan, Salt Lake, Kolkata - _____
4. Project Manager, Change Management, Unit, SUDA.
5. Project Officer, Health, SUDA.
6. Director, SUDA, Salt Lake,
7. Shri Rajeev Dube, Special Secretary (Project) and Programme
Director, SIP & HSDI, Department of Health & Family Welfare,
Government of West Bengal, GN-29, Bidhannagar.
8. Shri Shibi Jose, Assistant Programme Officer, DFID, British High
Commission, B-28, Tara Crescent, Qutab Institutional Area,
New Delhi - 16.
9. P.S. to Minister-in-Charge / Minister-of-State of this Department.
10. P.A. to Secretary of this Department.

[Signature]
Joint Secretary.

Municipal Management Cell (MMC) for 11 Municipalities

Dated, Kolkata, the 22nd January, 2004.

Enclosure to G.O. No. 86/MMP/C-10/35-51/2003

Sl No.	Category of Personnel	Qualification	Experience	No. of Post Required @ 1Mpl	Person already in place	Person to be procured	Scale of Pay (In Rs.) (If deputed from Govt.)	Consolidated Pay per month per head (In case of contractual engagement)
1.	AHO	MBBS degree from recognised University	Knowledge in Community Health/maternality & Child health programmes.	11	Nil	11	Scale - 16	Rs. 8000/-
2.	Community Development Officer	Bachelor degree for recognised University	Knowledge and field experience in community development activities in State Govt./Central Govt./autonomous body.	11	Nil	11	-Do-	Rs. 4000/-
3.	PHN training	Nursing degree from recognised University	Adequate knowledge & experience in the field of public health including MCH and training.	11	Nil	11	Scale - 9	Rs. 3350/-
4.	Data Entry Operator	Bachelor degree for recognised University and Course in Computer Technology.	Should have knowledge in Data Entry.	11	Nil	11	Scale - 6	Rs. 4000/-
5.	Accounts Assistant	Bachelor degree for recognised University	Should have knowledge experienced in dealing accounting system.	11	Nil	11	Scale - 9	Rs. 3350/-
6.	Clerk cum Store keeper	Bachelor degree for recognised University	Should have knowledge and experience in office work.	11	Nil	11	Scale - 6	Rs. 2000/-
7.	Attendant	School Final	-Do-	11	Nil	11	Scale - 1	Rs. 2000/-

21/1

Central Co-ordinating Cell (CCC) at SUDA

Dated, Kolkata, the 2nd January, 2004.

APPROVED

Sl. No.	Category of Personnel	Qualification	Experience	No. of Posts Required	Person already in place	Person to be procured	Scale of Pay (In Rs.) (If deputed from Govt.)	Consolidated Pay per month (In case of contractual engagements)
1.	Consultant	M.B.B.S from recognised University	Should have expertise in foreign assisted community based health programmes centred through HHW/ system for plan formulation, implementation including training, M.I.S & I.E.C., overall management along with preparation of project completion report at least for 10 years.	1	Nil	1	Scale - 19 14,300-4000-18300 If on deputation	14,300/-
2.	Project Officer	-Do-	Should have intimate knowledge regarding planning, implementation, monitoring & supervision of Maternity & Child Health, Reproductive Health, Public Health and adequate experience of running similar type of community based health projects in the municipalities.	1	Nil	1	Scale - 18 12000-375-18000 If on deputation	12,000/-
3.	Medical Specialist	-Do-	Should have field experience of supervision, monitoring & training in similar type of projects	2	Nil	2	Scale - 17 10000-325-15525 If on deputation	10,000/-
4.	CD Specialist	Bachelor degree from recognised University	Should have adequate knowledge of community based program/ community participation, need assessment, experience in working with community based health programme.	1	Nil	1	If on deputation Scale - 16 8000-275-13500	8000/-
5.	Accounts Officer	-Do-	Should have knowledge of accounting in State Govt./Central Govt./autonomous body. Adequate experience in handling accounts independently in similar type of projects.	1	Nil	1	If on deputation -Do-	8000/-
6.	M.I.S Officer	-Do-	Should have knowledge in handling Information System & Analysis/Progress reporting in State Govt./Central Govt./autonomous body. Adequate experience in Health Information System.	1	Nil	1	Scale - 6 6550-20-3900-6175 If on deputation	6550/-
7.	Data Entry Operator	and Course in Computer Technology	Should have knowledge in Data Entry.	1	Nil	1	-Do- If on deputation	3500/-
8.	Clerk cum Store keeper	Bachelor degree from recognised University	Should have adequate knowledge and experience in office work in State Govt./Central Govt./autonomous body.	1	Nil	1	If on deputation Scale - 1 2650-550-1550	2650/-
9.	Attendant	school level	Should have adequate knowledge and experience in office work.	1	Nil	1	If on deputation	2000/-

[Handwritten Signature]