

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.
SUDA-Health/201/08/681

Date
10.03.2010

From : Director, SUDA

**To : The Chairman
Alipurduar Municipality**

**Sub. : Leave entitlement to grass root level Health functionaries under IPP-VIII
(Extn.), Alipurduar Municipality.**

Ref. : Your communication bearing memo no. 12/IPP-VIII (Extn.) dt. 08.03.2010.

Sir,

With reference to above, this is to inform you that ^{relevant provisions of} Model Leave Rules of Municipal Employees (Rule 24) are to be followed with regard to admissibility of leave for grass root level Health functionaries under IPP-VIII (Extn.).

Thanking you

Yours faithfully,



Director, SUDA

Attention of Mr. Shekhar Goswami,

Phone: 255580, 258707

Fax - 03564 - 256134

Email - chairmanadm@redimall.com

OFFICE OF THE MUNICIPAL COUNCILLORS, ALIPURDUAR

P.O. ALIPURDUAR COURT

Dist. Jalpaiguri, Pin : 736122

Date :- 08.03.2010

Memo No. 12/1 P.F. II (Extn)

From: *Dipta Chatterjee.*
(Chairman)

To,

The Project Officer.
"Health wing" 'SUDA'
'ILGUS BHAVAN' H-C Block,
Sector-III, Bidhanagar,
KOLKATA - 91

PO(H)
L
9/3

Sub :- Leave Policy for the official working in I.P.P-VIII (Extn.) Alipurduar Municipality

Madam,

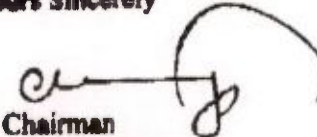
This is to inform you that at present no leave policy for the officials working in I.P.P-VIII(Extn.) is available, except Maternity leave. As a result, it has become difficult to sanction their leave.

In view of above, I would request you to kindly look into the matter and arrange to provide us guidelines regarding leave matter of such contractual workers.

An early reply is solicited.

Thanking you,

Yours Sincerely


Chairman

Alipurduar 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/115/08/104

Date04.06.2009

From : Director, SUDA

To : The Chairman
Garulia Municipality

Sub. : Leave entitlement to grass root level Health functionaries under CUDP III
and IPP-VIII, Garulia Municipality.

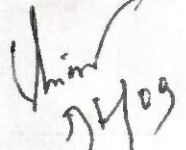
Ref. : Your communication bearing memo no. 62 dt. 14.05.2009.

Sir,

With reference to above, this is to inform you that Model Leave Rules of Municipal Employees (Rule 24) are to be followed with regard to admissibility of leave for grass root level Health functionaries under CUDP III and IPP-VIII.

Thanking you

Yours faithfully,


Director, SUDA

Telephone No. : 2561-5061

Fax No. 2540-8432(033)

No. 62

Office of the Councillors, Garulia Municipality

From :

Sri Amal Kumar Chatterjee

CHAIRMAN, GARULIA MUNICIPALITY

P.O. Garulia, Dist. North 24 parganas.

To

The Director, SUDA

Health wing, "LGUS BHAVAN"

H-C Block, Sector - III, Bidhannagar

Kolkata - 700091

Date : 14/5/09



Sub : Regarding Leave rules of H.H.W. and F.T.S. under
CUDP - III and IPP-VIII health Programme.

Madam ,

With reference to the above I am to request you to supply , the latest G.O. in the matter of leave of H.H.W. and F.T.S. for smooth running of health administrator of this Municipality.

Thanking you ,

Yours faithfully ,

Chairman
Garulia Municipality





STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...SUDA-63 ULBs/53/08/64

Date 07.05.2009.

From : Director, SUDA

To : The Chairman
Basirhat Municipality

Sub. : Leave rules applicable for the staff engaged under CBPHCS,
Basirhat Municipality.

Sir,

This is to inform you that with regard to admissibility of leave of contractual employees engaged under CBPHCS, Model Leave Rules of Municipal Employees (Rule 24) is to be followed.

Thanking you.

Yours faithfully,

Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-63-ULBs/33/08/325(63)**

Date ... **08.12.2008**

From : Director, SUDA

To : The Mayor / Chairman

..... **Municipal Corporation / Municipality**

- Sub. : (a) Entitlement of leave,**
(b) Entitlement of TA & DA beyond Municipal jurisdiction and
(c) Entitlement of TA within Municipal jurisdiction
- for grass root level health functionaries and staff of Management & Supervision Cell under Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Sir / Madam,

Different queries on the subject matter have been received by this office from many of the ULBs implementing Community Based Primary Health Care Service Programme.

This is to inform you that with regard to admissibility of leave of contractual employees engaged under CBPHCS, Model Leave Rules of Municipal Employees (Rule 24) is to be followed.

In respect of TA & DA beyond municipal jurisdiction, the officials appointed by Municipality under CBPHCS or other than CBPHCS programme will be entitled as per rules applicable for Municipal Employees. Whereas, in case of officials appointed by the Government and engaged in the Municipality will be governed by the TA & DA rules applicable for Government Employees.

With regard to conveyance allowance for local journey, the TA rules of Municipal Employees is to be followed.

However, the expenditure in respect of TA & DA in connection with CBPHCS work is to be met out of CBPHCS fund and Statement of Expenditure is to be booked under the A/C Head "Operating Cost- TA / DA".

Thanking you.

Yours faithfully,


Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/63 ULBs/08/211

Date15.09.2008

From : Director, SUDA

**To : The Chairman
Habra Municipality**

**Sub. : TA / DA of the Health Officer & personnel engaged
at M & S Cell of CBPHC.**

Ref. : Your communication bearing no. HM/185/PH/08 dt. 14.02.2008.

Sir,

With reference to the subject mentioned above, the clarifications are as under :

- If the officials appointed by the Municipality under CBPHCS or other than CBPHCS programme undertake journey for official purposes pertaining to CBPHCS ^{beyond} municipal jurisdiction, he / she will be entitled to receive TA / DA as per rules applicable for municipal employees.
- If the concerned officials of the municipality appointed by the Govt. undertake journey for official purposes pertaining to CBPHCS, ^{beyond} municipal jurisdiction, he / she will receive TA / DA as per rules applicable for Govt. employees.
- TA & DA in connection with CBPHCS work is to be met out of CBPHCS fund and Statement of Expenditure is to be booked under A/C head "Operating Cost – TA/DA".

Yours faithfully,



Director, SUDA

Leave
TA
DA

GOBARDANGA MUNICIPALITY

OFFICE OF THE BOARD OF COUNCILORS OF GOBARDANGA

P.O :- Gobardanga, P.S. :- Habra , Dist :- North 24 Parganas , Pin:- 743252

Tel : (03216) - 249436 / 248273

Fax : 03216-249436

Memo No. 193/GM/HH 2/08

Dated 26.11.08

From :Bapi Bhattacharya
Chairman
Gobardanga Municipality

To : The Director , SUDA
Health wing
Ilus Bhabon
Bidhan Nagar
Kolkata - 91

You are well aware that the contractual health worker as well as H.H.W worker was already engaged in this Municipality as per term & condition of the Scheme. It appears that sometime they have taken leave for their own purpose and it is much difficult to sanction their leave & traveling allowance of the workers due to dearth of particulars norms.

In this connection I would request you kindly to make necessary arrangements to give a Specific order for the above purpose, as early as possible and thus help.

Thanking You,

Yours faithfully,



Chairman
Gobardanga Municipality



Charvelashy

OFFICE OF THE COUNCILLORS

DHULIYAN MUNICIPALITY

P.O. DHULIYAN, DIST. MURSHIDABAD

S.T.D.:03485 ☎/Fax: 266238

Chairperson's Chamber ☎: 266133

Memo No...863.../DM

Dated 29.11.2008.

From
Chairperson
Dhuliyan Municipality

To
Project Officer,
State Urban Development Agency,
Health Wing, ILLGUS BHAWAN,
HC Block, Sector- III
Kol- 91



Sub: Requesting for leave schedule of M.S. Cell staff of C.B.P.H.C.S of
Dhuliyan Municipality

Sir/Madam,

This is to inform you that I want to know how days leave will get M.S. Cell staff of C.B.P.H.C.S of Dhuliyan Municipality.

I, therefore request you to please supply leave order circular for our C.B.P.H.C.S staff.

This is for your kind information and doing needful please.

Yours faithfully

Chhetri
29-11-08

Chairperson
Dhuliyan Municipality

OFFICE OF THE COUNCILLORS

DHULIYAN MUNICIPALITY
P.O. DHULIYAN, DIST. MURSHIDABAD

Telephone Number : 28723

S.T.D. 03455 Fax 28523

Date: 27.11.2008

Memo No. 2872/DM



From
Chairman
Dhuliyán Municipality

To
Project Officer,
State Urban Development Agency,
Health Wing, H.D.C.'S BAWAN,
HC Block, Sector-III
Kot-91

Sub: Requesting for leave schedule of M.S. Cell staff of C.B.P.H.C. of
Dhuliyán Municipality

Sir/Madam,

This is to inform you that I want to know how days leave will get M.S. Cell staff of C.B.P.H.C. of Dhuliyán Municipality. I therefore request you to please supply leave order circular for our C.B.P.H.C. staff.

This is for your kind information and doing needful please.

Yours faithfully

Chairman
Dhuliyán Municipality

OFFICE OF THE COUNCILLORS Chakdaha Municipality

P. O. - CHAKDAHHA, DIST. - NADIA.
(WEST BENGAL)



MEMO NO. ৮২০/মি.সম



DATE ৩২-০৭-২০০৬

প্রতি: স্বাস্থ্যসেবা আধিকারিক,
স্বাস্থ্যসেবার উন্নয়ন মন্ত্রণালয়, (সুডা), হেলথ উইন
ইলসাম হাট, জেলাকল্যাণ-২০৬.

১/৮
১/৮

বিষয়: C. B. P. H. C. S - প্রকল্পাধীন চুক্তিভিত্তিক
কর্মীদের চুক্তির নিয়ন্ত্রণ

স্বাস্থ্যসেবা,

আজ্ঞাদেব পৌরসভার C. B. P. H. C. S - প্রকল্পাধীন
চুক্তিভিত্তিক কর্মীদের চুক্তি দেওয়ায় ক্ষেত্রে পৌরসভার
ফোন নিয়ন্ত্রণকর্তা অনুমতি গ্রহণ করতে ও সুবিধে পারছেন,
এই বিষয়ে আপনার দপ্তরে পূর্বেও জানতে চাওয়া হয়েছে,
কিন্তু এখনও জোড়া য় বিষয়ে সমস্ত পাওয়া যায় নি,
একতরফা মায় য় বিষয়ে আজ্ঞাদেব জানতে
অনুরোধ করা হচ্ছে যাতে উক্ত কর্মীদের চুক্তি দেওয়ায়
ক্ষেত্রে সঠিক নিয়ন্ত্রণ পৌরসভার অনুমতি গ্রহণ করতে পারে,
ধন্যবাদান্তে

৩০/৭/০৬

পৌরপ্রধান
চাকদহ পৌরসভা
চাকদহ নদীয়া

প্রাপ্তক: (২)/মি.সম, তার: ৩২/৭/০৬.

অনুলিপি:

- ১. স্বাস্থ্যসেবা মন্ত্রণালয় আধিকারিক, সুডা, জেলা-১১.
- ২. স্বাস্থ্যসেবা প্রকল্প আধিকারিক, C. B. P. H. C. S, হেলথ উইন, সুডা, জেলা-২০৬.

30.7.06

পৌরপ্রধান
চাকদহ পৌরসভা
চাকদহ নদীয়া

OFFICE OF THE COUNCILLORS
Chakdaha Municipality



P.O. - HANDELA DIST - 741001
WEST BENGAL

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PANSKURA MUNICIPALITY

S.T.D. : 03228
Phone : 252312
Fax : 252005

P. O. - Panskura
Dist. - Purba Medinipur ★ Pin- 721139

পাঁশকুড়া পৌরসভা

পোঃ - পাঁশকুড়া ★ জেলা - পূর্ব মেদিনীপুর

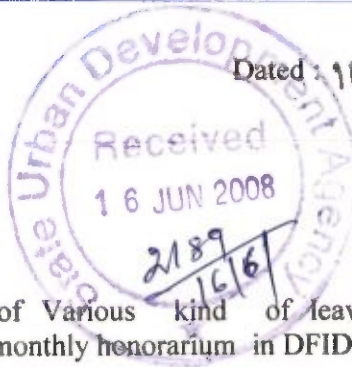
Memo No. :

Memo No. : PM/ESTT/06/2002/938

To

The Director,
State Urban Development Agency,
ILGUS Bhawan,
HC Block, Kolkata - 91.

Dated : 11/6/08



Sub :: Admissibility of Various kind of leave to workers on contractual remuneration / monthly honorarium in DFID assisted HHW Scheme.

Dear sir,

We have received Govt of West Bengal Municipal Affairs Deptt. Memo no. 392/MA/C-10/3S-28/2007 dt. 8.4.08 containing orders in details on admissibility of leave / paid absence on Maternity and Abortion / Mis-carriage to Honorary Female Staff of all categories engaged in DFID assisted HHW Scheme. But it appears from records that no order as to the admissibility of other / types of leave e.g. casual leave / earned leave / commuted leave (on medical grounds) etc to them, as are enjoyed by other categories of Municipality employees has been received from the Govt. Hence it is requested that it may kindly be confirmed whether the employees engaged on contract / honorarium in DFID assisted Health Schemes are eligible for availing themselves of CL / EL / ML etc as aforesaid.

It is also mentioned in this connection that some confusion has arisen as to the authority who is empowered to sanction the above categories of leave. Hence specific instruction / order mentioning the name of the authority i.e. the Board of councillors / Chairman / President, Public Health and Sanitation Standing Committee / Executive Officer / Health Officer who is empowered to sanction leave may also kindly be issued at an early date.

Thanking you,

Yours faithfully,

Abhan.
Chairman,
Panskura Municipality

Memo No : PM/ESTT/06/2002/

Dated :

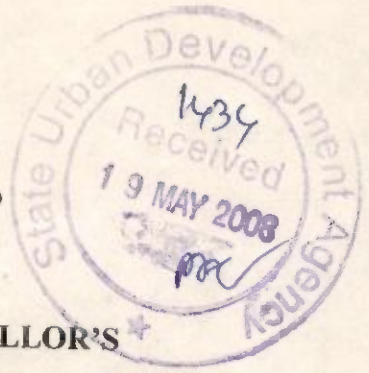
Copy forwarded for information and necessary action to the :-

- 1) Deputy Secretary to the Govt. of West Bengal, Municipal Affairs Deptt. Writers' Buildings, Koll-1
- 2) Director of Local Bodies, West Bengal. Purta Bhawan, Saltlake, Kol- 91
- 3) File no. PM/PHE/259/PART-II/2008

Abhan.
Chairman,
Panskura Municipality



20 (H)
19/5/08



OFFICE OF THE BOARD OF COUNCILLOR'S
KALIYAGANJ MUNICIPALITY
KALIYAGANJ (733129): : : DIST. UTTAR DINAJPUR

Memo No. 569/H.H.W/08

Date-02/05/08

To,

The Director
SUDA (Health)
Illgus Bhawan
Sector-III
Bidhan Nagar.
Kolkata-700091



*Sub: - Guide lines in respect of sanctioning leave for staff
& H.H.Ws under C.B.P.H.C.*

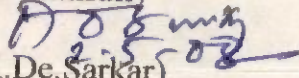
Madam,

With reference to the above this is to inform you that we have no guidelines regarding leave to be enjoyed by staff and H.H.Ws under C.B.P.H.C of Kaliyaganj Municipality. We are facing problems to sanction leave to the staff & H.H.Ws under C.B.P.H.C. we are all so like to know that at present 2(two) Nos H.H.Ws have been performing there duties with pregnancy.

In this situation I would like to draw your kind clarification to the flowing points:-

- 1) How many Days C.L can be allowed to them in a calendar year?
- 2) How many Days E.L can be allowed to them in a calendar year?
- 3) Whether the female staff & workers can be allowed maternity leave? If so, then for how many days the maternity leave can be allowed?
- 4) Apart from the above, the norms for other leave also like special Leaves, medical leaves etc. may kindly be informed to the under sighed at your earliest. Thanking you.

Yours faithfully


(A.K.De.Sarkar)

CHAIRMAN

Kaliyaganj Municipality

Sub. : Enquiry about entitlement of TA/DA for the staff engaged in M & S cell established under CBPHC, Habra Municipality

* C/P - ①

Enclosed the copy of communication bearing no. HM/185/P.H/08 dt. 14.02.08 of the Chairman, Habra Municipality, which speaks for itself.

This to mention here that the staff i.e. Medical Officer - 2, Sanitary Inspector, Computer Assistant, Accounts Assistant, Multipurpose Helper cum Storekeeper cum Clerk and Health Assistant @ 1 for each of the post already joined in M & S Cell of CBPHC, Habra Municipality as per order of Dept. of Municipal Affairs.

Entitlement of TA & DA for the above mentioned staff may be obtained from Directorate of Local Bodies. Draft letter in this regard is enclosed for signature, if approved.

* * C/P - ②

However, contractual appointment of Health Officer of the Municipality has been regularized wef. 01.08.2007 vide Dept. order no. 522/MA/O/C-9/3R-1/2004 dt. 21st September, 2007. The instant case may get entitlement of TA & DA as per existing ^{Municipal} rules in this regard.

Submitted.

Director, SUDA

[Signature]
22.02.08

No. 522/MA/0/C-9/3R-1/2004

Dated, the 21st Sept., 2007.

NOTIFICATION

The matter of appointment of Health Officers earlier engaged by the Urban Local Bodies on contractual remuneration on a regular basis was under consideration of the State Government. After due consideration of the matter, the Governor is pleased to consider appointment of following 36 Health Officers to the post of Health Officers in the Municipalities mentioned against the names w.e.f. 01.08.07.

Sl. No.	Name of the Health Officer	Name of the ULB.
1.	Dr. Ajay Kr. Mukhopadhyay	Baranagar
2.	Dr. Tapabrata Chowdhury	Barasat
3.	Dr. Ashutosh Chowdhury	Barrackpore
4.	Dr. Susanta Kr. Paul	Dum Dum
5.	Dr. Manju Maddali	Garulia
6.	Dr. Manas Das	Habra
7.	Dr. Diganta Chatterjee	Halisahar
8.	Dr. Goutam Kr. Saha	Kanchrapara
9.	Dr. Ratan Majumdar	Khardah
10.	Dr. Chandan Chatterjee	Madhyamgram
11.	Dr. Surya Kr. Bhattacharya	Naihati
12.	Dr. Sankar Singha Roy	New Barrackpur
13.	Dr. Apurba Kr. Pal	North Barrackpur
14.	Dr. (Mrs.) Shova Gupta (Karmakar)	Rajarhat Gopalpur
15.	Dr. Samir Kr. Sengupta	Pahihati
16.	Dr. (Mrs.) Shika Malakar	North Dum Dum
17.	Dr. Pankaj Kr. Gupta	South Dum Dum
18.	Dr. Gobindalal Sharma	Titagarh
19.	Dr. Pradyut Baran Chowdhury	Budge Budge
20.	Dr. Shaikh Moaim Ali	Maheshtala
21.	Dr. Subhas Kr. Debnath	Rajpur-Sonarapur
22.	Dr. Dilip Bandopadhyay	Suri
23.	Dr. Pradyut Kanti Mitra	Cooch Behar
24.	Dr. Sunil Kr. Das	Siliguri M.C.
25.	Dr. Swapan Kr. Mondal	Uluberia
26.	Dr. Partha Sarathi Bhattacharya	Baidyabati
27.	Dr. (Mrs.) Suchita Nandi Majumder	Bhadreswar
28.	Dr. Kartick Ch. Ghosh	Champdani
29.	Dr. Deb Kr. Ghosh	Konnagar
30.	Dr. Shyamal Kr. Ghosh	Krishnanagar

Contd. 2.

(1)	(2)	(3)
31.	Dr. Subrata Pal	Nabadwip
32.	Dr. Tapan Kr. Indra	Santipur
33.	Dr. Abir Banerjee	Bankura
34.	Dr. Pralay Kr. Saha	Jalpaiguri
35.	Dr. Mohit Kr. Santra	Alipurduar
36.	Dr. Ujjwal Mani Mukhopadhyay	Asansol M.C.

The Health Officers shall be in the scale of pay of Rs. 8,000-13,500/- with admissible Dearness Allowance, House Rent Allowance and Medical Allowance.

By order of the Governor,
Sd/- S. Bhowmick,

Jt. Secy. to the Government of W. Bengal.

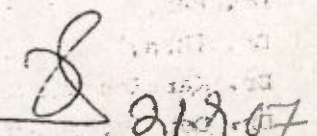
No. 522/1(12)/MA/O/C-9/3R-1/2004

Dated, the 21st Sept., 2007.

Copy forwarded for information and necessary action to :

1. The Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1.
2. The Finance Department, Government of West Bengal.
3. The Director of Local Bodies, W.B., Purta Bhavan, Salt Lake City, Kolkata-91.
4. Health & Family Welfare Department, Swasthya Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata-91.
5. The District Magistrate, _____,
P.O. _____, Dist. _____.
6. The Treasury Officer, _____,
P.O. _____, Dist. _____.
7. The Sub-Divisional Officer, _____,
P.O. _____, Dist. _____.
8. The Mayor /Chairman, _____,
Corporation / Municipality, P.O. _____, Dist. _____.
9. Dr. _____, Health Officer,

Municipality,
P.O. _____, Dist. _____.
10. P.S. to Minister-in-Charge of this Department.
11. P.A. to Secretary of this Department.
12. Guard file of Cell-9.


Jt. Secy. to the Government of W. Bengal.

sm.

Sub. : Entitlement of leave in respect of Manpower at M & S Cell of grass-root level health functionaries under CBPHC and DFID assisted HHW Scheme.

PUD : (a) Copy of letter bearing no. 1670/4/24 dt. 07.04.2008 addressed to the Jt. Secretary, Dept. of MA with an endorsement to the Director, SUDA.

(b) Copy of letter bearing no. 2551/DFID dt. 25.07.2007 addressed to the Project Officer, Health, SUDA.

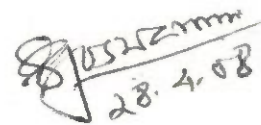
Both the above mentioned letters are self-explanatory.

This is to state that M & S Cell has been established in 63 Non-KMA ULBs under CBPHC and Municipal Management Cell at 11 Non-KMA ULBs under DFID assisted HHW Scheme wherein the manpower engaged temporarily on contract at a consolidated pay since February, 2006 and February, 2004 respectively. The grass-root level functionaries are also working in both the programmes at a monthly honorarium basis.

It is not only the Santipur and Medinipur Municipality but also a number of ULBs want to know the entitlement of leave in respect of the manpower engaged at Municipal Management Cell as well as grass root level Health functionaries.

Submitted for granting advice.

V.O. NO. SUDA-Health-1
63 ULBs/08
28.4.08
Director, SUDA


28.4.08

(2)
Office of the Councillors of
MIDNAPORE MUNICIPALITY
MIDNAPORE

Memo No 2551/DFID

Dated, Midnapore the 25.07.07

To: - Dr. Shibani Goswami
Project Officer, Health Wing,
SUDA

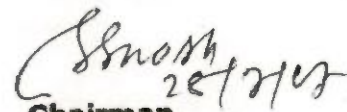
From: - Chairman
Midnapore Municipality

Madam,

As per our previous letter to you vide memo No - 1295 / DFID / 1, dated - 28/06/2006 we have to know which leave rule the Honorarium worker and MMC Staffs have to follow in the deptt of DFID, under Midnapore Municipality.

At present they have no definite leave rule and if for any reason they are not able to present in office work their salary has been deducted. Now, it necessary to know which leave rule should follow for them. It is send to you for your necessary order.

Thanking You


Chairman

Midnapore Municipality

Copy forwarded:-
1. ADM, DEV.

Ajoy De

Member, W.B. Legislative Assembly
Chairman, Santipur, Municipality



Code : 953472
Phone : Office - 278029
Fax : 277170
Resi. 278262
Chamber - 278111

Ref. No. -

Date :

To
Sri S.K. Bhowmik
Joint Secretary to the Govt. of W.B.
Department of Municipal Affairs
Writers' Building
Kol-700001



Sub:- Leave of MS Cell Employees and HHW under Community Based Primary Health Care Service.

Sir,

In reference to your office Memo No.111-MA/C-10/3S-55/2005 Dated 02.02.2007 of the Department of Municipal Affairs, Writers' Building Kolkata different categories of staffs have been appointed by this Municipality on contractual basis for MS Cell.

Now a question has been arisen regarding the leave to be enjoyed by MS Cell employees, since there is no G.O. for MS Cell employees working under Community Based Primary Health Care Service.

You are therefore requested to send a G.O. about leave to be enjoyed by MS Cell employees and HHW working under this project.

Chairman
Santipur Municipality

1670/4/08
7-4-08

Copy Forwarded to The Director SUDA, ILGUS Bhavan, Bidhannagar, Sector-III, Kol-700091.


7/4/08
Chairman
Santipur 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/544/10/161

Date 02.09.2015

From : Director, SUDA

To : Sri M. Chatterjee
Jt. Secretary
Department of Municipal Affairs
Writers' Building.

Sub. : Entitlement of leave in respect of functionaries working in different Municipalities under UPHCS.

Sir,

Enclosed kindly find herewith communication of the Chairman, Burdwan Municipality vide no. 289/XII-6 dt. 23.04.2015 (at Flag – A) in connection with leave entitlement of Health personnel engaged under Urban Primary Health Care Services (UPHCS).


In connection, this is to state that draft guidelines on leave rules framed by the Department was forwarded to SUDA and observations were sent to the Department vide this office memo no. SUDA-Health/544/10/347 dt. 20.12.2010 (copy enclosed at Flag – B for ready reference).

You are requested to look into the matter for issuance of necessary guidelines in this matter.

Thanking you.

Yours faithfully,

Enclo. : As stated.


Director, SUDA

Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101

Phone: +91 0342 2662518 / 2664121 / 2662777 | Fax: +91 0342 2560717

Email: info@burdwanmunicipality.gov.in | Website: www.burdwanmunicipality.gov.in

Memo No: - 289/III-6

Date: - 23.04.2015

From: Chairman
Burdwan Municipality

To: The Director
State Urban Development Authority
Health Wing, ILGUS Bhaban
H-C Block, Sector-III, Bidhannagar
Kolkata – 700 091



6-5-15

Sub: Leave rule for the personnel engaged under UPHCS

Sir,

In reference to the captioned subject this is to request you to kindly provide us the model leave rule for the personnel engaged in different capacity under UPHSC scheme approved by your office.

An early reply will highly be appreciated.

Thanking you.

Yours faithfully

Chairman
Burdwan Municipality

Memo No: - 289/III-6

Date: - 23.04.2015

Copy forwarded for information to: -

1. Dr. Sibani Goswami, Health Expert, State Urban Development Authority, Health Wing, ILGUS Bhaban, H-C Block, Sector-III, Bidhannagar, Kolkata – 700 091
2. Vice Chairman, Burdwan Municipality
3. Secretary, Burdwan Municipality
4. Super, UPHCS, Burdwan Municipality.
5. Accountant, Burdwan Municipality

Chairman
Burdwan Municipality

Chairman
Burdwan 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/544/10/421

Date24.02.2011

From : Director, SUDA

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

Sub. : Entitlement of leave in respect of functionaries working in different
Municipalities under different Urban Health Programmes.

Sir,

Enclosed (at Flag – A) kindly find herewith communication of the Chairman, Tarakeshwar Municipality vide no. TM/HW/2011/12 dt. 14.02.2011 in connection with leave entitlement of Health Officer and others engaged under Community Based Primary Health Care Services (CBPHCS).

The query on leave entitlement has been made by not only Tarakeshwar Municipality but also by other Municipalities from time to time.

In connection with leave entitlement, this office earlier communication vide no. SUDA-Health/33/08/269 dt. 12.10.2010 may kindly be referred to (copy enclosed at Flag – B) for ready reference).


Subsequently draft guideline on leave rules framed by the Department was forwarded to SUDA and observations were sent to the Department vide this office memo no. SUDA-Health/544/10/347 dt. 20.12.2010 (copy enclosed at Flag – C for ready reference).

You are requested to look into the matter for issuance of necessary guidelines in this matter.

Thanking you.

Yours faithfully,

Enclo. : As stated.


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/23/08/422

Date 24.02.2011.....

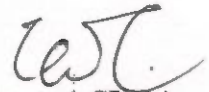
From : Director, SUDA
**To : The Chairman
Tarakeshwar Municipality**

**Sub. : Entitlement of leave in respect of functionaries working in different
Municipalities under different Urban Health Programmes.**

Sir,

With reference to your communication bearing no. TM/HW/2011/12 dt. 14.02.2011, this is to inform you that the matter has already been referred to the Dept. of Municipal Affairs for issuance of necessary guidelines in this regard.

Yours faithfully,



Director, SUDA



OFFICE OF THE COUNCILLORS OF
TARAKESWAR MUNICIPALITY

P.O.- TARAKESWAR * DIST.-HOOGHLY

S.T.D. - 03212

276105

PHONE : 276408

278888

278889

Fax : 03212-277932

Ref. No. TM/HW/2011/12

Date 14/02/2011



PO (H)
15/2/11


To
The Director,
SUDA.

SUB: LEAVE ENTITLEMENT OF H.O & OTHERS.

Sir,

Kindly hand over a copy of relevant circulars/orders regulating leave entitlement of employees including H.O. M & S Cell, HHWS and FTS –which is not available at this end. The bearer of this letter may please be given the copy for office use.

Yours faithfully,


Executive Officer.

Tarakeswar Municipality
Executive Officer
Tarakeswar Municipality
Dist : Hooghly

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/544/10/347**Date**20.12.2010****From : Director, SUDA****To : Shri M.N. Pradhan
Joint Secretary to the
Govt. of West Bengal
Dept. of Municipal Affairs****Sub. : Finalization of guidelines for determining the issue of leave in respect of
functionaries working in different municipalities on contract basis under
different Programmes.****Sir,**

With reference to your communication vide no. 999/MA/C-10/3S-55/2005 dt. 09.12.2010, the following observations have been made on the subject mentioned above :

- The guidelines on the issue of leave may be made applicable for all other Urban Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol in addition to HHW Scheme and CBPHCS.
- The said guidelines may include not only the Health functionaries but also the other functionaries *engaged on contractual basis being by* working under non-Health Programmes implemented in the Municipalities.
- As there are both full time and part time contractual functionaries working in the Municipalities, the guideline may also address the issue of leave in case of part time functionaries.
- As HHW Scheme and CBPHCS are being funded by the Dept. of Health & Family Welfare *is required to* the draft guideline *it may be considered as to whether* may be sent to DHFW for their concurrence.

Thanking you.

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/544/10/347

Date20:12.2010

From : Director, SUDA

To : **Shri M.N. Pradhan
Joint Secretary to the
Govt. of West Bengal
Dept. of Municipal Affairs****Sub. : Finalization of guidelines for determining the issue of leave in respect of
functionaries working in different municipalities on contract basis under
different Programmes.**

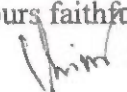
Sir,

With reference to your communication vide no. 999/MA/C-10/3S-55/2005 dt. 09.12.2010, the following observations have been made on the subject mentioned above :

- The guidelines on the issue of leave may be made applicable for all other Urban Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol in addition to HHW Scheme and CBPHCS.
- The said guidelines may include not only the Health functionaries but also the other functionaries engaged on contractual basis under non-Health Programmes being implemented by the Municipalities.
- As there are both full time and part time contractual functionaries working in the Municipalities, the guideline may also address the issue of leave in case of part time functionaries.
- As HHW Scheme and CBPHCS are being funded by the Dept. of Health & Family Welfare, it may be considered as to whether the draft guideline is required to be sent to DHFW for their concurrence.

Thanking you.

Yours faithfully,


Director, SUDA



FA / PO (H)
we may discuss
on 20/12/10 at 11 am
14/12/10

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

No. 999/MA/C-10/35-55/2005

Dated, Kolkata,
the 9th December, 2010.

From : Shri M.N. Pradhan,
Joint Secretary to the Govt. of West Bengal.

To : The Director, S.U.D.A., ILGUS BHAVAN,
HC-Block, Salt Lake City, Sector-III,
Kolkata-700 106.

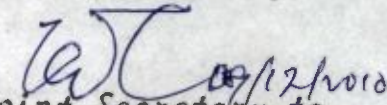
Sub : Finalization of Guidelines for determining the
issue of leave in respect of the health function-
aries working in different Municipalities on
contract basis under C.B.P.H.C.S. & H.H.W. Scheme.

Madam,

I am directed to enclose herewith a copy of the Guideline
on the Subject stated above with the request to send your valued
opinion on the matter to this Department by 24.12.2010.

Encls. As stated.

Yours faithfully,


Joint Secretary to
the Govt. of W.B.

dk/

D.F.A
236

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

MEMORANDUM

No. /MA/C-10/1A-55/2005 Dated, Kolkata, the day of November, 2010.

Whereas in this State practice of engaging of Health Functionaries in the Municipalities on contract basis under the Community Based Primary Health Care Services (CBPHCS) and Honorary Health Worker (HHW) Scheme (hereinafter referred to as the said functionaries);

AND WHEREAS the West Bengal Municipal (Employees' Service) Rules, 2010 is not applicable for the said functionaries, difficulty is arising in calculating the leave admissible for the said functionaries;

NOW, THEREFORE, the Governor is pleased hereby to make the following guidelines for determining the issue of leave of the said functionaries:

GUIDELINES

- (1) The functionaries engaged on contract shall be covered by these guidelines. In the case of extension of a contract or a fresh contract with the same person after expiry of the earlier contract, where the functionary has rendered a continuous whole time service without break, shall also be covered under these guidelines.
- (2) Grant of Leave to a functionary engaged on contract shall be governed *mutatis mutandis* by the rules 3 to 6 and rule 55 to 67 of the West Bengal Municipal (Employees' Service) Rules, 2010 (hereinafter referred to as the said rules) subject to the following conditions:
 - (a) Where the contract is for a period not less than one year and not exceeding five years no half-pay leave shall be admissible to an employee otherwise than on medical certificate:

Provided that no extra-ordinary leave shall be admissible to such an employee if the contract is for more than one year but not more than five years, the total amount of extra-ordinary leave admissible during the entire period of the contract shall be limited to three months.

Note: In the case of extension of a contract or a fresh contract with the same person after expiry of the earlier contract where the functionary has rendered a continuous wholetime service without break, the functionary will be credited with the earned leave that would have been admissible had the contract been initially one or more than five years diminished by any earned leave already taken.

- (b) In the case of an employee whose contract is for a period of one year or less, no leave shall be granted beyond the date of expiry of the contract even if the employee has been denied in whole or in part on account of exigencies of services, leave which was due to him during the period of contract. In all other cases, earned leave may be granted after the expiry of the contract only when it has been applied for during the period of the contract and refused owing to the exigencies of service.
- (c) The Leave Salary during leave taken under the above clauses shall be regulated by rule 63 of the said rules.

By order of the Governor,

Spl. Secy. to the Govt. of West Bengal.

No. /MA/C-10/1A-55/2005 Dated, Kolkata, the day of November, 2010.

Copy forwarded for information and necessary action to the

- (1) Mayor / Chairman, _____ Municipal Corporation/ Municipality/
Notified Area Authority, P.O. _____, Dist. _____.
- (2) Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N.Banerjee Road,
Kolkata - 700 013.
- (3) Commissioner, _____ Municipal Corporation, P.O. _____, Dist. _____.
- (4) District Magistrate, _____, P.O. _____ Dist. _____.
- (5) Director of Local Bodies, Purta Bhawan, Bidhannagar, Kolkata-91.
- (6) Director, State Urban Development Agency, ILGUS Bhawan, Block - HC, Sector - III,
Salt Lake, Kolkata -700 106.
- (7) Joint Director, Institute of Local Government and Urban Studies, ILGUS Bhawan,
Block - HC, Sector - III, Salt Lake, Kolkata -700 106.
- (8) Private Secretary to the Minister-in-Charge, Municipal Affairs & Urban Development
Department, Government of West Bengal.
- (9) Private Secretary to the Secretary of this Department.
- (10) Cell _____ of this Department.

Special Secretary

Memo. no. SUDA-~~HCW~~ /33 /08 /269

12.10.10

From : The Director

To : Shri M. N. Pradhan
Joint Secretary to the Government of West Bengal
Writers' Buildings
Kolkata - 700 001.Sub : Entitlement of leave in respect of contractual
employees engaged under CBPHCS.

Sir,

With reference to your letter no. 814/MA/C-10/3S-55/2005 dated 4th October, 2010 on the captioned subject, I am to inform you that the Model Leave Rules for municipal employees was circulated by the erstwhile Local Government and Urban Development Department under its no. 302/C-9/2L-8/83(109) dated 21.8.1984 for adoption and resubmission of the same to the Department by the urban local bodies for confirmation and sanction of the same by the Government. All the municipal bodies except Kharagpur Municipality adopted and sent the same for confirmation by the Government. In this connection, memo. no. 147(112)/C-9/2L-8/83(1/2) dated 20.4.1988 may please be referred to. The aforesaid Model Leave Rules include some Special Provisions. Under these Special Provisions Rule 24 lays down the provisions for grant of leave to an employee engaged on contract. Since the Rules were circulated by the State Government itself and Rule 24 specifically deals with the provisions for grant of leave to a municipal employee engaged on contract basis, it was felt further approval of the State Government was not necessary.

Yours faithfully,

o/c
Director

Dated : October 12, 2010

No : SUDA-~~HCW~~ /33 /08 /269 /1 (1)Copy forwarded to the P.S. to the Secretary, Municipal Affairs Department,
Government of West Bengal, Writers' Buildings, Kolkata - 700 001 for information.Director
12/10/10

Memo. no. SUDA-Norm/33/08/269

12.10.10

From : The Director

To : Shri M. N. Pradhan
Joint Secretary to the Government of West Bengal
Writers' Buildings
Kolkata - 700 001.Sub : Entitlement of leave in respect of contractual
employees engaged under CBPHCS.

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Yours faithfully,

o/c

ed.

Director

Dated : October 12, 2010

No : SUDA- ~~Norm~~ /33/08/269/1(1)Copy forwarded to the P.S. to the Secretary, Municipal Affairs Department,
Government of West Bengal, Writers' Buildings, Kolkata - 700 001 for information.Director
12/10/10



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

No.814/MA/C-10/3S-55/2005.

Dated, Kolkata, the 4th October, 2010.

From : Shri M. N. Pradhan,
Joint Secretary to the Govt. of West Bengal.

To : The Director, SUDA, West Bengal.

Sub : Entitlement of leave in respect of CBPHCS contractual employees.
Ref. SUDA- Health/60/08.170 dated 05.08.2010.

Madam,

I am directed to refer to your memo quoted above on the captioned subject and to request you to kindly let this Department know whether any such prior approval of the State Government was taken before making the communication bearing No.SUDA-63/ULBs/33/08/325(63) dated 08.12.2008 intimating that Rule24 of Model Leave Rules for Municipal Employees which is applicable to the municipal employees will also be applicable to contractual employees under CBPHCS.

If so, please forward all the documents relating to that for further constitution.

Yours Sincerely,

M. N. Pradhan
Joint Secretary

PO (H)

Will you pl.
arrange to issue
the letters to issue
below from the
concerned files?

Ushin
12/10/10

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.

Date10.03.2010

SUDA-Health/201/08/681

From : Director, SUDA

**To : The Chairman
Alipurduar Municipality**

**Sub. : Leave entitlement to grass root level Health functionaries under IPP-VIII
(Extn.), Alipurduar Municipality.**

Ref. : Your communication bearing memo no. 12/IPP-VIII (Extn.) dt. 08.03.2010.

Sir,

With reference to above, this is to inform you that relevant provisions of Model Leave Rules of Municipal Employees (Rule 24) are to be followed with regard to admissibility of leave for grass root level Health functionaries under IPP-VIII (Extn.).

Thanking you

Yours faithfully,



Director, SUDA