

**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. .... **SUDA-Health/549/11/175**Date ..... **29.08.2013**From : **Director, SUDA**To : **Shri B.C. Patra  
Jt. Secretary  
Department of Municipal Affairs  
Govt. of West Bengal.****Sub. : Filling up the vacant post of UHIO under UPHCS, Pujali Municipality.**

Sir,

Enclosed kindly find herewith communication of the Chairman, Pujali Municipality vide no. 950/P.M./Estt.-51/13 dt. 16.08.2013 on the subject mentioned above.

Apropos notification no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011 of Department of Municipal Affairs, the Committee examined the issues relating to policy framework for engagement of personnel in various posts under UPHCS and submitted a report along with recommendation.

With regard to filling up the vacant post of UHIO, I am to refer to this earlier communication vide no. SUDA-Health/549/11/193 dt. 04.10.2012 (copy enclosed for ready reference).

You are requested to provide necessary order / guideline in this regard for onward transmission to the ULB.

Thanking you.

Encl. : As stated.

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/549/11/192**

**Date 04.10.2012**

**From : Director, SUDA**

**To : Sri B.C. Patra  
Jt. Secretary  
Department of Municipal Affairs  
Writers' Building.**

**Sub. : Recommendation of the Health Committee - Constitution of Municipal  
Level Health & Family Welfare Committee.**

**Ref. : Your communication vide no. 947/MA/C-10/3S-30/2012 dt. 25.09.2012.**

**Sir,**

Enclosed kindly find herewith (i) communication of Director, SUDA vide no. SUDA-Health/63 ULBs/06 dt. 10.08.2006 relating to constitution of Municipal Level Health & Family Welfare Committee under Community Based Primary Health Care Services and (ii) Communication of Project Officer, Health, SUDA vide no. SUDA-Health/DFID/ULBs/Pt.I/2003/04 dt. 16.12.2003 along with resolution of Department of Health & Family Welfare bearing nos. HF/O/PHP/658/O-23/98 & HF/O/PHP/659/O-23/98 dt. 25.10.2002, on the subject mentioned above.

Thanking you.

Yours faithfully,

**Encl. : 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/549/11/193

Date 04.10.2012

From : Director, SUDA

To : Sri B.C. Patra  
Jt. Secretary  
Department of Municipal Affairs  
Writers' Building.

Sub. : Recommendation of the Health Committee - Restructuring of posts.

Ref. : Your communication vide no. 948/MA/C-10/3S-30/2012 dt. 25.09.2012.

Sir,

This is to state that the Department of Municipal Affairs are providing fund for 52 ULBs for implementation of Urban Primary Health Care Services. The post of Urban Health Improvement Organiser (UHIO) had been sanctioned for 49 ULBs implementing erstwhile IPP-VIII and IPP-VIII (Extn.) excepting Baruipur Municipality (erstwhile CUDP III), Kolkata Municipal Corporation (no additional post sanctioned as the KMC is having its own Health structure) and Asansol Municipal Corporation (erstwhile RCH Sub-Project). In this regard communication of Department of MA bearing no. 85/MA/P/C-10/2S-2/2003 dt. 14.01.2003 (**enclosed at Flag - A**), followed by copy of proceedings of 5<sup>th</sup> meeting of the Apex Advisory Committee on UHIP held on 22.03.2004 (**enclosed at Flag - B**) and communication of Special Secretary & Project Director, UHIP, KMDA bearing no. 380/R-55/KMDA/Health/2004 dt. 23.06.2004 (**enclosed at Flag - C**) are referred to.

Out of total 49 sanctioned post of UHIO, 16 nos. are in position and their present remuneration varies from 4,000/- to 10,500/- per month as the interpretation of GO's relating to time to time enhancement of honorarium varies with the ULBs. ULB-wise positioning of UHIO along with present remuneration is **enclosed at Flag - D**.

For the purpose of streamlining of primary Health care system in 52 ULBs, the Committee constituted by the Department of Municipal Affairs after thorough examination of the present situation recommended abolition of existing post of UHIO and the persons working presently in the said post may be placed as Clerk cum Storekeeper. Furthermore, communication of Department of Municipal Affairs at Flag - 'A' also states -- "the financial support from Government will be withdrawn in a tapering scale in such way that from the 5<sup>th</sup> year financial responsibility for the post will vest on the concerned Urban Local Bodies".

Contd. to P-2.

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

West Bengal

Ref No. **SUDA-Health/549/11/192**

Date **04.10.2012**

**From : Director, SUDA**

**To : Sri B.C. Patra  
Jt. Secretary  
Department of Municipal Affairs  
Writers' Building.**

**Sub. : Recommendation of the Health Committee - Constitution of Municipal Level Health & Family Welfare Committee.**

**Ref. : Your communication vide no. 947/MA/C-10/3S-30/2012 dt. 25.09.2012.**

**Sir,**

Enclosed kindly find herewith (i) communication of Director, SUDA vide no. SUDA-Health/63 ULBs/06 dt. 10.08.2006 relating to constitution of Municipal Level Health & Family Welfare Committee under Community Based Primary Health Care Services and (ii) Communication of Project Officer, Health, SUDA vide no. SUDA-Health/DFID/ULBs/Pt.I/2003/04 dt. 16.12.2003 along with resolution of Department of Health & Family Welfare bearing nos. HF/O/PHP/658/O-23/98 & HF/O/PHP/659/O-23/98 dt. 25.010.2002, on the subject mentioned above.

Thanking you.

Yours faithfully,

**Encl. : As stated.**

  
**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/06/26 (2)**Date .....**10.08.2006****From : Director, SUDA****To : The Chairman  
Arambag / Tarakeshwar Municipality  
Dist. : Hooghly**HOOGHLY  
c/c**Sub. : Community based primary health care services in 63 Non-KMA ULBs -  
Implementation of.****Sir / Madam,**

You may be aware that with the approval of Dept. of Health & Family Welfare, community based primary health care services in 63 Non-KMA ULBs has been launched in February, 2006. Dept. of Municipal Affairs has been vested with the responsibility of implementation of the said programme through SUDA. In this connection, a sensitization session with the chairperson of the ULBs concerned had been organized at SUDA on 16.06.2006 to discuss the programme and preliminary actions to be undertaken by the ULBs. Following to the said discussion session, a few information had been received from some of the ULBs. But the required information are still pending from a good no. of ULBs.

Pursuant to it you are requested to submit the following information to the undersigned by 24<sup>th</sup> 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
Arambag	No	No	No	No	To submit (a),(b),(c) & (d)
Tarakeshwar	Yes	Yes	No	No	To submit (c) & (d)

On receipt of the required information of your ULB as detailed in the Remarks Column of the above Table, the next stage for implementation of the programme will be taken up consequently.

Thanking you.

Yours faithfully,

*Chinn*  
Director, SUDA

10.08.2006

*Chinn*  
Director, SUDA

10.08.2006

*Chinn*  
Director, SUDA

SUDA-Health/63 ULBs/06/26(2)/1(1)

Copy forwarded for kind information to :

District Magistrate, Burdwan

SUDA-Health/63 ULBs/06/26(2)/2(1)

Copy forwarded for kind information to :

CMOH, Burdwan.

**SUDA****URGENT****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health\DFID\ULBs\Pt. D\2003\04**Date ..... **16.12.2003****From : Project Officer  
Health Wing, SUDA****To : ✓ The Chairman,  
Baharampur Municipality****Sub : Constitution of Municipal Level Health & Family Welfare Committee****Sir,**

Govt. of West Bengal, Health & FW Dept. PHP branch had issued resolution bearing no. HF/O/PHP/658 /O-23/98 dt. 25<sup>th</sup> October, 2002, on the above subject. Furthermore, another resolution bearing no. HF/O/PHP/659/O-23/98 dt. 25<sup>th</sup> October, 2002, was also issued towards integration of all activities including National Public Health Programme with District Health & Family Welfare Samiti.

Copies of the above mentioned two resolutions had already been endorsed to you by the Health & FW Dept. However, Xerox copies of the same are enclosed for ready reference.

In this connection, I am directed to request you kindly to furnish the following information for kind perusal of Hon'ble MOS, MA Dept., GOWB, at the earliest.

- |    |   |                     |
|----|---|---------------------|
| A. | Municipal level Health & FW Committee constituted ... | Yes / No            |
| B. | If yes,   | Dt. of constitution |
| C. | Frequency of meeting scheduled                        |                     |
| D. | Total nos. of meetings held so far                    |                     |
| E. | Important agenda items discussed                      |                     |
| F. | Important decisions taken                             |                     |

**Yours faithfully****Encl: as stated**  
**Project Officer**

GOVERNMENT OF WEST BENGAL  
HEALTH & FAMILY WELFARE DEPARTMENT  
P.H.P. BRANCH

No. HF/O/PHP/658/O-23/98

Dated, 25<sup>th</sup> October, 2002

RESOLUTION

Many Urban Local Bodies in West Bengal implement Family Welfare, immunization and public health programmes under various externally aided Projects or centrally sponsored schemes with or without the involvement of Health & Family Welfare Department, Government of West Bengal. The Kolkata Metropolitan Development Authority (KMDA) undertakes Reproductive & Child Health related activities in Kolkata Metropolitan Area (KMA) under assisted Projects like CUDP-III, IPP-VIII and CSIP. The CUDP-III initiated during the year 1984-85 under Urban Development Department, the IPP-VIII in 1994-95 under Municipal Affairs Department and CSIP during the year 1991-92 under Urban Development Department are in operation covering 5.6 million of the urban poor residing in slums or in similar conditions in the KMA.

2. The broad objectives of the said assisted projects are improvement of health of the mother & child and fertility regulation of the target beneficiaries. These projects follow the identical model and have an established network of health infrastructure viz., 6080 Blocks, 1216 Sub-centres, 177 Health Administrative Units, 22 Maternity Homes, 31 ESOPDs and 8 Regional Diagnostic Centres in KMA covering 37 Municipalities and 3 Municipal Corporations. Through the aforesaid health infrastructure, substantial number of health functionaries from the grass-roots level upto the referral units are engaged. 6080 grass roots level workers, designated as Honorary Health Workers (HHWs), play a key role in delivering the services on house-to-house visit covering 200 families each. Besides, there are Supervisors, part-time Medical Officers, Nursing personnel and Specialists to provide various services to the beneficiaries through a network of health facilities.

3. The said health functionaries of the Urban Local Bodies are not always involved in the activities under different National Public Health Programmes like Revised National Tuberculosis Control Programme (RNTCP), National Leprosy Elimination Programme (NLEP), National Blindness Control Programme (NBCP), etc. The morbid conditions and the mortality rates due to the aforesaid conditions continue to be a matter of concern.



4. The Department of Health & Family Welfare, Government of West Bengal implements Family Welfare, immunization and public health activities through the state level & district level Programme Officers under the overall guidance & control of District Health & Family Welfare Samiti. Involvement of health functionaries working in the urban areas in the implementation of national public health programmes will certainly help improve the effectiveness of these programmes in the urban areas. Therefore, it is essential that all health activities in the urban areas are properly integrated with the on-going Family Welfare, immunization and public health programmes under the guidance of the Health & Family Welfare Department.

5. The Chairpersons of Municipalities are the Members of the District Health & Family Welfare Samiti, which has been entrusted with the responsibilities for implementation, supervision and coordination of all health activities and health projects. The integration of all activities will be effected through the Samiti. Further, at the Municipal level, a separate Committee under the leadership of the Chairperson of Municipality has also been constituted to ensure coordination and integration of all health activities and health projects in the urban areas. Modalities for integration of all health activities will be discussed and finalized by every District Health & Family Welfare Samiti in consultation with the Municipal level Health & Family Welfare Committees in the district.

6. From now on it will be incumbent upon all concerned at the state level, district level and municipal level to actively involve the health functionaries of the Urban Local Bodies in all Family Welfare, immunization and public health activities, and to effectively integrate health related functions of the Urban Local Bodies with the on-going activities of the Health & Family Welfare Department.

7. This order issues with the concurrence of the Municipal Affairs & Urban Development Departments.

Sd/-  
(Asim Barman)  
Principal Secretary  
Health & F.W. Department  
Government of West Bengal

GOVERNMENT OF WEST BENGAL  
HEALTH & FAMILY WELFARE DEPARTMENT  
P.H.P. BRANCH

No. HF/O/PHP/658/O-23/98

Dated, 25<sup>th</sup> October, 2002

RESOLUTION

Many Urban Local Bodies in West Bengal implement Family Welfare, immunization and public health programmes under various externally aided Projects or centrally sponsored schemes with or without the involvement of Health & Family Welfare Department, Government of West Bengal. In order to ensure integration of all health activities between the Urban Local Bodies and the Department of Health & Family Welfare for optimal utilization of resources and maximum output, it has been felt that there should be a Municipal level Health & Family Welfare Committee, which will function under the supervision of District Health & Family Welfare Samiti constituted in every district in pursuance of Memo No. HF/O/PHP/322/O-23/98 dated 20.05.2002.

2. Therefore, the Governor is pleased to constitute a Municipal level Health & Family Welfare Committee for every Municipality/Corporation except Calcutta Municipal Corporation with the following members:

- i. Chairperson of Urban Local Body – President
- ii. Councillor-in-Charge of Health / Assisted Project – Member
- iii. One Representative from KMDA in Kolkata Metropolitan Area – Member
- iv. One Representative of the District Magistrate – Member
- v. 2-3 Representatives of local NGOs like Red Cross, Lions' Club – Members
- vi. Assistant Chief Medical Officer of Health of the Sub-division – Member
- vii. Health Officer of the Municipality – Secretary-Convener

[If there is no Health Officer, the Secretary-Convener will be nominated from among the members by the Chairperson of the Municipality]

3. The Committee would be responsible for coordination, supervision and implementation of all the health activities in an integrated manner at different levels of the existing health infrastructures within the Municipal area. Further, the Committee will participate in all public health programmes and activities under the overall guidance of the District Health & Family Welfare Samiti.

4. Henceforth all existing committee(s) for coordinating, supervising and implementing the health activities in Municipal Areas except Kolkata Municipal Corporation, will cease to function.

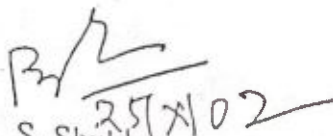
5. This order issues with the concurrence of the Municipal Affairs & Urban Development Departments.

*Sd/-*  
(Asim Barnian)  
Principal Secretary  
Health & F.W. Department  
Government of West Bengal

Dated, 25<sup>th</sup> October 2002

Copy forwarded for information and/or necessary action to:


1. P.S. to M.I.C., Health & Family Welfare.
2. P.S. to M.O.S., Health & Family Welfare.
3. Principal Secretary, Urban Development Department, GoWB.
4. Secretary, Municipal Affairs Department, GoWB.
5. Project Director, SHSDP-II
6. Director of Health Services, West Bengal.
7. Director of Medical Education, West Bengal.
8. Commissioner, Family Welfare
9. Chief Executive Officer, KMDA
10. Secretary, KMDA.
11. Sabhadhipati of Zilla Parishad (all).....
12. District Magistrate (all).....
13. Mayor/Chairperson ..... Corporation/Municipality.
14. Joint Secretary (Project) & Joint Programme Director, Basic Health Project.
15. Joint Secretary (PHP).
16. Joint Secretary (P&B).
17. Addl. Director of Health Services (TB).
18. Addl. Director of Health Services (Admn.) & SLO.
19. Addl. Director of Health Service (AA&V).
20. Addl. Director (HMIS).
21. Joint Director of Health Services (PH&CD).
22. Assistant Director of Health Services (Ophthalmology).
23. State Family Welfare Officer.
24. Chief Medical Officer of Health (all).....
25. Assistant Secretary (PHP).
26. P.A. to Principal Secretary, Health & Family Welfare Department.
27. Office File.

  
(R. S. Shukla)

Special Secretary (Project & PHP)  
Health & F.W. Department  
Government of West Bengal

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1. P.S. to M.I.C., Health & Family Welfare.
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3. Principal Secretary, Urban Development Department, GoWB.
4. Secretary, Municipal Affairs Department, GoWB.
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(R. S. Shukla)

Special Secretary (Project & PHP)  
Health & F.W. Department  
Government 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/549/11/193

Date ..... 04.10.2012

From : Director, SUDA ,

To : Sri B.C. Patra  
Jt. Secretary  
Department of Municipal Affairs  
Writers' Building.

Sub. : Recommendation of the Health Committee - Restructuring of posts.

Ref. : Your communication vide no. 948/MA/C-10/3S-30/2012 dt. 25.09.2012.

Sir,

This is to state that the Department of Municipal Affairs are providing fund for 52 ULBs for implementation of Urban Primary Health Care Services. The post of Urban Health Improvement Organiser (UHIO) had been sanctioned for 49 ULBs implementing erstwhile IPP-VIII and IPP-VIII (Extn.) excepting Baruipur Municipality (erstwhile CUDP III), Kolkata Municipal Corporation (no additional post sanctioned as the KMC is having its own Health structure) and Asansol Municipal Corporation (erstwhile RCH Sub-Project). In this regard communication of Department of MA bearing no. 85/MA/P/C-10/2S-2/2003 dt. 14.01.2003 (**enclosed at Flag - A**), followed by copy of proceedings of 5<sup>th</sup> meeting of the Apex Advisory Committee on UHIP held on 22.03.2004 (**enclosed at Flag - B**) and communication of Special Secretary & Project Director, UHIP, KMDA bearing no. 380/R-55/KMDA/Health/2004 dt. 23.06.2004 (**enclosed at Flag - C**) are referred to.

Out of total 49 sanctioned post of UHIO, 16 nos. are in position and their present remuneration varies from 4,000/- to 10,500/- per month as the interpretation of GO's relating to time to time enhancement of honorarium varies with the ULBs. ULB-wise positioning of UHIO along with present remuneration is **enclosed at Flag - D**.

For the purpose of streamlining of primary Health care system in 52 ULBs, the Committee constituted by the Department of Municipal Affairs after thorough examination of the present situation recommended abolition of existing post of UHIO and the persons working presently in the said post may be placed as Clerk cum Storekeeper. Furthermore, communication of Department of Municipal Affairs at Flag - 'A' also states -- "the financial support from Government will be withdrawn in a tapering scale in such way that from the 5<sup>th</sup> year financial responsibility for the post will vest on the concerned Urban Local Bodies".

Contd. to P-2.

- 2 -

Proposed remuneration may be decided for each of the recommended category of posts in general.

With regard to re-designation of the post of Medical Supervisor under erstwhile RCH Sub-Project as AHO may be considered as the post of Medical Supervisor only prevails under one ULB out of 52 ULBs.

Thanking you.

**Encl. : As stated.**

Yours faithfully,

  
**Director, SUDA**

wise positioning of UHIO along with present remuneration provided by the ULB is detailed below :

Sl. No.	Name of ULBs	Positioning of UHIO	Present remuneration provided by the ULB (In Rs.)
<b>IPP-VIII</b>			
1	Baidyabati	-	-
2	Bally	-	-
3	Bansberia	Yes	8,000/-
4	Baranagar	Yes	7,500/-
5	Barasat	-	-
6	Barrackpore	-	-
7	Bhadreswar	Yes	6,250/-
8	Bhatpara	-	-
9	Bidhannagar	Yes	5,000/-
10	Budge Budge	-	-
11	Champany	-	-
12	Chandernagore MC	-	-
13	Dum Dum	-	-
14	Garulia	-	-
15	Gayeshpur	-	-
16	Halisahar	-	-
17	Hooghly Chinsurah	-	-
18	Howrah MC	-	-
19	Kalyani	Yes	7,500/-
20	Kamarhati	-	-
21	Kanchrapara	-	-
22	Khardah	-	-
23	Konnagar	-	-
24	Madhyamgram	-	-
25	Maheshtala	Yes	7,500/-
26	Naihati	-	-
27	New Barrackpore	-	-
28	North Barrackpore	Yes	6,500/-
29	North Dum Dum	-	-
30	Panihati	-	-
31	Pujali	Yes	7,500/-
32	Rajarhat Gopalpur	-	-
33	Rajpur Sonarpur	Yes	4,500/-
34	Rishra	-	-
35	Serampore	-	-
36	South Dum Dum	-	-
37	Titagarh	-	-
38	Uluberia	-	-
39	Uttarpara Kotrung	Yes	6,500/-

Contd. to P-2.

<b>Sr No.</b>	<b>Name of ULBs</b>	<b>Positioning of UHIO</b>	<b>Present remuneration provided by the ULB (In Rs.)</b>
<b>IPP-VIII (Extn.)</b>			
1	Alipurduar	Yes	4,000/-
2	Balurghat	Yes	6,750/-
3	Burdwan	-	-
4	Darjeeling	-	-
5	Durgapur MC	-	-
6	English Bazar	Yes	5,000/-
7	Jalpaiguri	-	-
8	Kharagpur	Yes	8,000/-
9	Raiganj	Yes	6,250/-
10	Siliguri MC	Yes	10,500/-





# URBAN HEALTH IMPROVEMENT PROGRAMME

Kolkata Metropolitan Development Authority

Unnayan Bhavan, Bidhannagar, 'G' Block, 3rd floor, Kolkata-700 091

☎ 334-5257/337-0697/358-6771, FAX No. : 358-3931 E-mail : cmdaipp8@vsnl.net

No. 380 /R-55/KMDA/Health/2004

Date : 25<sup>th</sup> June 18, 2004

From: The Special Secretary  
& Project Director, UHIP Unit, KMDA

To: The Secretary  
Municipal Affairs Department  
Government of West Bengal  
Writers' Building, Kolkata 700001

Sub: Cost sharing ratio for the remuneration of the Urban Health Improvement Organizer between the Government and the Urban Local Bodies in the 2<sup>nd</sup> year.

Sir,

Your kind attention is invited to the G.O. No: 85/MAP/2S-2/2003 dated 14<sup>th</sup> January 2003 and the proceedings of the 5<sup>th</sup> meeting of the Apex Advisory Committee on Urban Health Improvement Programme held on 22<sup>nd</sup> March 2003 (copy enclosed for ready reference) on the above mentioned subject.

It was decided in the meeting that the cost sharing ratio of the 1<sup>st</sup> year for remuneration of the Urban Health Improvement Organizer may continue for the 2<sup>nd</sup> year also. But no G.O. has yet been issued in this regard.

I would, therefore, request you to kindly issue necessary Government Order confirming that the existing cost sharing ratio i.e. 50:50 between the Government and the Urban Local Bodies in respect of the remuneration of the Urban Health Improvement Organizer would continue for the 2<sup>nd</sup> Year also.

Encl: As stated

Yours faithfully,

*Handwritten signature*

Special Secretary & Project Director,  
UHIP, KMDA

*Handwritten initials*

UHLU

Proceedings of the 5th meeting of the Apex Advisory Committee on  
Urban Health Improvement Programme held on 22.03.2004 at 4.00  
P.M. in the ViF Conference Room, Unnayan Bhavan,  
Bidhannagar, Kolkata- 700 091.

**MEMBERS PRESENT:**

- |  |   |                 |
|--|---|-----------------|
| 1. Smt. Anju Kar, Minister of State,<br>Municipal Affairs Deptt., Govt. of West Bengal | - | Chairperson     |
| 2. Secretary,<br>Municipal Affairs Deptt., Govt. of West Bengal                        | - | Member          |
| 3. Chief Health Officer, KMC   | - | Member          |
| 4. Director. SUDA  | - | Member          |
| 5. Dr. N. G. Gangopadhyay  | - | Member          |
| 6. Special Secretary, KMDA   | - | Member Convenor |

**OTHERS PRESENT:**

1. Shri M. M. Saha, OSD, Health, KMDA
2. Dr. K. L. Mukherjee, Dy. Chief of Health, KMDA
3. Dr. Shibani Goswami, Project Officer, Health Wing, SUDA
4. P. Aich Bhowmick, Project Officer, IEC, UHIP, KMDA

Smt. Anju Kar, Minister of State, Municipal Affairs Deptt., Government of West Bengal and Chairperson of the Apex Advisory Committee presided over the meeting.

The items outlined in the agenda were taken up and the decisions are as follows :-

**Confirmation of the Proceedings of the 4th Meeting of the Apex Advisory Committee held on 11.12.2003.**

The Committee confirmed the proceedings of the 4<sup>th</sup> Meeting of the Apex Advisory Committee.

1. Review of the follow-up actions on the decisions of the 4th Meeting of the Apex Advisory Committee.

• **Strengthening of MIES:**

The Committee was informed that the Centre for Implementation of Integrated Technology (CIIT) of KMDA was assigned the task of development of Health Information System under the EC assisted Urban Health Improvement Plan in six identified Municipalities at a cost of Rs.8,96,400.00.

CIIT had already initiated preliminary action and an interactive meeting was held with the Chairpersons and others of 6 identified Municipalities to fix-up the priorities.

The training component would be taken up first and was expected to be completed within April, 2004.

The Committee was apprised that the Municipal Chairpersons of 6 identified Municipalities had requested for providing one more PC out of the Project fund as the existing one provided under IPP-VIII was insufficient to take the load. The cost of 6 (six) PCs would be around Rs. 2.40 lakh.

5. Miscellaneous :

**Fixation of the sharing of the cost of remuneration of Urban Health Improvement Organizer from the 2<sup>nd</sup>. year.**

The G.O. No. 85/MA/P/C-10/2S-2/2003 dated 14<sup>th</sup> January, 2003 issued by the M.A. Deptt. sanctioning one post of Urban Health Improvement Organizer in each town under IPP-VIII & IPP-VIII (Extension) for post project maintenance work stipulates that the monthly remuneration of Rs. 4,500/- (consolidated) is to be shared equally between the Government and the concerned Local Body for the first year and this financial support from the Government will be withdrawn in a tapering scale in such a way that from the 5<sup>th</sup> year the financial responsibility for the post will vest on the concerned Urban Local Body.

As some of the recruits to the post of Urban Health Improvement Organizer will enter the 2<sup>nd</sup> year of their retention from April, 2004 a reference has been made to the Municipal Affairs Department to fix-up the Government's contribution towards the remuneration of the Urban Health Improvement Organizer in the subsequent years i.e. 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> year. The said G.O. was issued with the concurrence of the Finance Department vide their U.O. No. G-4 dated 20.01.2003.

Secretary, Municipal Affairs Department observed that the issue had been under examination and the existing cost sharing ratio i.e. 50:50 between the Government and the concerned Urban Local Bodies might continue for the 2<sup>nd</sup> year pending receipt of Govt. order in this regard.

*Anju Kar*

( Smt. Anju Kar )  
M.O.S., MA Deptt.

Chairperson, Apex Advisory Committee  
for Urban Health Improvement Programme

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



JAN 2003

No. 85/MA/P/C-10/2S-2/2003 Dated: the 14th January, 2003.

From : The Joint Secretary to the Government of West Bengal.

To : (I) The Chief Executive Officer, KMDA.

(II) The Adviser (Health), SUDA.

Sub: Sanction of one post of Urban Health Improvement  
Organiser for each town under IPP - VIII and IPP-VIII  
(Extension) for post project maintenance work.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to sanction one post of Urban Health Improvement Organiser for each town under IPP - VIII and IPP-VIII (Extension) for post project maintenance work with a monthly remuneration of Rs.4500/- (consolidated) which is to be equally shared between the Government and the concerned local body for the initial year and this financial support from Government will be withdrawn in a tapering scale in such a way that from the fifth year will financial responsibility for the post will vest on to the concerned urban local body.

The concerned urban local body may select a suitable person having adequate experience of community development work including administrative/financial management & engagement may be made on a year-to-year contract.

2. The charge is debitable to the relevant head of account from which grant for similar expenses are met.
3. This order issues with the concurrence of the Finance Department vide their U.O. No. G 4 dated 02.01.2003.
4. The Principal Accountant General (A&E), West Bengal and other concerned have been informed.

  
Joint Secretary.

No. 85/MA/P/C-10/2S-2/2003 dated: the 14th January, 2003.

Copy forwarded to :-

- (1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata 700001.
- (2) Pay & Accounts Officer, Kolkata Pay & Accounts Office.
- (3) Treasury Officer, .....
- (4) Principal Secretary, Urban Development Department.
- (5) Secretary, Kolkata Mupl. Development Authority.
- (6) Chief of Health IPP - VIII, Kolkata.
- (7) Director, S U D A.
- (8) Mayor/Chairperson, .....Dist.....
- (9) P.S. to Minister in Charge/Minister of State of this Deptt.
- (10) P.A. to Secretary of this Deptt.

  
Joint Secretary.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF MUNICIPAL AFFAIRS  
3<sup>RD</sup> FLOOR, BLOCK - F,  
WRITERS' BUILDINGS, KOLKATA - 700 001.

No. 948/MA/C-10/3S-30/2012.

Dated, Kolkata, the 25<sup>th</sup> September, 2012.

From : Shri B. C. Patra  
Joint Secretary to the Government of West Bengal.

To : ✓ The Director,  
State Urban Development Agency,  
'ILGUS Bhawan', Block - HC, Sector - III,  
Bidhannagar, Kolkata - 700 106.



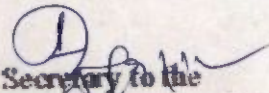
**Subject :- Recommendation of the Health Committee - restructuring of Posts.**

Sir,

I am directed to refer to your letter No. SUDA-Health/549/11/358 dated 05.06.2012 and to inform you that as per para (A) (vii) & (viii) of the recommendations of the Committee constituted vide this Department's Order No. 821/MA/C-10/3S-37/2009 dated 13.12.2011, (a) Abolition of the existing post of Urban Health Improvement Organiser (UHIO) and placing the persons working in the said posts as Clerk-cum-Storekeeper and (b) Re-designation of the post of Medical Supervisor under erstwhile RCH sub-project as AHO have been proposed.

In the circumstances, I am directed to request you to offer your views regarding the necessity of such re-organization of the posts including the job responsibility of the existing post vis-à-vis proposed posts, including proposed remuneration.

Yours faithfully,

  
Joint Secretary to the  
Government of West Bengal.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF MUNICIPAL AFFAIRS  
3<sup>RD</sup> FLOOR, BLOCK - F,  
WRITERS' BUILDINGS, KOLKATA - 700 001.

No. 947/MA/C-10/3S-30/2012.

Dated, Kolkata, the 25<sup>th</sup> September, 2012.

From : Shri B. C. Patra  
Joint Secretary to the Government of West Bengal.

To : ✓ The Director,  
State Urban Development Agency,  
'ILGUS Bhawan', Block - HC, Sector - III,  
Bidhannagar, Kolkata - 700 106.



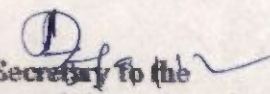
**Subject :- Recommendation of the Health Committee - constitution of  
Municipal Level Health & Family Welfare Committee.**

Sir,

I am directed to refer to your letter No. SUDA-Health/549/II/358 dated 05.06.2012 and to inform you that as per para (A) (iii) of the recommendations of the Committee constituted vide this Department's Order No. 821/MA/C-10/3S-37/2009 dated 13.12.2011, constitution of Municipal Level Health & Family Welfare Committee (MLH & FW) has been proposed.

Now, I would request you to let this Department know whether all the ULBs have constituted Municipal Level Health & Family Welfare Committee and whether the Government order constituting the said committee had earlier been circulated. A copy of the said order may also be sent to this end for ready reference.

Yours faithfully,

  
Joint Secretary to the  
Government of West Bengal.

## Positioning of Health Officer in 51 ULBs :

Sl. No.	ULB	Positioning of Health Officer	Memo No.	Remarks
1	Alipurduar	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
2	Asansol MC	Yes	Do	Do
3	Baidyabati	Yes	Do	Do
4	Bally	Yes	943/MA/C-10/2S-19/2008 dt. 15.08.2008	On Contract basis
5	Balurghat	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
6	Bansberia	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
7	Baranagar	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
8	Barasat	Yes	Do	Do
9	Burdwan	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
10	Barrackpore	Nil	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Vacancy due to cause of retirement
11	Baruipur	No	943/MA/C-10/2S-19/2008 dt. 15.08.2008	On Contract basis
12	Bhadreswar	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
13	Bhatpara	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
14	Bidhannagar	Nil		
15	Budge Budge	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
16	Champdany	Nil	Do	Vacancy due to cause of decease
17	Chandernagore MC	Yes	466/1(5)/MA/O/C-5/CN/2E-2/2007(Pt.I) dt. 4.09.2008	Engaged to the permanent post of HO
18	Darjeeling	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
19	Dum Dum	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
20	Durgapur MC	Nil		
21	English Bazar	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
22	Garulia	Nil	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Vacancy due to cause of resignation
23	Gayeshpur	Yes	NA	
24	Halisahar	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
25	Hooghly Chinsurah	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
26	Howrah MC	Nil		
27	Jalpaiguri	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO

Sl. No.	ULB	Positioning of Health Officer	Memo No.	Remarks
28	Kalyani	Nil		
29	Kamarhati	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
30	Kanchrapara	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
31	Kharagpur	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
32	Khardah	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
33	Konnagar	Yes	Do	Do
34	Madhyamgram	Nil	Do	Vacancy due to cause of retirement
35	Maheshtala	Yes	Do	Engaged to the permanent post of HO
36	Naihati	Nil	Do	Vacancy due to cause of retirement
37	New Barrackpore	Yes	Do	Engaged to the permanent post of HO
38	North Barrackpore	Nil	Do	Vacancy due to cause of decease
39	North Dum Dum	Yes	Do	Engaged to the permanent post of HO
40	Panihati	Nil	Do	Vacancy due to cause of retirement
41	Pujali	Nil		
42	Raiganj	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
43	Rajarhat Gopalpur	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
44	Rajpur Sonarpur	Yes	Do	Do
45	Rishra	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
46	Serampore	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-
47	Siliguri MC	Yes	522/MA/O/C-9/3R-9/2004 dt. 21 September, 2007	Engaged to the permanent post of HO
48	South Dum Dum	Yes	Do	Do
49	Titagarh	Nil	Do	Vacancy due to cause of retirement
50	Uluberia	Yes	Do	Engaged to the permanent post of HO
51	Uttarpara Kotrung	Nil	11/C-9/M 2A-189/93 dt. 13.01.1994	-



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



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

Dated, the 8<sup>th</sup> 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

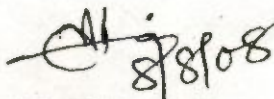
1. The contractual remuneration to be reckoned as indicated in the said Notification, may however differ from time to time arising out of difference of the rate of D.A. admissible on the date of contractual engagement or date of renewal of contractual engagement of a H.O. but in no way it will include 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.

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

Dated, the 8<sup>th</sup> 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.

  
Joint Secretary

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

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

Dated, Kolkata, the 22<sup>nd</sup> 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 some time 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.3000/- per day subject to a maximum of Rs.6000/- per m.

6. This order issues with the approval of the Cabinet and concurrence of Finance Department vide U.O.No. 625 Cr.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.

No.451/1(160)/MA/C-10/38-55/2005 P.C.I. Dated, Kolkata, the 22<sup>nd</sup> April, 2008.

Copy forwarded for information and necessary action to the:-

1. Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 601.
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, 4<sup>th</sup> 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.

*Ala*  
*22.4.08*  
Joint Secretary.

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

Dr. Goswami  
(CCMO)  
17/9

No. 943/MA/C-10/2S-19/2008.

Dated, Kolkata, the 15<sup>th</sup> September, 2008.

NOTIFICATION



The matter of appointment of Health Officers in Bally and Baruipur Municipalities by the said two Urban Local Bodies covered by the Health Schemes like IPP VIII CIPP-III etc. on contractual remuneration on regular basis was under active consideration of the State Government. After Careful Consideration of the matter the Governor is pleased to accord sanction to the appointment of two Health Officers one each in Bally Municipality and Baruipur Municipality on Contractual Basis.

Remuneration pattern and other criteria will be governed by the guidelines issued under G.O.No.451/MA/C-10/3S-55/2005 Pt.I dated 22.4.2008 and 846/MA/C-10/3S-55/2005 Pt.I dated 8.8.2008.

By Order of the Governor

Sd./- D. Goswami,  
Joint Secretary.

No. 943/1(15)/MA/C-10/2S-19/2008.

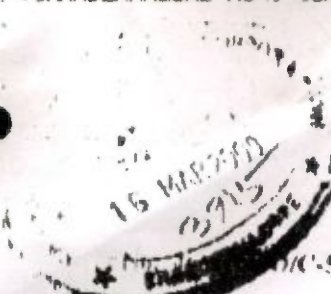
Dated, Kolkata, the 15<sup>th</sup> September, 2008.

Copy forwarded for information and necessary action to the :-

1. Pr.Accountant General(A&E),West Bengal,Treasury Buildings, Kolkata-1.
2. Accountant General (Local Audit), West Bengal, Treasury Buildings, Kolkata-1.
3. Finance Department, Government of West Bengal.
4. Director of Local Bodies, West Bengal, Purta Bhavan, Salt Lake, Kolkata-91.
5. Health & Family Welfare Department Swasthya Bhawan, GN-29,Sector-V, Salt Lake City, Kolkata-91.
6. Director,SUDA, West Bengal.
7. District Magistrate,-Howrah/South 24-Parganas, P.O.Bally/Alipore, Dist.Howrah/South 24-Parganas.
8. Treasury officer, Howrah/Baruipur, P.O. Howrah/Baruipur, Dist Howrah/ South 24-Parganas.
9. Sub-Divisional officer, Howrah/Baruipur Sub-division, P.O.Howrah/Baruipur, Dist. Howrah/South 24-Parganas.
10. Chairman, Bally/Baruipur Municipality, P.O. Bally/Baruipur, Dist. Howrah/South 24-Pgs.
11. P.S. to M.I.C. of this Department .
12. P.A. to Principal Secretary of this Department.
13. P.A. to the Sepecial Secretary of this Department.
14. Shri Supriya Mukherjee, U.D.A.,Cell-10 of this Department.
15. Guard File of Cell-10 of this Department.

15.09.08  
Joint Secretary.

Please Attention :- Dr. Sibani Goswami, SUDA



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

15/05/08  
CSM

W/C-5/ C/N/2K-2/2007 (Pt. 1) Dated, Kolkata, the 4<sup>th</sup> day of September, 2008.

From : The Joint Secretary to the  
Government of West Be  
To : The Mayor,  
Chandernagore Municipal Corporation,  
P.O. Chandernagore,  
Dist. Hooghly.



Subject: Approval for filling up of 107 sanctioned vacant posts.

Sir,

I am directed to say that the Governor has been pleased to accord permission for filling up of 107 vacant posts, as mentioned in the following. Accordingly the Corporation can take action for filling up the following 107 sanctioned posts, mentioned below, now vacant in the Chandernagore Municipal Corporation as per the existing sanctioned posts and the rules of recruitment to the said posts:

Name of the post	Number of post	Scale of Pay (in Rs.)
I	II	III
(1) Education Officer	1	8,000 - 13,500
(2) Health Officer	1	8,000 - 13,500
(3) Assistant Engineer	1	8,000 - 13,500
(4) Sub-Assistant Engineer	3	4,500 - 9,700
(5) Senior Clerk	3	4,000 - 8,850
(6) Market Inspector	1	3,600 - 7,050
(7) Assistant Tax Collector	1	2,600 - 7,050
(8) Draftsman	1	3,600 - 7,050
(9) Clerk - cum - Steward	1	3,350 - 6,325
(10) Clerk	1	3,350 - 6,325
(11) Ledger Keeper (Tax)	4	3,350 - 6,325
(12) Typist	1	3,350 - 6,325
(13) Store Keeper - cum - Clerk	1	3,350 - 6,325
(14) Conservancy Supervisor	2	3,150 - 5,600
(15) Driver	4	3,150 - 5,600
(16) Fitter	2	3,000 - 5,200

2

(17) Mistry	1	3,000 - 5,230
(18) Street light checker	1	2,850 - 4,680
(19) Record Suppler	3	2,850 - 4,680
(20) Carstaker	1	2,850 - 4,680
(21) Assistant Mistry	2	2,850 - 4,680
(22) Peon	2	2,600 - 4,175
(23) Helper	13	2,600 - 4,175
(24) Residential Bearer	1	2,600 - 4,175
(24) Slaughter House Helper	1	2,600 - 4,175
(25) Shramik Water Works	1	2,600 - 4,175
(26) Attendant (Ambulance 3)	4	2,600 - 4,175
(27) Mazdoor/ Shramik (Conservancy)	35	2,600 - 4,175
For Sri Aurobinda Vidyamandir		
(28) Headmaster	1	8,000 - 13,550
(29) Assistant Teacher	6	5,500 - 11,525
(30) Laboratory Assistant	1	2,600 - 4,175
(31) Female Attendant	1	2,600 - 4,175
(32) Aya	1	2,600 - 4,175
Total	107	

This order issues with the approval of Finance Department, accorded vide their U.O.

No. 654 Gr. P. (Services) dated the 16<sup>th</sup> April, 2008.

Yours faithfully,  
Sd./- K.C. Mondal,  
Joint Secretary.

No. 416/1(5)NA/DC-5/ CN/2E-2/2007 (Pt. 1) Dated, Kolkata, the 4<sup>th</sup> day of September, 2008.

Copy forwarded for information and necessary action to the,

(1) Chief Executive Officer, Chandernagore Municipal Corporation, P.O. Chandernagore, Dist. Hoogly.

(2) District Magistrate, Hoogly, P.O. Chinsurah, Dist. Hoogly.

(3) Treasury Officer, Chandernagore, P.O. Chandernagore, Dist. Hoogly.

(4) P.S. to the Minister-in-Charge, Municipal Affairs and Urban Development Department, Government of West Bengal.

(5) Guard file of Cell-5.

K.C. Mondal 4/9/08  
Joint Secretary.

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 — <i>retira</i>	Barrackpore
4.	Dr. Susanta Kr. Paul	Dum Dum
5.	Dr. Manju Maddali — <i>revised</i>	Garulia
6.	Dr. Manas Das	Habra — <i>X</i>
7.	Dr. Diganta Chatterjee	Halisahar
8.	Dr. Goutam Kr. Saha	Kanchrapara
9.	Dr. Ratan Majumdar	Khardah
10.	Dr. Chandan Chatterjee — <i>retira</i>	Madhyamgram
11.	Dr. Surya Kr. Bhattacharya — <i>retira</i>	Naihati
12.	Dr. Sankar Singha Roy	New Barrackpur
13.	Dr. Apurba Kr. Pal — <i>deceased</i>	North Barrackpur
14.	Dr. (Mrs.) Shova Gupta (Karmakar)	Rajarhat Gopalpur
15.	Dr. Samir Kr. Sengupta — <i>retira</i>	Pahhati
16.	Dr. (Mrs.) Shika Malakar	North Dum Dum
17.	Dr. Pankaj Kr. Gupta	South Dum Dum
18.	Dr. Gobindalal Sharma — <i>retira</i>	Titagarh
19.	Dr. Pradut Baran Chowdhury	Budge Budge
20.	Dr. Shaikh Moaim Ali	Maheshtala
21.	Dr. Subhas Kr. Debnath	Rajpur-Sonarapur
22.	Dr. Dilip Bandopadhyay	Suri — <i>X</i>
23.	Dr. Pradyut Kanti Mitra	Cooch Behar — <i>X</i>
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 Majumdar	Bhadreswar
28.	Dr. Kartick Ch. Ghosh — <i>deceased</i>	Champdani
29.	Dr. Deb Kr. Ghosh	Konnagar
30.	Dr. Shyamal Kr. Ghosh	Krishnanagar — <i>X</i>

Contd.2.



(1)	(2)	(3)
31.	Dr. Subrata Pal	Nabadwip —X
32.	Dr. Tapan Kr. Indra	Santipur —X
33.	Dr. Abir Banerjee	Bankura —X
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,

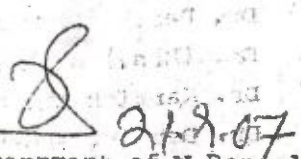
Jt. Secy. to the Government of W. Bengal.

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 Bhawan, 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.

3248  
S-3-94

Government of West Bengal,  
Department of Municipal Affairs - 157  
Writers' Buildings, Calcutta-700 001.

No. 11 /C-9/M24-189/93 dated: the 13th January, 1994

From : The Deputy Secretary to the Govt. of West Bengal

To : The Director of Local Bodies, West Bengal,  
Purta Bhavan, Salt Lake City, Calcutta - 700 001

Sub : Appointment of Health Officer U/S 66(2) of  
the B.M. Act, 1932 for Local Bodies in  
West Bengal.

The undersigned is directed to say that it has since been decided by this Department to earmark the local bodies as detailed in the enclosed statement where Health Officers are to be appointed U/S 66(2) of the B.M. Act, 1932, according to procedure laid down in G.O. No. 303/C-9/M24-28/93 dated the 16th September, 1993 and Resolution No. 335/C-9/M24-28/93 dated the 1st October, 1993. The Member-Secretary of the committee constituted in this Deptt. Resolution No. 335-C-9/M24-28/93 dated 1.10.93 may be instructed to select candidates accordingly by the concerned committee and furnish their recommendation to this Department by February, 1994.

*[Signature]*  
14.1.94  
Deputy Secretary.

*file*

*[Signature]*  
8/3/94

*This may be  
files in file  
no. 157*

*[Signature]*  
10/2/94

contd 2

// 2 //

No. 11/1(45)/C-9/M24-189/93 dated the 13th January, 1994

Copy forwarded for information and necessary action to :-

1) The Deputy Director of Local Bodies, West Bengal,

2) The District Magistrate,

P.O.

3) The Chief Medical Officer of Health,

P.O.

Dist.

4) The Chief Executive, C.M.D.A.

rg

Deputy Secretary.

(A) C.M.D.A. area

Hooghly :

Bansberia, H  
Corporation,  
Serampore, 1

Howrah :

Bally and Ul

24-Parganas

Kanchrapur,

North-Barrack

Panihati, Ka

Madhyangram,

South Dumki

24-Parganas

Bridge Bidge.

Nadia :

✓ Gayeshpur N.

(B) District He

Bardwan, Si

Berhampore,

Balrghat,

DS

Annexure to memo No. 11/C-9/m 2a-139/93  
dated the 13th January, 1994.

Statement

13th January, 1994

and necessary

West Bengal,

(A) CHDA area

Hoochly :

Bansberia, Hoochly-Chinsurah, Chandernagore Municipal Corporation, Hodreswar, Champdani, Baidyabati, Serampore, Rishra, Konnagar and Uttarpara-Kotrung.

Howrah :

Bally and Uluberia.

24-Parganas (North) :

Kanchrapore, Nalishar, Naihati, Hatpore, Garulia, North-Barrackpore, Barrackpore, Titagarh, Khardaha, Panihati, Kamarhati, Baranagar, Barasat, New-Barrackpore, Copalpur, Madhyamgram, Rajmahal, North Dum Dum, Dum Dum and South Dum Dum.

24-Parganas (South) :

Bridge Bidge, Rajour-Sonarpur, Baruipur and Maheshtala.

Nadia :

✓ Gayeshpur N.S.S. P.O. Kantaganj Dist Nadia.

(B) District Headquarters :

Bardwan, Sirol, Bankura, Midnapore, Krishnagar, Berhampore, Jalpaiguri, English Bazar, Darjeeling, Balurghat, Raiganj, Cooch Behar and Purulia.

contd...2....

Secretary.

// 2 //

(C) Other Municipalities

Bardwan District

1. Raniganj

2. ~~Mutt~~ Asansol Myp. Corpn.

Nadia

1. Nabadwip

2. Sentipur

North 24 Parganas

1. Bongaon

2. Habra

South 24 Parganas

1. ~~Diamond Harbour~~

Midnapore

1. Kharagpore

Darjeeling

1. Kalimpong

2. Kurseong

3. Siliguri Myp. Corpn.

Jalpaiguri

1. Alipurdhar

rg

Deputy Secretary  
Department of municipal affairs

Resolution of the  
of the Municipalities

OFFICE  
AYESHPUR NO  
P. O.

No. 158/1993/15/1/93-94

To  
The Ass. Secy. Municipal Affairs  
Director, A. L. of B. & M. M. S.  
P. Unit, Bhabani Saha Saha  
Selection Committee

Despatcher  
Municipal Area Authority

Released in A.O.  
on 20/2/94

DS

Appointment Notice

Applications, in covers superscribed with "Application for the post of Health Officer (Specialist) for ~~Khurda~~ Municipality" along with a self-addressed envelope, are invited from the suitable retired WBHS Officers preferably of the locality and also from local Private Medical Practitioners for preparation of a panel of 3 candidates for appointment of one Health Officer (Specialist) under the control of ~~Khurda~~ Municipality. Other requisites are given below :

- 1) Qualifications :
  - (i) must be a citizen of India;
  - (ii) must be M.B.B.S. of recognised University. Preference will be given to those who possess D.P.H. Diploma;

2. Age : - Not below the age of 25 years and above the age of 60 years on the 1st January, 1994

4. Remuneration : - A consolidated amount of Rs.4000/- only per month. Retired Government Officer will be allowed to draw his pension in addition to consolidated pay.

4. Terms of appointment : - One Health Officer will be appointed by Municipal Affairs Deptt. for a period of two years subject to maximum age limit of 60 years. Provided that such panel of candidates shall remain valid for one year or earlier as may be determined by the Selection Committee and empanelment in such panel is no commitment for such appointment.

The Selection Committee reserves the right to withdraw this offer without any further notice. Applications should reach the office of the chairman, Municipality on or before 2/3/94

Not required -

*[Signature]*  
1/2/94

Member-Secretary,  
Selection Committee.  
....

*[Signature]*  
Chairman, \_\_\_\_\_

Member, <sup>k</sup> ~~Selection~~ Selection Committee for Selection of Health Officer, Nandia

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

Dated, Calcutta, the 13th May 1999.

No. 112/C-9/2A-19/97

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following

members :-

- |  |   |                  |
|--|---|------------------|
| 1. Mayor/Chairman of the concerned Municipality/Corporation            | - | Chairman         |
| 2. Dy. Chief Medical Officer of Health                                 | - | Member           |
| 3. S.D.O. of the concerned Sub-Division or his representative          | - | Member           |
| 4. Deputy/Assistant Director of Local Bodies of the concerned division | - | Member           |
| 5. A representative of Chief of Health, C.H.D.A.                       | - | Member Secretary |

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/MA/O/2-9/2A-19/87 dt. 13.5.99 and select a suitable candidate after interview and forward its recommendation to the Government.

By order of the Governor  
Sd/- H. Misri.  
Joint Secretary.

Dated, Calcutta, the 13th May 1999.

No. 112/1(9)/C-9/2A-19/97

Copy forwarded for information to :-

1. Secretary, C.H.D.A.
2. Director of Local Bodies, West Bengal, Furta Bhavan, Salt Lake.
3. Mayor/Chairman, \_\_\_\_\_ Corporation/Municipality.
4. Treasury Officer \_\_\_\_\_
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. \_\_\_\_\_
9. Home (PSAR) Department of this Government.
10. D. M. \_\_\_\_\_ District.

Joint Secretary.

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

No. 111/NA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the Government of West Bengal.

To : The Director of Local Bodies, West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. Area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.P. Project VIII sponsored by C.M.D.A. "

- 1) Barasat (2) Chander Nagar (3) Bhadreswar (4) Garulia
- (5) Halisahar (6) Hooghly-Chinsurah (7) Howrah (8) Panjhati
- (9) Bhadreswar (10) Mahendrala (11) North Barrackpore (12)
- Rajarhat-Gopalpur (13) Naihati (14) Kamahati (15) Titagarh
- (16) Serampore (17) Rajpur Sonarpur (18) South Dum Dum
- (19) Uluberia (20) Rishra (21) Bansberia (22) Uttarpura-
- Kotrang (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedure and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 50 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of Rs 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Program adopted by the municipality under I.P.P. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.P. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisations to be involved in I.P.P. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche program and preventive measures and/or immunisation against Malaria, Tubercular Leprosy, Polio, Typhoid, Measles etc.



He will have a control over all offensive trades and recommend for licence for such trades; (10)  
He will act as Registrar of Birth and Death for all events of birth and death in municipal area and arrange for issuing the certificates of all events as per existing Government Rules; (9)

Annexure-VIII

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

No. 335/C-9/M2A-28/93.

Dated, Calcutta, the 1st October, 1993.

RESOLUTION

The Governor has been pleased to constitute a Selection Committee in each district of the State for selection of Health Officer to be termed as 'Specialist' in the municipalities of each district, on contract basis, as per guide-lines laid down in this Department Order No. 303/C-9/M2A-28/93 dated 16.9.93 (Copy enclosed) with the following members :-

1. Chief Medical Officer of Health of his representative not below the rank of Deputy Chief Medical Officer of Health .... Chairman.
2. An Officer not below the rank of Deputy Magistrate and Collector to be nominated by the concerned District Magistrate ... .. Member.
3. Chairman of the concerned municipality/municipalities ..... Member.
4. Deputy/Assistant Director of Local Bodies of the concerned division. .... Member-Secretary.

The Selection Committee as constituted above will issue advertisements in local newspapers inviting applications from recently retired WBHS Officers and also from locally available private practitioners having the requisite qualifications prescribed in Govt. Order No. 303/C-9/M2A-28/93 dated 16.9.93 and select the suitable candidates after interview and forward its recommendations to this Department.

By order of the Governor,  
Sd/- P. Bhattacharya  
Secretary.

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

No. 303/C-9/M2A-28/93.

Dated, Calcutta, the 1st October, 1993.

RESOLUTION

The Governor has been pleased to constitute a Selection Committee in each district of the State for selection of Health Officer to be termed as 'Specialist' in the municipalities of each district, on contract basis, as per guide-lines laid down in this Department Order No. 303/C-9/M2A-28/93 dated 16.9.93 (Copy enclosed) with the following members :-

- 1. Chief Medical Officer of Health of his representative not below the rank of Deputy Chief Medical Officer of Health .... Chairman.
- 2. An Officer not below the rank of Deputy Magistrate and Collector to be nominated by the concerned District Magistrate ... Member.
- 3. Chairman of the concerned municipality/municipalities ..... Member.
- 4. Deputy/Assistant Director of Local Bodies of the concerned division. .... Member-Secretary.

The Selection Committee as constituted above will issue advertisements in local newspapers inviting applications from recently retired WBS Officers and also from locally available private practitioners having the requisite qualifications prescribed in Govt. Order No. 303/C-9/M2A-28/93 dated 16.9.93 and select the suitable candidates after interview and forward its recommendations to this Department.

By order of the Governor,  
Sd/- P. Bhattacharya

1	Honorary Health Worker (HHW)	6351	4500	12	342,954,000.00
	Honorary Health Worker (HHW)	428	4500	12	23,112,000.00
2	First Tier Supervisor (FTS)	1453	5000	12	87,180,000.00
3	Second Tier Supervisor (STS)	412	7300	12	36,091,200.00
4	Resident Medical Officer (RMO)	140	34000	12	57,120,000.00
5	Assistant Health Officer	43	15000	12	7,740,000.00
5	Part Time Medical Officer (PTMO)	436	**Rs. 500/- per clinic for 4 hours X 20 clinics = 10000	12	52,320,000.00
6	Specialist Doctor	489	*** Rs. 750/- per clinic for 4 hours for a maximum of 8 clinics per month = 6000	12	35,208,000.00
7	Administrative Professional (For DCs)	22	11200	12	2,956,800.00
8	Radiologist	22	*** Rs. 750/- per clinic for 4 hours for a maximum of 8 clinics per month = 6000	12	1,584,000.00
9	Pathologist	22	*** Rs. 750/- per clinic for 4 hours for a maximum of 8 clinics per month = 6000	12	1,584,000.00
10	Sonologist	22	*** Rs. 750/- per clinic for 4 hours for a maximum of 8 clinics per month = 6000	12	1,584,000.00
11	Clerk	292	8000	12	28,032,000.00
12	Statistical Assistant (for RCH Asansol)	1	8000	12	96,000.00
13	Nurse	190	10700	12	24,396,000.00
14	Pharmacist	48	10700	12	6,163,200.00
15	Lab Technician-cum-Clerk/ Technician	46	10700	12	5,906,400.00
16	Radiographer	22	8000	12	2,112,000.00
17	Cashier-cum-Clerk	68	8000	12	6,528,000.00
19	Accounts Assistant	51	8000	12	4,896,000.00
20	Clerk-cum-Storekeeper	51	8000	12	4,896,000.00
21	Computer Assistant	51	8000	12	4,896,000.00
22	Attendant	430	5000	12	25,800,000.00
	Attendant	99	5000	12	5,940,000.00
23	Ayah	140	5000	12	8,400,000.00
24	Sweeper	362	5000	12	21,720,000.00
	Sweeper	32	5000	12	1,920,000.00
25	Helper (for crèche)	3	5000	12	180,000.00
26	Night Guard	35	5000	12	2,100,000.00
<b>Total=&gt;</b>					<b>803,415,600.00</b>

## Cost involvement per year for Honorarium &amp; Salary of the present entitled manpower

Category of Manpower	ULBs excepting KMC				KMC	
	No. of Present Entitlement	Monthly Honorarium	Months	Total Cost Involvement (Amount in Rs.)	No. of Present Entitlement	Cost Involvement (Amount in Rs.)
<b>Grass-root Level</b>						
Honorary Health Worker (HHW)	6284	2,500.00	12	188,520,000.00	760	22,800,000.00
<b>ii) Manpower for service delivery at Sub-Centre</b>						
First Tier Supervisor (FTS)	1301	2,670.00	12	41,684,040.00	152	4,870,080.00
<b>Health Administrative Unit (HAU) (222 nos.)</b>						
Part-time Medical Officer (PTMO)	364	3,350.00	12	14,632,800.00	30	1,206,000.00
Second Tier Supervisor (STS)	326	3,000.00	12	11,736,000.00	10	360,000.00
Clerk	201	3,000.00	12	7,236,000.00	21	756,000.00
Attendant	316	2,400.00	12	9,100,800.00	30	864,000.00
Sweeper	201	2,200.00	12	5,306,400.00	21	554,400.00
<b>Creche (3 nos.)</b>						
Honorary Health Worker (HHW)	6	2,500.00	12	180,000.00		
Attendant	6	2,400.00	12	172,800.00		
Helper	3	2,250.00	12	81,000.00		
<b>Extended Specialised Out Patient Department (ESOPD) (48 nos.)</b>						
Specialist Doctor	303	2,600.00	12	9,453,600.00	16	499,200.00
Part-time Medical Officer (PTMO)	66	3,350.00	12	2,653,200.00	4	160,800.00
Pharmacist	33	2,600.00	12	1,029,600.00	2	62,400.00
Nurse	33	3,000.00	12	1,188,000.00	4	144,000.00
Lab. Technician cum Clerk	25	2,600.00	12	780,000.00	2	62,400.00
Attendant	69	2,400.00	12	1,987,200.00	4	115,200.00
Sweeper	69	2,200.00	12	1,821,600.00	2	52,800.00
<b>Maternity Home (MH) (35 nos.)</b>						
Resident Medical Officer (RMO)	70	7,250.00	12	6,090,000.00		
Specialist Doctor	66	2,600.00	12	2,059,200.00		
Nurse	127	5,250.00	12	8,001,000.00		
Ayah	88	3,250.00	12	3,432,000.00		
Lab. Technician	22	4,250.00	12	1,122,000.00		
Attendant	15	2,400.00	12	432,000.00		
Sweeper	59	2,200.00	12	1,557,600.00		
Night Guard	37	2,450.00	12	1,087,800.00		
<b>Diagnostic Centre (DC) (22 nos.)</b>						
Pathologist, Sonologist, Radiologist	66	4,000.00	12	3,168,000.00		
Radiographer	21	3,000.00	12	756,000.00		
Technician	42	3,000.00	12	1,512,000.00		
Cashier cum Clerk	9	2,750.00	12	297,000.00		
Administrative Management Professional	8	5,250.00	12	504,000.00		
Attendant	16	2,400.00	12	460,800.00		
Sweeper	16	2,200.00	12	422,400.00		
<b>At ULB (51 nos.)</b>						
Health Officer (HO)	51	-	12	-		
Asstt. Health Officer (AHO)	40	6,500.00	12	3,120,000.00		
Public Health Nurse (PHN)	40	5,500.00	12	2,640,000.00		
Urban Health Improvement Organiser (UHIO)	49	3,125.00	12	1,837,500.00		
Accounts Assistant	1	3,250.00	12	39,000.00		
Clerk cum Storekeeper	1	4,750.00	12	57,000.00		
Medical Supervisor		6,250.00	12	-		
Statistical Assistant	1	3,250.00	12	39,000.00		
Sweeper	1	2,200.00	12	26,400.00		
	10452			336,223,740.00	1058	32,507,280.00
Puja Exgratia	9966	2,100.00		20,928,600.00	1042	2,188,200.00
<b>Total Cost Involvement =&gt;</b>				<b>357,152,340.00</b>		<b>34,695,480.00</b>

N.B. :

- Salary of Health Officer are not taken into account as they are paid from the Treasury.
- While calculating cost involvement of P uja Exgratia no. of persons entitlement for the same calculated excepting Health Officer and Specialist Doctors.
- Cost involvement is Rs. 39.18 Crore for honorarium & salaries for one year of 52 ULBs implementing CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project.



5

Project wise present entitlement of personnel vis-à-vis no. in position vis-à-vis no. of vacancy at present :

## A) (i) CUDP III

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of Present Entitlement	No. Existing	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	1579	1494	85
2.	<b>At Sub-Centre (SC) (315 Nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	315	294	21
3.	<b>At Health Administrative Unit (HAU) (50 Nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 1 per HAU	50	30	20
	Clerk	@ 1 per HAU – existing manpower of ULB render additional duty under CUDP III	50	21	29
	Attendant	@ 1 per HAU	50	46	04
	Sweeper	@ 1 per HAU	50	22	28
4.	<b>At ESOPD (8 Nos.)</b>				
	Specialist Doctor	@ 8 per ESOPD	64	28	36
	Part-time Medical Officer (PTMO)	@ 2 per ESOPD	16	08	8
	Pharmacist	@ 1 per ESOPD	8	04	4
	Nurse	@ 1 per ESOPD	8	03	5
	Attendant	@ 1 per ESOPD	8	06	2
	Sweeper	@ 1 per ESOPD	8	06	2
5.	<b>At Creche (3 Nos.)</b>				
	HHW	@ 2 per Creche	6	05	1
	Attendant	@ 2 per Creche	6	04	2
	Helper	@ 1 per Creche	3	02	1
6.	<b>At ULB</b>				
	Health Officer	1 for Baruipur Only	1	0	1
<b>Total =&gt;</b>			<b>2222</b>	<b>1973</b>	<b>249</b>

## (ii) CSIP

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of Present Entitlement	No. Existing	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	275	269	6
2.	<b>At Sub-Centre (55 Nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	55	54	1
3.	<b>At Health Administrative Unit (HAU) (8 Nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 2 per HAU	16	3	13
	Second Tier Supervisor (STS)	@ 1 per HAU	8	1	7
	Clerk	@ 1 per HAU	8	8	0
	Attendant	@ 2 per HAU	16	14	2
	Sweeper	@ 1 per HAU	8	8	0
	4.	<b>At ESOPD (2 Nos.)</b>			
Specialist Doctor		@ 8 per ESOPD	16	11	5
Part-time Medical Officer (PTMO)		@ 2 per ESOPD	4	1	3
Pharmacist		@ 1 per ESOPD	2	1	1
Nurse		@ 2 per ESOPD	4	2	2
Lab. Technician cum Clerk		@ 1 per ESOPD	2	2	0
Attendant		@ 2 per ESOPD	4	4	0
Sweeper		@ 1 per ESOPD	2	2	0
<b>Total=&gt;</b>			<b>420</b>	<b>380</b>	<b>40</b>

## (ii) IPP-VIII

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of Present Entitlement	No. Existing	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	3713	3575	138
2.	<b>At Sub-Centre (736 Nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	736	692	44
3.	<b>At Health Administrative Unit (HAU) (116 Nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 2 per HAU	232	189	43
	Second Tier Supervisor (STS)	@ 2 per HAU	232	139	93
	Clerk	@ 1 per HAU	116	106	10
	Attendant	@ 2 per HAU	232	208	24
	Sweeper	@ 1 per HAU	116	100	16
4.	<b>At ESOPD (25 Nos.)</b>				
	Specialist Doctor	@ 8 per ESOPD	200	182	18
	Part-time Medical Officer (PTMO)	@ 2 per ESOPD	50	20	30
	Pharmacist	@ 1 per ESOPD	25	22	03
	Nurse	@ 1 per ESOPD	25	12	13
	Lab. Technician cum Clerk	@ 1 per ESOPD	25	13	12
	Attendant	@ 2 per ESOPD	50	44	06
	Sweeper	@ 2 per ESOPD	50	29	21
5.	<b>At MH (22 Nos.)</b>				
	Resident Medical Officer (RMO)	@ 2 per MH	44	37	07
	Specialist Doctor	@ 3 per MH	66	27	39
	Nurse	@ 4 per MH	88	58	30
	Ayah	@ 4 per MH	88	70	18
	Lab. Technician	@ 1 per MH	22	20	02
	Sweeper	@ 2 per MH	44	06	38
Night Guard	@ 1 per MH	22	03	19	

Contd. to P-2.



Sl. No.	Health facility	Criterion for determination of Health manpower	No. of Present Entitlement	No. Existing	No. of Vacancy
6.	<b>At DC (8 Nos.)</b>				
	Pathologist, Sonologist, Radiologist	@ 1 each per DC (additional 3 sanctioned by KMDA for South Dum Dum Mpl.)	27	11	16
	Radiographer	@ 1 per DC	08	02	06
	Technician	@ 2 per DC	16	13	03
	Cashier cum Clerk	@ 1 per DC (additional 1 sanctioned by KMDA for South Dum Dum Mpl.)	09	07	02
	Administrative Management Professional	@ 1 per DC	08	04	04
	Attendant	@ 2 per DC	16	07	09
	Sweeper	@ 2 per DC	16	05	11
7.	<b>At ULB (41 Nos.)</b>				
	Health Officer (HO)	@ 1 per ULB excepting KMC & Baruipur	39	20	19
	Asstt. Health Officer (AHO)	Do	39	27	12
	Public Health Nurse (PHN)	Do	39	12	27
	Urban Health Improvement Organiser (UHIO)	Do	39	10	29
<b>Total=&gt;</b>			<b>6432</b>	<b>5670</b>	<b>762</b>

## (iv) IPP-VIII (Extn.)

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of Present Entitlement	No. Existing	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	1090	1083	07
2.	<b>At Sub-Centre (250 Nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	250	250	0
3.	<b>At Health Administrative Unit (HAU) (35 Nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 2 per HAU	70	62	08
	Auxiliary Nurse Midwife (ANM)	@ 2 per HAU	70	49	21
	Clerk	@ 1 per HAU	35	33	02
	Attendant	@ 1 per HAU	35	33	02
	Sweeper	@ 1 per HAU	35	30	05
4.	<b>At ESOPD (11 Nos.)</b>				
	Specialist Doctor	@ 3 per ESOPD	33	25	08
	Attendant	@ 1 per ESOPD	11	06	05
	Sweeper	@ 1 per ESOPD	11	05	06
5.	<b>At MH (11 Nos.)</b>				
	Resident Medical Officer (RMO)	@ 2 per MH	22	16	6
	Nurse	@ 3 per MH	33	21	12
	Attendant	@ 1 per MH	11	08	03
	Sweeper	@ 1 per MH	11	07	04
	Night Guard	@ 1 per MH	11	10	01
6.	<b>At DC (11 Nos.)</b>				
	Pathologist, Sonologist, Radiologist	@ 1 each per DC	33	19	14
	Radiographer	@ 1 per DC	11	04	07
	Technician	@ 2 per DC	22	11	11
7.	<b>At ULB (10 Nos.)</b>				
	Health Officer	@ 1 per ULB	10	03	07
	Urban Health Improvement Organiser (UHIO)	@ 1 per ULB	10	06	04
<b>Total=&gt;</b>			<b>1814</b>	<b>1681</b>	<b>133</b>

## (v) RCH Sub-Project, Asansol

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of Present Entitlement	No. Existing	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	387	352	35
2.	<b>At Sub-Centre (97 Nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	97	91	6
3.	<b>At Health Administrative Unit (HAU) (13 Nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 2 per HAU	26	7	19
	Second Tier Supervisor (STS)	@ 2 per HAU	26	11	15
	Clerk	@ 1 per HAU	13	8	5
	Attendant	@ 1 per HAU	13	13	0
	Sweeper	@ 1 per HAU	13	13	0
4.	<b>At ESOPD (2 Nos.)</b>				
	Specialist Doctor	@ 3 per ESOPD	6	2	4
5.	<b>At MH (2 Nos.)</b>				
	Resident Medical ULB (RMO)	@ 2 per MH	4	2	2
	Nurse	@ 3 per MH	6	6	0
	Attendant	@ 2 per MH	4	0	4
	Sweeper	@ 2 per MH	4	2	2
	Night Guard	@ 2 per MH	4	4	0
6.	<b>At DC (2 Nos.)</b>				
	Pathologist, Sonologist, Radiologist	@ 1 each per DC	6	1	5
	Radiographer	@ 1 per DC	2	2	0
	Technician	@ 2 per DC	4	3	1
7.	<b>At ULB (1 No.)</b>				
	HO	@ 1 per ULB	1	1	0
	PHN	Do	1	1	0
	Accounts Asstt.	Do	1	1	0
	Clerk cum Storekeeper	Do	1	1	0
	Medical Supervisor	Do	1	1	0
	Statistical Asstt.	Do	1	1	0
	Sweeper	Do	1	1	0
<b>Total =&gt;</b>			<b>622</b>	<b>524</b>	<b>98</b>

Sl. No.	Health facility	Alipurduar	Balurghat	Burdwan	Darjeeling	Durgapur	English Bazar	Jalpaiguri	Kharagpur	Kaiganj	Siliguri	Total
1	<b>At Project Block</b>											
	Honorary Health Worker (HHW)	39	65	132	78	228	71	45	111	70	244	1083
2	<b>At Sub-Centre</b>											
	First Tier Supervisor (FTS)	7	12	26	16	56	14	10	30	14	61	246
3	<b>At Health Administrative Unit (HAU)</b>											
	Part-time Medical Officer (PTMO)	2	2	10	1	16	4	2	6	4	15	62
	Auxiliary Nurse Midwife (ANM)	3	4	10	1	8	4		8	4	7	49
	Clerk	1	2	4	2	8	1	1	4	2	8	33
	Sweeper	1		5	2	8	1	1	4		8	30
	Attendant	2		4	2	7	1	1	4	4	8	33
	<b>At ESOPD</b>											
4	Specialist Doctor	3		6	1	4	2	2	3	3	4	28
	Sweeper			1	1		1	(2)	(2)			7
	Attendant	1		1	1		1	1	(2)			7
	<b>At MH</b>											
5	Resident Medical Officer (RMO)		2	3		4	2		2	2	2	17
	Nurse		3	2		6	3		3	3	1	21
	Sweeper		2	1	1	2	1			42		11
	Attendant	1	2	1	1	4	1	1				11
	Night Guard	1	1	1	1	2	1	1	1	1	1	10
	<b>At DC</b>											
6	Pathologist, Sonologist, Radiologist		3	2		6	3					14
	Radiographer			21		2	1					5
	Technician	1	1	2	1	2	1	1		1	1	10
	<b>At ULB</b>											
7	Asstt. Health Officer (AHO)											0
	Urban Health Improvement Organiser (UHIO)	1	1				1		1	1	1	6
	<b>TOTAL =&gt;</b>	63	100	212	109	363	114	68	181	113	360	1683

for licence for such trades; (10) He will have a control over all offensive trades and recommend  
birth and death in municipal area and arrange for issuing the (9) He will act as Registrar of Birth and Death for all events of  
bodies and pollution;

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

No. 335/C-9/M2A-28/93.

Dated, Calcutta, the 1st October, 1993.

RESOLUTION

The Governor has been pleased to constitute a Selection Committee in each district of the State for selection of Health Officer to be termed as 'Specialist' in the municipalities of each district, on contract basis, as per guide-lines laid down in this Department Order No. 303/C-9/M2A-28/93 dated 16.9.93 (Copy enclosed) with the following members :-

1. Chief Medical Officer of Health  
of his representative not below  
the rank of Deputy Chief Medical  
Officer of Health .... Chairman.
2. An Officer not below the rank of  
Deputy Magistrate and Collector to  
be nominated by the concerned District  
Magistrate ... .. Member.
3. Chairman of the concerned  
municipality/municipalities ..... Member.
4. Deputy/Assistant Director of Local  
Bodies of the concerned division. .... Member-Secretary.

The Selection Committee as constituted above will issue advertisements in local newspapers inviting applications from recently retired WBHS Officers and also from locally available private practitioners having the requisite qualifications prescribed in Govt. Order No. 303/C-9/M2A-28/93 dated 16.9.93 and select the suitable candidates after interview and forward its recommendations to this Department.

By order of the Governor,

3d/- P. Bhattacharya

Secretary.

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

Dated, Calcutta, the 13th May 1999.

No. 112/C-9/2A-19/97

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following members :-

1. Mayor/Chairman of the concerned Municipality/Corporation - Chairman
2. Dy. Chief Medical Officer of Health - Member
3. S.D.O. of the concerned Sub-Division or his representative - Member
4. Deputy/Assistant Director of Local Bodies of the concerned division - Member
5. A representative of Chief of Health, C.M.D.A. - Member Secretary

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/MW/O/2-9/2A-19/87 dt. 13.5.99 and select a suitable candidate after interview and forward its recommendation to the Government.

By order of the Governor  
Sd/- H. Misri,  
Joint Secretary.

Dated, Calcutta, the 13th May 1999.

No. 112/1(9)/C-9/2A-19/97

Copy forwarded for information to :-

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal, Furta Bhavan, Salt Lake.
3. Mayor/Chairman, \_\_\_\_\_ Corporation/Municipality.
4. Treasury Officer \_\_\_\_\_
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. \_\_\_\_\_
9. Home (PRAR) Department of this Government.
10. D.M., \_\_\_\_\_ District.

  
Joint Secretary.

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

No. 111/MA/O/C-9/2A-19/97 Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the Government of West Bengal.

To : The Director of Local Bodies, West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. Area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.P. Project VIII sponsored by C.M.D.A.

- 1) Barasat (2) Chander Nagar (3) Bhadreswar (4) Garulia
- (5) Halisahar (6) Hooghly-Chinsurah (7) Howrah (8) Panhati
- (9) Bhatpara (10) Mahatala (11) North Barrackpore (12) Rajarhat-Gopalpur
- (13) Naihati (14) Kamahati (15) Tilagarh
- (16) Serampore (17) Rajpur Sonarpur (18) South Dum Dum
- (19) Uluberia (20) Rishra (21) Bangberia (22) Uttarpara-Kotrang
- (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedure and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 50 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of ₹ 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Program adopted by the municipality under I.P.P. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.P. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisations to be involved in I.P.P. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche program and preventive measures and/or immunisation against Malaria, Tuberculosis, Leprosy, Polio, Typhoid, Measles etc.

Health based programmes like ICDS, CUDF,  
for licence for such trades;  
10) He will have a control over all offensive trades and recommend  
certificates of all events as per existing Government Rules;  
99) He will act as Registrar of Birth and Death for all events of  
birth and death in municipal area and arrange for issuing the

Police and  
Pollution;

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

No. 335/C-9/M2A-28/93.

Dated, Calcutta, the 1st October, 1993.

RESOLUTION

The Governor has been pleased to constitute a Selection Committee in each district of the State for selection of Health Officer to be termed as 'Specialist' in the municipalities of each district, on contract basis, as per guide-lines laid down in this Department Order No. 303/C-9/M2A-28/93 dated 16.9.93 (Copy enclosed) with the following members :-

1. Chief Medical Officer of Health  
or his representative not below  
the rank of Deputy Chief Medical  
Officer of Health      ....      Chairman.
2. An Officer not below the rank of  
Deputy Magistrate and Collector to  
be nominated by the concerned District  
Magistrate      ...      Member.
3. Chairman of the concerned  
municipality/municipalities      ....      Member.
4. Deputy/Assistant Director of Local  
Bodies of the concerned division.      ....      Member-Secretary.

The Selection Committee as constituted above will issue advertisements in local newspapers inviting applications from recently retired WBHS Officers and also from locally available private practitioners having the requisite qualifications prescribed in Govt. Order No. 303/C-9/M2A-28/93 dated 16.9.93 and select the suitable candidates after interview and forward its recommendations to this Department.

By order of the Governor,  
3d/- P. Bhattacharya  
Secretary.





# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No. ....SUDA-Health/510/08/50

Date .....03.06.2011

From : Director, SUDA

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

Sub. : Posting of Health Officer at the ULBs.

Sir,

I am to refer to your discussion with Project Officer, Health, SUDA, held at your chamber on 31.05.2011 on the subject mentioned above.

In this connection, it is to mention here that in the notification no. 11/C-9/MLA-189/93 dt. 13.01.1994 of the Dept. of Municipal Affairs, 60 nos. of post for HO had been sanctioned (copy enclosed at **Flag-A**).

Subsequently, as per notification no. 522/MA/O/C-9/3R-1/2004 dt. 21<sup>st</sup> September, 2007 contractual appointment of 36 nos. of HOs has been made permanent in the respective ULBs (copy enclosed at **Flag - B**).

Furthermore, 63 nos. of post for Health Officer had been sanctioned in the notification no. 451/MA/C-10/3S-55/2005 Part dt. 22nd April, 2008 of Dept. of Municipal Affairs (copy enclosed at **Flag - C**) wherein HO has been engaged on contract basis.

Out of total required no. of post for Health Officer i.e. 126 (excepting KMC and including Dankuni), 123 nos. of post in total have already been sanctioned as mentioned in the above paragraphs. Hence, 3 more posts of Health Officer are to be sanctioned.

Contd. to P-2.

- 2 -

It is observed in the notification no. 451/MA/C-10/3S-55/2005 Part dt. 22nd April, 2008 of Dept. of Municipal Affairs that there had been duplication of sanctioned post in case of 07 ULBs namely Raniganj, Kalimpong, Kurseong, Santipur, Nabadwip, Bongaon and Habra. These duplicated posts may be allocated to the other ULBs namely Kalna, Bishnupur, Bolpur, Jangipur, Durgapur, Kalyani and Pujali Municipality.

It is informed by many of the ULBs that the post of HO is lying vacant either due to retirement of the person or leaving the job. This post is not being filled up in spite of repeated request forwarded by the ULBs to the Department. It may be appreciated that without Health Officer in position it is most difficult for the ULB to implement Health Programme.

To summarise, the following actions may be taken :

- a) Sanctioned of 03 more nos. of Health Officer for Bidhannagar, Howrah & Dankuni.
- b) Allocation of post of Health Officer (duplicated ones) to Kalna, Bishnupur, Bolpur, Jangipur, Durgapur, Kalyani and Pujali Municipality and issuance of letter to these Municipality for engagement of Health Officer.
- c) Issuance of letter to the Municipalities (Bhatpara, Barrackpore, Garulia, Kamarhati, North Barrackpore, Titagarh, Bansberia, Champdany, Hooghly Chinsurah, Rishra, Serampore, Uttarpara Kotrung, Burdwan, Balurghat, English Bazar, Kharagpur, Medinipur, Berhampur, Purulia and Raiganj) who has not yet engaged Health Officer in spite of having sanctioned post as per Notification No. 11/C-9/MLA-189/93 dt. 13.01.1994.

Thanking you.

Yours faithfully,



**Director, SUDA**

**Encls. : As stated.**

-1009- "C"

**DEPARTMENT OF MUNICIPAL AFFAIRS  
WRITERS' BUILDINGS, KOLKATA.**

No. 451/MA/C-10/3S-53/2005 Pt.

Dated, Kolkata, the 22<sup>nd</sup> April, 2008.

**NOTIFICATION**

A project for taking up Community Based Primary Health Care Services (CBPHC) in 63 Non-YMA 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 Cr.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,

Secretary, Department of Municipal Affairs, Kolkata

3248  
5.3.94

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

No. 11 /C-9/M24-189/93 dated: the 13th January 1994

From : The Deputy Secretary to the Govt. of West Bengal  
To : The Director of Local Bodies, West Bengal,  
Purta Bhavan, Salt Lake City, Calcutta - 700 001

Sub : Appointment of Health Officer U/S 66(2) of  
the B.M. Act, 1932 for Local Bodies in  
West Bengal.

The undersigned is directed to say that it has since been decided by this Department to earmark the local bodies as detailed in the enclosed statement where Health Officers are to be appointed U/S 66(2) of the B.M. Act, 1932, according to procedure laid down in G.O. No. 303/C-9/M24-28/93 dated the 16th September, 1993 and Resolution No. 335/C-9/M24-28/93 dated the 1st October, 1993. The Member-Secretary of the committee constituted in this Deptt. Resolution No. 335-C-9/M24-28/93 dated 1.10.93 may be instructed to select candidates accordingly by the concerned committee and furnish their recommendation to this Department by February, 1994.

*[Signature]*  
Deputy Secretary.

*File*  
*[Signature]*  
8/3/94

*This may be  
filed in file  
No. 157*  
*[Signature]*  
10/2/94

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.	<del>Dr. Ashutosh Chowdhury X</del>	Barrackpore - Retired
4.	Dr. Susanta Kr. Paul	Dum Dum
5.	<del>Dr. Manju Maddait X</del>	Garulia - Resigned
6.	Dr. Manas Das (Non-KMA)	Habra
7.	Dr. Diganta Chatterjee	Halisahar
8.	Dr. Goutam Kr. Saha	Kanchrapara
9.	Dr. Ratan Majumdar	Khardah
10.	<del>Dr. Chandan Chatterjee X</del>	Madhyamgram - Retired
11.	<del>Dr. Surya Kr. Bhattacharya</del>	Naihati - Retired
12.	Dr. Sankar Singha Roy	New Barrackpur
13.	<del>Dr. Apurba Kr. Pal X</del>	North Barrackpur - died
14.	Dr. (Mrs.) Shova Gupta (Karmakar)	Rajarhat Gopalpur
15.	<del>Dr. Samir Kr. Sengupta X</del>	Pahhati - Retired
16.	Dr. (Mrs.) Shika Malakar	North Dum Dum
17.	Dr. Pankaj Kr. Gupta	South Dum Dum
18.	<del>Dr. Gobindlal Sharma</del>	Titagarh - Retired
19.	Dr. Pradut Baran Chowdhury	Budge Budge
20.	Dr. Shaikh Moaim Ali	Maheshtala
21.	Dr. Subhas Kr. Debnath	Daipur-Sonarapur
22.	<del>Dr. Miss Bandopadhyay</del> - Non-KMA	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.	<del>Dr. Kartick Ch. Ghosh X</del>	<del>Chandernagar</del> - Retired
29.	Dr. Deb Kr. Ghosh	Konnagar
30.	Dr. Shyamal Kr. Ghosh - Non-KMA	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.

NON-KMA

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/0/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 Bhawan, 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.

 21.9.07

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

sm.

// 2 //

No. 11/1(45)/C-9/M24-189/93 dated the 13th January, 1954

Copy forwarded for information and necessary action to :-

1) The Deputy Director of Local Bodies, West Bengal,

2) The District Magistrate,

P.O.

3) The Chief Medical Officer of Health,

P.O.

Dist.

4) The Chief Executive, C.M.D.A.

rg

Deputy Secretary.

(A) C.M.D.A. areas

Howrah

Bansberia, H

Corporation,

Serampore, I

Howrah

Bally and Ul

24-Parganas

Kanchrapara,

North-Barrack

Penihat, K

Madhyangram,

South Dum D

24-Parganas

Bridge Bridge,

Nadia

Goyaspur

(B) District He

Bardwan, S

Berhampore,

Balurghat,

AS

Annexure to Memo No. 11/C-9/P-2-199/93  
dated the 13th January, 1994.

Statement

(A) CID areas

Hooghly :

Bansberia, Hooghly-Chinsurah, Chandernagore Municipal Corporation, Haldreswar, Champdani, Baidyabati, Serampore, Rashra, Konnagar and Uttarpara-Kotrung.

Howrah :

Bally and Uluberia.

24-Parganas (North) :

Kanchrapore, Hali-sahar, Naihati, Hatpore, Gurulia, North-Barrackpore, Barrackpore, Titagarh, Khardaha, Panihati, Kamrhati, Baranagar, Barasat, New-Barrackpore, Madhyangram, Rajarhat, <sup>Copalgur</sup>North Dum-Dum, Dum-Dum and South Dum-Dum.

24-Parganas (South) :

Bridge Bidge, Rajour-Sonarpur, Baruitpur and Maheshtala.

Nadia :

✓ Gayeshpur N.S.S. P.O. Kantaganj Dist Nadia

(B) District Headquarters :

Bardwan, Suri, Bankura, Midnapore, Krishnagar, Berhampore, Jalpaiguri, English Bazar, Darjeeling, Balurghat, Raiganj, Cooch Behar and Purulia.

13th January, 1994

and necessary

West Bengal,

Secretary.



11/2/11

(C) Other Municipalities

Burdwan District

Jalpaiguri

- 1. Raniganj
- 1. Jalpaiguri

2. ~~Muni~~ Asansol Mupl. Corpn.

Nadia

- 1. Nabadwip
- 2. Santipur

North 24 Parganas

- 1. Bangson
- 2. Habra

South 24 Parganas

- 1. Diamond Harbour

Midnapore

- 1. Kharagpore

Darjeeling

- 1. Kalimpong
- 2. Kurseong

3. Siliguri Mupl. Corpn.

Deputy Secretary  
Department of Municipal Affairs

rg

DS

Resolution of the  
of the Municipalities

OFFICE  
AYESHPUR NO  
P. O

No. 4 Non Jc/F 158/01/27/93-94

To  
The Assistant District Officer  
District Office, A. C. Road, B. P. O., Howrah, West Bengal  
Secretary  
selection committee  
P. W. B. S. Bhawan, Salt Lake City, Calcutta-700091

Dispatcher  
Municipal Area Authority

Released in A/c  
on 20/2/94

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING  
"ILGUS BHAVAN"**

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

Ref No. ....SUDA-Health/519/08/49

Date .....03.06.2011

**From :** Director, SUDA

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

**Sub. : Age limit for extension of services of grass-root level Health functionaries under Urban Health Programmes which are in O & M phase being funded by the Department of Municipal Affairs.**

**Sir,**

I am to refer to your discussion with Project Officer, Health, SUDA, held at your chamber on 31.05.2011 on the subject mentioned above. In this connection, this office earlier communication bearing no. SUDA-Health/107/08/86 dt. 18.06.2010 is also referred to.

This is to state that recruitment age for HHWs & FTSs had been fixed to 35 to 45 years and above 35 years respectively for all the five Urban Health Programmes which are in O & M phase. The services of grass-root level Health functionaries are being extended each year as the Health Programme are being continued. This is to inform you that age limit for extension of services of the Health functionaries has not yet been spelt out before. As these Health Programmes are being implemented since a long time, now the question of age limit for extension of services of grass-root level Health functionaries has been raised by many of the ULBs. The ULBs reported that grass-root level Health functionaries could not deliver services which is based mainly on house to house visit, to desirable level due to ageing.

Draft engagement criteria of all the related Health functionaries including age of superannuation under Urban Health Programme in O & M phase is enclosed herewith.

Contd. to P-2.

- 2 -

An early policy decision on the issue of retiring age of the Health functionaries relating to HHW, FTS and STS in particular, for the present, may kindly be communicated as the ULBs are pressing hard for the same.

Thanking you.

**Enclo. : As stated.**

Yours faithfully,

  
**Director, SUDA**

**Engagement criteria of Health functionaries under Urban Health Programmes (O & M Phase)**

Sl. No.	Name of Post	Existing pay per head p.m.	Proposed Scale of Pay	Mode of recruitment	Minimum Educational Qualification	Minimum Working Experience	Age limit for first entry	Age of Superannuation
1.	Honorary Health Worker (HHW)	2,500/-	To be fixed up by the Dept.	Wide notification, selection by MHFWC, engagement by the Chairman of the ULB	Class VIII Pass	Aptitude in social work	25 to 35 years	60 Years
2.	First Tier Supervisor (FTS)	2,670/-	Do	Do	Madhyamik Pass and is able to do simple arithmetic calculation	6 months working experience as HHW	25 to 36 years	60 Years
3.	Second Tier Supervisor (STS) - At ULB level	3,000/-	3,350/- to 6,325/-	Do	ANM course from recognized Nursing Council / University	Adequate knowledge & experience in the field of Public Health including MCH, training & vaccination - 2 (two) years	Age as applicable for Municipal Employees or retired within the age group of 62 years	65 Years as special case on condition the candidate is physically fit and mentally alert
4.	Clerk cum Storekeeper and Cashier cum Clerk	2,750/-	3,350/- to 6,325/-	Do	Graduate from recognized University in case of Clerk cum SK and Commerce Graduate from recognized University in case of Cashier cum Clerk	Should have knowledge & experience in office / related work for 2 (two) years	Age as applicable for Municipal Employees	60 Years

Sl. No.	Name of Post	Existing pay per head p.m.	Proposed Scale of Pay	Mode of recruitment	Minimum Educational Qualification	Minimum Working Experience	Age limit for first entry	Age on Superannuation
5.	Attendance	2,400/-	2,600/- to 4,175/-	Wide notification, selection by MHFWC, engagement by the Chairman of the ULB	Madhyamik Pass	Should have knowledge & experience in office work for 2 (two) years	Age as applicable for Municipal Employees	60 Years
6.	Sweeper	2,200/-	Do	Do	-	2 (two) years in related work	Do	60 Years
7.	Part-Time Medical Officer	3,350/-	750/- per clinic for 4 hours duration	Do	MBBS	1 (one) year	Upto 61 years	65 Years as special case on condition the candidate is physically fit and mentally alert
8.	Specialist Doctor / Radiologist / Pathologist / Sonologist	Rs. 325/- per clinic not exceeding Rs. 2,600/-	1,000/- per clinic for 3 hours duration	Do	MBBS & specialised degree / diploma in the respective field	1 (one) year in related field	Do	Do
9.	Public Health Nurse (PHN)	5,500/-	4,000/- to 8,850/-	Do	Public Health Nursing pass from recognized Govt. / Govt. approved Institute	Adequate knowledge & experience in Public Health for 2 years in case of fresher	Do	65 Years
10.	Pharmacist	2,600/-	Do	Do	Pharmacy pass from recognized Govt. / Govt. approved Institute	Adequate knowledge & experience in related field for 2 years in case of fresher	Govt. Rules	60 Years

Sl. No.	Name of Post	Existing pay per head p.m.	Proposed Scale of Pay	Mode of recruitment	Minimum Educational Qualification	Minimum Working Experience	Age limit for first entry	Age of Superannuation
11.	Lab. Technician, Technician and Radiographer	4,250/-	4,000/- to 8,850/-	Wide notification, selection by MHFWC, engagement by the Chairman of the ULB	Course in respective field pass from recognized Govt. / Govt. approved Institute	Adequate knowledge & experience in related field for 2 years in case of fresher	Govt. Rules	60 Years
12.	Ayah	3,250/-	2,600/- to 4,175/-	Do	Class VIII Pass and trained in course on Ayah from recognized Institute	Should have knowledge & experience as Ayah for 2 (two) years	Age as applicable for Municipal Employees	60 Years
13.	Night Guard	2,200/-	Do	Do	Class VIII Pass	Should have experience for 2 (two) years	Do	60 Years
14.	Urban Health Improvement Organiser (UHIO) – This post was created for IPP-VIII & IPP-VII (Extn.) only – to decide whether this post will continue or not	6,250/- (3,125/- by Dept. MA and 3,125/- by ULB)						60 Years
15.	Asstt. Health Officer (AHO) / Medical Supervisor	6,500/-	Minimum of new scale corresponding pay scale 8,000/- to 13,500/-	Govt. Rules	MBBS	02 (two) years	Govt. Rules	60 Years

Sl. No.	Name of Post	Existing pay per head p.m.	Proposed Scale of Pay	Mode of recruitment	Minimum Educational Qualification	Minimum Working Experience	Age limit for first entry	Age Superannuation
16.	Administrative Management Professional – for Diagnostic Centre (DC) – This post was created for IPP-VIII only – to decide whether this post will continue or not	5,250/-	8,000/- consolidated	Govt. Rules	Diploma in Hospital Management from recognized University	01 (one) year	Age as applicable for Municipal Employees	60 Years
17.	Accounts Assistant	3,250/-	3,350/- to 6,325/-	Govt. Rules	Commerce Graduate from a recognized University	In handling accounts independently and knowledge in accounting of Govt. / semi Govt. offices for 2 years	Govt. rules	60 Years
18.	Statistical Assistant	Do	Do	Do	Graduate from a recognized University	02 (two) years in related field	Do	Do
19.	Health Officer (HO)	Consolidated pay on the basis of scale: 8,000/- to 13,500/- including only DA & DP	8,000/- to 13,500/-	Govt. Rules	<ul style="list-style-type: none"> <li>• MBBS from recognized University,</li> <li>• Desirable Qualification – Course in Public Health</li> </ul>	At least 02 (two) years	Do	Do
20.	Medical Officer	7,250.-	Do	Do	<ul style="list-style-type: none"> <li>• MBBS from recognized University</li> <li>• Desirable qualification course in G &amp; O</li> </ul>	Do	Do	Do

**Facility & manpower norms under NRHM implemented by Department of Health & Family Welfare vis-à-vis existing & proposed Urban Health Programme in 52 Urban Local Bodies (excepting Kolkata Municipal Corporation) including Dankuni Mpl**

Manpower / Facility	NRHM	Urban Health Programme	
		Existing	Proposed
<b>At Community Level :</b>			
Community linked volunteer	1 ASHA / Village covering more or less 1,000 population	1 HHW for 1,000 BPL Population	1 HHW for 1,000 BPL and 1 HHW for 3,000 Non-BPL including Dankuni Mpl. For Hill ULB i.e. Darjeeling 1 HHW for 750 BPL and 1 HHW for 1,500 Non-BPL.
Number	-	6290	6335
Age at entry	25 to 35 Years	35 to 45 Years	25 to 35 Years
Minimum Qualification	Class VIII Pass	Class VIII Pass	Madhyamik Pass
Superannuating age	Not specified	Not specified	60 / 65 years
Payment of Honorarium	Performance based	Rs. 2,500/- p.m.	??
<b>Creche :</b>			
Number	-	3 (Hooghly Chinsurah, Garulia, North BKP)	May be continued
Manpower	-	HHW - 6 / 5 Attendant - 6 / 4 Helper - 3 / 2 <b>Total - 15 / 11</b>	HHW - 6 Attendant - 6 Helper - 3 <b>Total - 15</b>
Superannuating age	-	Not specified	60 / 65 years
<b>At Sub-Centre (SC) Level :</b>			
Sub-Health Centre	1 SC for 5,000 to 6,000 Population	1 SC for 5,000 BPL population	1 SC for 10,000 population including Dankuni Mpl. 1 SC for 5,000 population - Darjeeling Municipality
Number of SC	-	1301	1270
Man-power	2 ANMs, 1 Male worker	First Tier Supervisor (FTS) Part-Time Medical Officer (PTMO) attached to HAU provides service on clinic days only	First Tier Supervisor (FTS) Part-Time Medical Officer (PTMO) attached to HAU provides service on clinic days only  Skilled up-gradation of FTS
Number of FTS	-	1301	1270
Age at entry	As per Govt. Rules	36 to 45 years	26 to 35 years
Minimum Qualification	Course of ANM for 18 months	FTS - Madhyamik Pass	HS Pass
Superannuating age	As per Govt. Rules	Not specified	60 / 65 years
Payment of Honorarium	1 <sup>st</sup> ANM and 1 Male worker in Pay Scale, 2 <sup>nd</sup> ANM on Contractual payment (Rs. 8,000/-)	FTS & PTMO on consolidated honorarium basis	Medical Officer on clinic based fee instead of monthly Honorarium



Manpower / Facility	NRHM	Urban Health Programme	
		Existing	Proposed
<b>PHC Level :</b>			
Primary Health Centre	30,000 to 40,000 Population. Each PHC is having 1 SC attached	Each HAU for 30,000 to 40,000 Population. There are <b>163 nos. of HAU</b> constructed (115 under IPP-VIII, 35 under IPP-VIII (Extn.) and 13 under RCH SP)	Existing HAU may be continued. HAU not constructed under CUDP III. However, concept of HAU under CUDP III may be clubbed with HAU under IPP-VIII in the 30 ULBs implementing both CUDP III and IPP-VIII.
Type of service	Only outdoor curative function	Basically Administrative function. SC housed in HAU provides clinical services i.e. ANC / PNC, General Treatment, Growth Monitoring, Immunisation etc.	Existing services may be continued
Manpower	Staff – MO – 1, Pharmacist – 1, Staff Nurse – 1, Group D – 1, Sweeper- 1  Some PHCs are bedded Staff – MO – 2, Staff Nurse – 4, Group D – 3, Sweeper- 3	Norms of Staff per HAU differs project-wise. However, total no. of existing vis-à-vis manned number are as under : PTMO – 364 / 279, STS / ANM – 326 / 194, Clerk – 163 / 145, Sweeper – 201 / 164, Attendant – 322 / 299  <b>Total – 1376 / 1081</b>	Norms of Staff per HAU is suggested @ 2 - PTMO, 2 - STS / ANM, 1 - Clerk, 1 – Sweeper and 2 – Attendant  <b><u>Total manpower for 163 HAUs will be</u></b> 326 - PTMO, 326 - STS / ANM, 163 - Clerk, 163 – Sweeper and 326 – Attendant <b>Total - 1304</b>
	All are Permanent staff	All are Contractual on consolidated pay	??

Manpower / Facility	NRHM	Urban Health Programme	
		Existing	Proposed
<b>BPHC Level :</b>			
Referral Centre	Per 1,00,000 population	There are 46 no. of Extended Specialised Out Patient Department (ESOPD), 35 no. of Maternity Home (MH) and 26 no. of Diagnostic Centre (DC)	Existing ESOPD, MH , DC may be continued
Type of service	Obstetric / Surgical & medical emergencies 24 x 7	ESOPD & DC provide outdoor services. MH provide indoor 24 x 7 services	Existing services may be continued
Manpower	Block Health Office, Health Manager, Accountant, Storekeeper etc.	<p><b><u>Manpower of ESOPD</u></b></p> <p>Spl. Doctor-303/254 PTMO – 66/37 Pharmacist – 33/26 Nurse – 33/15 Lab. Tech. – 25/12 Attendant – 69/65 Sweeper – 69/47</p> <p><b>Total – 598 / 456</b></p> <p><b><u>Manpower of MH</u></b></p> <p>RMO – 70/55 Spl. Doctor – 66/27 Nurse – 127/85 Lab. Tech. – 35/24 Ayah – 88/72 Attendant – 15/15 Night guard – 37/18 Sweeper – 59/23</p> <p><b>Total – 497 / 319</b></p>	<p>Norms of Staff per ESOPD is suggested @</p> <p>8 – Spl. Doctor, 1 - Pharmacist, 1 – Nurse, 1 – Cashier cum Clerk, 2 – Attendant and 1 - Sweeper</p> <p><b><u>Total manpower for 46 ESOPDs will be</u></b></p> <p>368 - Spl. Doctor, Nil – PTMO, 46 – Pharmacist, 46 – Nurse, Nil - Lab. Tech., 46 - Cashier cum Clerk, 92 – Attendant, 46 – Sweeper</p> <p><b>Total - 644</b></p> <p>Norms of Staff per MH is suggested @</p> <p>4 – RMO, 3 – Spl. Doctor, 4 – Nurse, 4 – Ayah 2 – Clerk, 2 – Attendant, 1 – Night Guard and 2 - Sweeper</p> <p><b><u>Total manpower for 35 MHs will be</u></b></p> <p>140 – RMO, 105 – Spl. Doctor, 140 – Nurse, Nil – Lab. Tech., 140 – Ayah, 70 – Clerk, 70 – Attendant, 35 – Night guard and 70 – Sweeper</p> <p><b>Total – 770</b></p>

Manpower / Facility	NRHM	Urban Health Programme	
		Existing	Proposed
		<p><b><u>Manpower of DC</u></b></p> <p>Pathologist, Sonologist, Radiologist – 66/33 Radiographer - 21/10 Technician – 30/27 Cashier cum Clerk – 11/11 Admn. Management Professional – 8/5 Attendant – 16/8 Sweeper – 16/8</p> <p><b>Total – 168 / 102</b></p>	<p>Norms of Staff per DC is suggested @</p> <p>1 – Pathologist, Sonologist, Radiologist (each), 1 – Radiographer, 2 – Technician, 1 – Cashier cum Clerk, 1 – Admin. Manag. Prof., 2 – Attendant and 1 – Sweeper</p> <p><b><u>Total manpower for 26 DCs will be</u></b></p> <p>78 – Pathologist, Sonologist, Radiologist 26 – Radiographer 52 – Technician 26 – Cashier cum Clerk 26 – Admn. Management Professional 52 – Attendant 26 – Sweeper</p> <p><b>Total – 286</b></p>
	All are Permanent staff	All are Contractual on consolidated pay	??
<b>Health Cell at ULB level :</b>			
Manpower	-	<p>HO – 51 / 22 AHO – 50 / 31 UHIO – 49 / 17 PHN – 40 / 13 Accounts Asstt. – 1 / 1 Clerk cum SK – 1 / 1 Stat. Asstt. 1 / 1</p> <p><b>Total – 193 / 86</b></p>	<p>Norms of Staff for establishing Health Cell per ULB is suggested @</p> <p>1 - Health Officer, 1 - Asstt. Health Officer (Upto 'C' category Municipality), 1 - Clerk cum Storekeeper, 1 - Accounts Assistant and 1 – Attendant.</p> <p>(UHIOs in position may be converted into Clerk cum Storekeeper)</p> <p>Total manpower for 52 ULBs (excepting KMC including Dankuni) will be 52 - Health Officer, 49 - Asstt. Health Officer (Upto 'C' category Municipality), 52 - Clerk cum Storekeeper, 52 - Accounts Assistant and 52 – Attendant.</p> <p><b>Total – 257</b></p>

Decision regarding non-functioning ESOPD, MH 2  
DC.

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No  
SUDA-Health/549/11/355

Date ....27.03.2012

Sub. : 3<sup>rd</sup> Meeting of Committee.



With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 3<sup>rd</sup> meeting of Committee is scheduled to be held on 29.03.2012 at SUDA Conference Hall at 4.00 p.m.

### Agenda :

1. Final examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

Project Officer, Health  
& Member Convenor

Copy forwarded for information with the request to attend the meeting :

1. Director, SUDA - Chairman
2. Shri B.C. Patra, Jt. Secretary, Department of Municipal Affairs – Member
3. Shri G.P. Kundu Jt. Director, DLB - Member
4. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

Project Officer, Health  
& Member Convenor

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No  
SUDA-Health/549/11/355

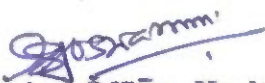
Date ....27.03.2012

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**Project Officer, Health  
& Member Convenor**

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4. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

  
**Project Officer, Health  
& Member Convenor**

## ULB-wise sanctioned Health facilities &amp; Health Manpower

No. of SC

No. of HAU

Sl. No.	Name of ULBs	District	Name of Urban Health Prog. existing	H	A	U
1	ALIPURDUAR	JALPAIGURI	IPP-VIII (Extn.)	7		1
3	ASANSOL MC	BURDWAN	RCH	97		13
6	BAIDYABATI	HOOGLY	CUDP & IPP VIII	17		3
7	BALLY	HOWRAH	CUDP & IPP VIII	25		4
8	BALURGHAT	DAKSHIN DINAJPUR	IPP-VIII (Extn.)	12		2
11	BANSBERIA	HOOGLY	CUDP & IPP VIII	20		3
12	BARANAGAR	NORTH 24 PARGANAS	CUDP & IPP VIII	11		2
13	BARASAT	NORTH 24 PARGANAS	CUDP & IPP VIII	47		8
14	BARRACKPUR	NORTH 24 PARGANAS	CUDP & IPP VIII	17		3
15	BARUIPUR	SOUTH 24 PARGANAS	CUDP	5		1
19	BHADRESWAR	HOOGLY	CUDP & IPP VIII	23		4
20	BHATPARA	NORTH 24 PARGANAS	IPP-VIII	37		6
21	BIDHANNAGAR	NORTH 24 PARGANAS	IPP-VIII	6		1
25	BUDGE BUDGE	SOUTH 24 PARGANAS	CUDP & IPP VIII	17		3
26	BURDWAN	BURDWAN	IPP-VIII (Extn.)	27		5
28	CHAMPDANI	HOOGLY	CUDP & IPP VIII	17		3
29	CHANDANNAGAR MC	HOOGLY	CUDP & IPP VIII	18		3
36	DARJEELING	DARJEELING	IPP-VIII (Extn.)	16		2
42	DUM DUM	NORTH 24 PARGANAS	CUDP & IPP VIII	10		2
43	DURGAPUR MC	BURDWAN	IPP-VIII (Extn.)	57		8
45	ENGLISH BAZAR	MALDA	IPP-VIII (Extn.)	14		2
47	GARULIA	NORTH 24 PARGANAS	CUDP & IPP VIII	19		3
48	GAYESHPUR	NADIA	CUDP & IPP VIII	13		2
55	HALISAHAR	NORTH 24 PARGANAS	CUDP & IPP VIII	19		3
56	HOOGLY CHINSURAH	HOOGLY	CUDP & IPP VIII	33		5
57	HOWRAH MC	HOWRAH	CUDP & IPP VIII	78		13
59	JALPAIGURI	JALPAIGURI	IPP-VIII (Extn.)	12		1
69	KALYANI	NADIA	IPP-VIII	7		1
70	KAMARHATI	NORTH 24 PARGANAS	IPP-VIII	27		4
71	KANCHRAPARA	NORTH 24 PARGANAS	CUDP & IPP VIII	19		3
74	KHARAGPUR	MEDINIPUR (WEST)	IPP-VIII (Extn.)	30		4
76	KHARDAH	NORTH 24 PARGANAS	CUDP & IPP VIII	25		4
79	KONNAGAR	HOOGLY	CUDP & IPP VIII	13		2
83	MADHYAMGRAM	NORTH 24 PARGANAS	IPP-VIII	19		3
84	MAHESHTALA	SOUTH 24 PARGANAS	IPP-VIII	42		6
93	NAIHATI	NORTH 24 PARGANAS	CUDP & IPP VIII	18		3
95	NEW BARRACKPUR	NORTH 24 PARGANAS	CUDP & IPP VIII	15		3
96	NORTH BARRACKPUR	NORTH 24 PARGANAS	CUDP & IPP VIII	24		4
97	NORTH DUM DUM	NORTH 24 PARGANAS	CUDP & IPP VIII	26		4
99	PANIHATI	NORTH 24 PARGANAS	CUDP & IPP VIII	40		6
101	PUJALI	SOUTH 24 PARGANAS	IPP-VIII	7		1
104	RAIGANJ	UTTAR DINAJPUR	IPP-VIII (Extn.)	14		2
105	RAJARHAT GOPALPUR	NORTH 24 PARGANAS	IPP-VIII	38		6
106	RAJPUR SONARPUR	SOUTH 24 PARGANAS	CUDP & IPP VIII	34		5
111	RISHRA	HOOGLY	CUDP & IPP VIII	24		4
114	SERAMPORE	HOOGLY	CUDP & IPP VIII	30		5
115	SILIGURI MC	DARJEELING	IPP-VIII (Extn.)	61		8
117	SOUTH DUM DUM	NORTH 24 PARGANAS	IPP-VIII	40		6
123	TITAGARH	NORTH 24 PARGANAS	IPP-VIII	21		3
125	ULUBERIA	HOWRAH	CUDP & IPP VIII	27		4
126	UTTARPARA KOTRUNG	HOOGLY	CUDP & IPP VIII	26		4

Contd. to P-3.

Event	Status	Remarks
<b>Programme Management System established</b>		
Setting up of M & S Cell at ULB level	-	Govt. order issued. M & S Cell has been set up by 52 ULBs. Govt. order also issued for placement of Health Officer at 63 ULBs. Health Officer is in position at 28 ULBs.
Setting up of M & S Cell at SUDA	-	PO (1), APO (3), FO(1) & MIES Officer (1) are in position. Selection process started for engagement of other personnel. Municipal Service Commission has been entrusted for preparation of selection list for the post of Accounts Asstt., Computer Asstt. & Clerk.
<b>Final selection of HHWs</b>		
a) Completed by	62 ULBs	1242 no. of regular HHWs has already been selected out of 1255. 1166 HHWs have already been engaged and started fortnightly home visit, treat minor ailments at door step, aware the community on different Health issues and towards utilization of Health services.
b) Completed but under dispute due to Judgment of complaints	1 ULB	Kulti
c) Yet to complete	1 ULB	Raghunathpur
<b>Final selection of FTSS</b>		
a) Final selection of FTSS completed by	53 ULBs	229 nos. of FTSS have been selected out of total no. 273.
<b>Trainers training by SUDA</b>		
a) Completed for	61 ULBs	-
b) Awaiting trainers training	2 ULBs	List of trainers from CMOH is yet to be received for 2 ULBs i.e. Kulti and Raghunathpur.
Preparation of training curriculum and training manual (both in Bengali and Hindi)	Completed by SUDA	-
Designing of Family Schedule, HMIS Format and Base line Survey Format	Completed by SUDA	-
<b>Training of HHWs</b>		
Training of HHWs initiated for	61 ULBs	-
Training of HHWs completed for	61 ULBs	-
<b>Training of FTSS</b>		
Training of FTSS completed for	53 ULBs	229 no. of FTSS have already completed training and engaged.



# PP-VIII

H A U . . . . . M H D C

Sl.	Municipality	No. of SC	No. of HAU	No. of ESOPD	No. of MH	No. of DC
1	BAIDYABATI	11	2			
2	BALLY	19	3	1+1		
3	BANSBERIA	14	2	1	1	1
4	BARANAGAR	7	1	1		
5	BARASAT	41	7			
6	BARRACKPUR	11	2	1	1	
7	BARUIPUR					
8	BHADRESWAR	11	2	1+1	1	1
9	BHATPARA	37	6	1	1	
10	BIDHANNAGAR	6	1	1	1	
11	BUDGE BUDGE	11	2	1	1	1
12	CHAMPDANI	11	2		1	
13	CHANDANNAGAR MC	6	1	1	1	
14	DUM DUM	6	1	1+1	1	1
15	GARULIA	7	1	1		
16	GAYESHPUR	7	1		1	
17	HALISAHAR	13	2	1		
18	HOOGLY CHINSURAH	21	3	1		
19	HOWRAH MC	62	11			
20	KALYANI	7	1			
21	KAMARHATI	27	4			
22	KANCHRAPARA	13	2			
23	KHARDAH	19	3			
24	KONNAGAR	7	1	1		
25	MADHYAMGRAM	19	3	1	1	1
26	MAHESHTALA	42	6		1	
27	NAIHATI	12	2	1	1	1
28	NEW BARRACKPUR	11	2	1	1	1
29	NORTH BARRACKPUR	12	2	1+1	1	1
30	NORTH DUM DUM	20	3	1+1		
31	PANIHATI	28	4	1		
32	PUJALI	7	1			
33	RAJARHAT GOPALPUR	38	6		1	
34	RAJPUR SONARPUR	28	4	1+1	1	1
35	RISHRA	18	3	1	1	1
36	SERAMPORE	24	4	1		
37	SOUTH DUM DUM	40	6	1	1	1
38	TITAGARH	21	3	1	1	1
39	ULUBERIA	21	3	1	1	
40	UTTARPARA KOTRUNG	14	2	1	1	1
41	KOLKATA MC	7	1			
<b>TOTAL =&gt;</b>		<b>736</b>	<b>116</b>	<b>25</b>	<b>22</b>	<b>13</b>
	Dept. of MA					<b>8</b>

6435

6007

# NRHM - ILLUSTRATIVE STRUCTURE

## BLOCK LEVEL HEALTH OFFICE

Health Manager

Accountant

Store Keeper

Accredit private providers for public health goals

100,000 Population  
100 Villages

### BLOCK LEVEL HOSPITAL

Ambulance  
Telephone  
Obstetric/Surgical Medical Emergencies 24 X 7  
Round the Clock Services;

Strengthen Ambulance/transport Services  
Increase availability of Nurses  
Provide Telephones  
Encourage fixed day clinics

30-40 Villages

### CLUSTER OF GPs - PHC LEVEL

3 Staff Nurses; 1 LHV for 4-5 SHCs;  
Ambulance/hired vehicle; Fixed Day MCH/Immunization Clinics; Telephone; MO i/c; Ayush Doctor;  
Emergencies that can be handled by Nurses - 24 X 7;  
Round the Clock Services; Drugs; TB / Malaria etc. tests

*Gram Panchayat 15-40/10000*

*Mobile Camp GP level*

5-6 Villages

### GRAM PANCHAYAT - SUB HEALTH CENTRE LEVEL

Skill up-gradation of educated RMPs / 2 ANMs, 1 male MPW FOR 5-6 Villages;  
Telephone Link; MCH/Immunization Days; Drugs; MCH Clinic

### VILLAGE LEVEL - ASHA, AWW, VH & SC

1 ASHA, AWWs in every village; Village Health Day  
Drug Kit, Referral chains

*Performance up wif Specialist*

*Full time Health*

*Dr. Ganes - VAI*

*Dr. Ganes - VAI*

*Handwritten notes:*  
11000  
1 Pharmacist  
1 Staff nurse  
1 LHV D.  
1 Grievance  
all patients Staff Nurse  
C/S. D. D. - 10000  
Lilly - 10000  
S.S.C. - 10000  
1st ANM - 10000  
2nd ANM - 10000  
1st S.C. - 10000  
2nd S.C. - 10000  
1st S.C. - 10000  
2nd S.C. - 10000  
1st S.C. - 10000  
2nd S.C. - 10000  
1st S.C. - 10000  
2nd S.C. - 10000  
1st S.C. - 10000  
2nd S.C. - 10000

*Handwritten notes:*  
more or less 10000  
performance band  
pr. time SP  
2000 - 2000  
2000 - 2000

Sub. : Minutes of 2<sup>nd</sup> meeting of the Committee constituted vide Notification of Department of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011 held at SUDA on 22.02.2012.

**List of Committee Members :**

- |   |                   |
|---|-------------------|
| i) Shri M.N. Pradhan, Director, SUDA                      | : Chairman        |
| ii) Shri B.C. Patra, Jt. Secretary, Dept. of MA           | : Member          |
| iii) Shri Mitra Chatterjee, Spl. Officer, Dept. of MA     | : Member          |
| iv) Shri G.P. Kundu, Jt. DLB, Directorate of Local Bodies | : Member          |
| v) Dr. Shibani Goswami, Project Officer, Health, SUDA     | : Member Convenor |
| vi) Provat Ranjan Biswas, Head Assistant, Dept. of MA     | : Member          |
| vii) Shri Saikat Mondal, UDA, Dept. of MA                 | : Invitee         |

At the outset, Project Officer, Health, SUDA apprised members of the Committee regarding status of Health facilities created and Manpower engaged under five Urban Health Programmes in O & M Phase, Health manpower vis-à-vis existing pay structure and miscellaneous issues.

**Following issues were discussed :**

1. Examination of the issues relating to policy frame work for Health facilities to cater services and engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous

**With regard to issue at serial no. 1, following discussions were held :**

- Kolkata MC will not come under the purview of this Committee as KMC is its own self supported Health service delivery system.
- To study facility & manpower norms under NRHM implemented by Department of Health & Family Welfare to determine would be Health facility structure and manpower under Urban Health taking into consideration the existing ones.
- Regarding vacancy for the post of Health Officer, proposal is to be sent to Department of MA once again.
- A Health Cell be established at each ULB and Health Officer may be engaged in the permanent post like EO, Urban Planner & AFC.
- For the post of Asstt. Health Officer, ULBs upto "C" Category Municipalities may be considered.

Contd. to P-2.

- Post of Urban Health Improvement Organiser (UHIO) may be converted into Clerk cum Storekeeper of the Health cell of ULB.
- For the post of Part-Time Medical Officer, clinic based fee may be thought of instead of engaging Doctors at a very poor monthly honorarium.
- Existing Crèche, Extended Specialised Out Patient Department (ESOPD), Maternity Home (MH) and Diagnostic Centre (DC) to be continued.
- Pay structure of Health manpower may be revised.

**With regard to miscellaneous issues at serial no. 2, the Committee Members discussed some relevant issues :**

- Regarding guideline for Leave Rules and Maternity Leave, further communication is to be made to Dept. of MA.
- Regarding age of superannuation of Health functionaries to examine the same under Panchayet Department and NRHM.
- PO, Health, SUDA will examine NRHM Health facility and manpower structure and prepare an outline on justification of Urban Health facility & manpower. PO, Health will discuss the same with Shri G.P. Kundu, Jt. DLB and Shri Partha Mukherjee, Dept. of MA for draft preparation which will be discussed further in the next meeting of the Committee. Recruitment Rules and Process will also be discussed in the next meeting.

The above issues will be examined by the Committee in the 3<sup>rd</sup> meeting.

The meeting ended with a vote of thanks to the Chair.



**Director, SUDA &  
Chairman of the Committee**

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

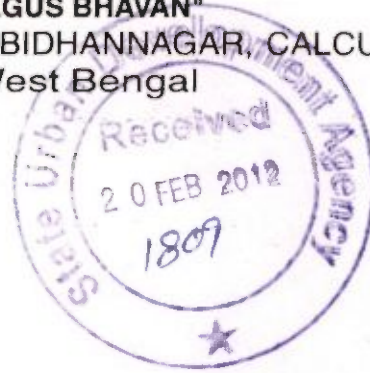
HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No. **SUDA-Health/549/11/323**



Date .....20:02:2012

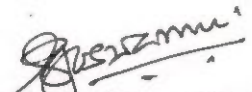
PO (H)  
PM for  
22/2/12

Sub. : 2<sup>nd</sup> Meeting of Committee.

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 22.02.2012 at SUDA Conference Hall at 11.30 a.m.

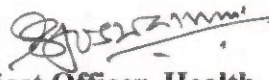
### Agenda :

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
Project Officer, Health  
& Member Convenor

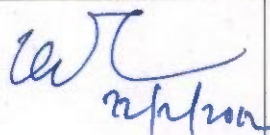
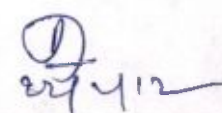
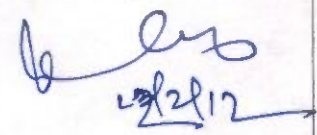
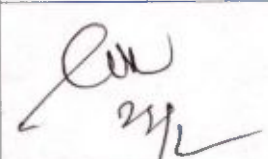
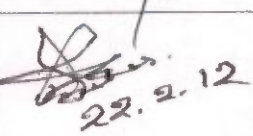
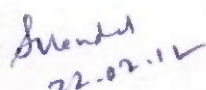
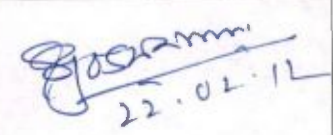
Copy forwarded for information with the request to attend the meeting :

- ✓ 1. Director, SUDA - Chairman
2. Shri B.C. Patra, Jt. Secretary, Department of Municipal Affairs – Member
3. Shri G.P. Kundu Jt. Director, DLB - Member
4. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

  
Project Officer, Health  
& Member Convenor

**Issues for Discussion**

● on the 2<sup>nd</sup> meeting of the Committee at SUDA on 22.02.2012 at 11.30 a.m.

Sl. No.	Name	Designation	Signature
1.	M. N. Pradhan	Director, SUDA	 22/2/12
2.	B. C. Pattnaik	Joint Secretary MA Dept	 22/2/12
3.	Hitesh Chatterjee	SO MA Dept	 22/2/12
4.	G. P. Kundu	Jt. DCB	 22/2/12
5.	Brajraj Kumar Das	Head Asstt.	 22.2.12
6.	Sankar Mondal	UDA	 22.02.12
7.	Dr. S. GOSWAMI	P.O.	 22.02.12
8.			
9.			
10.			

NRHM - ~~HRM~~ ASHA norms  
Staff determination in NRHM.  
Determination of staff.

KMC will not  
be considered

- SC / 10000 ground or 5000 BDL which ever  
is higher.

- HAV - 35000 pop<sub>y</sub>  
(222)

Partners Multiple  
Dept. of MA.

- ESOPD 1/ULB. or per pip<sub>g</sub>

MA - no new additions, DHFM  
may be considered.

Existing DC, MA ESOPD to be  
continued.

coachs - existing

HTB - file to be made - Salary.  
AHO - no scale of pay - consulting pay

85000 upto categories as per scale  
of a/cpl. Act.

UHO - may be converted else not.

No. Required

Recruitment Process / Rules.

contractual loans.

HO will be in recruitment - Rules Cell - 9 2007  
DHFM - Doctur, PO/

NRHM - Activity age.

HO Mat. leave  
leave to  
Dept.

A) Filling up the vacant post for -

**i) HHW**

No. of entitlement relating to HHW had been determined on the basis of no. of BPL population during start of each Health Scheme. During the years, in some of the ULBs, the BPL population has been reduced in number. During start of the project, the initial concept was catering of services relating to RCH component only. Now a days, additional services like Public Health, National Health Programme have been taken into account and these are being provided by the same HHWs. For example, only PPIP involves 10 to 15 days of a month of Health functionaries in each ULB. Hence, it may be thought that previously sanctioned no. of HHWs per ULB may be kept unaltered. If agreed upon, determination of required no. of HHWs per ULB will not be required.

**Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	1585 *	1511 **	74
CSIP	275	272	03
IPP-VIII	3713	3581	132
IPP-VIII (Extn.)	1090	1087	03
RCH sub-Project	387	352	35
<b>Total=&gt;</b>	<b>7050</b>	<b>6803</b>	<b>247</b>

\* Includes 6 HHWs of Creche at 3 ULBs namely Garulia, North Barrackpore and Hooghly Chinsurah Municipality.

\*\* Includes 5 HHWs of Creche at 3 ULBs namely Garulia - 2, North Barrackpore - 2 and Hooghly Chinsurah - 1.

Selection procedure for filling up the vacancy for the post of HHW as already been approved by the Department and the then Hon'ble MIC, MA & UD dt. 27.03.2009, are as under :

In case of fresh selection of HHWs by the ULBs, the criteria for selection are as under :

- Age group 25 to 35 years.
- Educational qualification—Class VIII pass.
- Selection by MHFWC.
- Other criteria i.e. preferably married women, residing in the same community or project block, if not available may be selected from adjacent project block, will remain unaltered.
- But the HHWs who have already been selected by the Central Selection Committee of KMDA in respect of CUDP III and IPP-VIII may be allowed to be engaged by the respective ULBs.

**Proposed changes relating to educational qualification – Minimum Madhyamik Pass in place of Class – VIII Pass.**

Validity period of list of panel candidates  
whether. Existing post is ~~8~~ accounts to  
sup the prog.  
Applicability of Finance order for Rs. 6000/-  
to one functionary workers more than 10%  
parity in remuneration, order of DHFW



**Issues for Discussion**  
**on the 2<sup>nd</sup> Meeting of the Committee**  
**at SUDA on 22.02.2012 at 11.30 a.m.**

**A G E N D A**

- 1. Examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.**
- 2. Miscellaneous.**

A) Filling up the vacant post for -

i) HHW

No. of entitlement relating to HHW had been determined on the basis of no. of BPL population during start of each Health Scheme. During the years, in some of the ULBs, the BPL population has been reduced in number. During start of the project, the initial concept was catering of services relating to RCH component only. Now a days, additional services like Public Health, National Health Programme have been taken into account and these are being provided by the same HHWs. For example, only PPIP involves 10 to 15 days of a month of Health functionaries in each ULB. Hence, it may be thought that previously sanctioned no. of HHWs per ULB may be kept unaltered. If agreed upon, determination of required no. of HHWs per ULB will not be required.

Status

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	1585 *	1511 **	74
CSIP	275	272	03
IPP-VIII	3713	3581	132
IPP-VIII (Extn.)	1090	1087	03
RCH sub-Project	387	352	35
<b>Total =&gt;</b>	<b>7050</b>	<b>6803</b>	<b>247</b>

\* Includes 6 HHWs of Creche at 3 ULBs namely Garulia, North Barrackpore and Hooghly Chinsurah Municipality.

\*\* Includes 5 HHWs of Creche at 3 ULBs namely Garulia - 2, North Barrackpore - 2 and Hooghly Chinsurah - 1.

Selection procedure for filling up the vacancy for the post of HHW as already been approved by the Department and the then Hon'ble MIC, MA & UD dt. 27.03.2009, are as under :

In case of fresh selection of HHWs by the ULBs, **the criteria for selection** are as under :

- Age group 25 to 35 years.
- Educational qualification—Class VIII pass.
- Selection by MHFWC.
- Other criteria i.e. preferably married women, residing in the same community or project block, if not available may be selected from adjacent project block, will remain unaltered.
- But the HHWs who have already been selected by the Central Selection Committee of KMDA in respect of CUDP III and IPP-VIII may be allowed to be engaged by the respective ULBs.
- **Validity period of list of panel candidates (it is gathered from the Health Dept. that the validity period is 6 months to 1 year).**

**Proposed changes relating to educational qualification – Minimum Madhyamik Pass in place of Class – VIII Pass.**

## ii) FTS

Sub-Centre is the Nerve Centre for catering of clinic services i.e. ANC / PNC, Immunisation, Growth Monitoring of under-five children, General Treatment Clinic and Awareness Programme to the population. Though the no. of Sub-Centre per ULB had been determined on the basis of the then no. of BPL population, but the services are being provided to the general population also. Hence, the no. of Sub-Centre already sanctioned shall remain unaltered. Each Sub-Centre is being manned by one First Tier Supervisor.

### Status

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	315	305	10
CSIP	55	54	01
IPP-VIII	736	698	38
IPP-VIII (Extn.)	250	247	03
RCH sub-Project	97	91	06
<b>Total=&gt;</b>	<b>1453</b>	<b>1395</b>	<b>58</b>

Selection procedure for filling up the vacancy for the post of FTS as already been approved by the Department and the then Hon'ble MIC, MA & UD dt. 27.03.2009, are as under :

In case of fresh selection of FTS by the ULBs, **the criteria for selection** are as under :

- Prior to 1<sup>st</sup> April, 2008 (programmes have been taken over by SUDA from KMDA w.e.f. 01.04.2008) the FTS candidate who already been selected by the ULBs and approved by KMDA may be allowed to join after necessary training, if not already undergone.
- For new selection of FTS after 01.04.2008, selection may be done from existing regular HHWs who are within the age group of 50 years on the day of selection so that the FTS can serve for a considerable period.
- If the HHWs within the age group of 50 years are not available keeping other criteria for FTS selection unaltered, selection be done from freshly engaged HHWs after completion of six months experience.

**Proposed changes relating to educational qualification – Desirable Higher Secondary Pass in place of Madhyamik Pass.**

### Procedure

#### 1) Immediate Steps :

- Notice inviting applications is to be floated by the ULB for the sanctioned vacant posts.
- Municipal Level Health & Family Welfare Committee will select the suitable candidates for the posts.
- The list of finally selected candidates is to be approved by the BOC in its meeting.
- The Chairman / Mayor of the ULB is to engage the personnel as per approved terms and conditions currently prevailing.
- Panel of the selected candidates against each of the posts will remain valid for a **maximum period of 2 (two) years ?**
- Information in respect of engagement of personnel is to be forwarded by the ULB to Director, SUDA.

#### 2) Future Steps :

- Data base be prepared by the ULBs regarding name, Date of Birth, Qualification, Date of Joining to the post.
- Existing HHWs / FTSs above the age of ..... years be made free from the service.
- As in serial no. 1 for Immediate Steps.

**iii) Health Officer (excepting KMC)****Status**

Health Programme	No. of ULB	No. of Existing Health Officer	No. of Vacancy
CUDP III and IPP-VIII	41	21	20
IPP-VIII (Extn.)	10	03	07
RCH Sub-Project	01	01	0
<b>T o t a l =&gt;</b>	<b>52</b>	<b>25</b>	<b>27</b>

- As per Notification of Department bearing no. 11/C-9/MLA-189/93 dt. 13.01.1994, 60 nos. of post for HO had been sanctioned, out of which 36 in KMA and 24 in Non-KMA.
- As per Notification of Department bearing no. 522/MA/O/C-9/3R-1/2004 dt. 21st Sept., 2007, contractual appointment of 36 nos. of HO has been considered and appointed to the post of HO in the respective ULBs, out of which 25 in KMA (06 not in place due to retirement / death) and 11 in Non-KMA; thus total permanent HO for the present is 30.
- As per Notification of Department bearing no. 451/MA/C-10/3S-55/2005 Part dt. 22nd April, 2008, 63 nos. of post for HO have been sanctioned under CBPHCS.
- It is observed in the Notification no. 451/MA/C-10/3S-55/2005 Part dt. 22nd April that there had been duplication of sanctioned post in case of 07 ULBs namely Raniganj, Kalimpong, Kurseong, Santipur, Nabadwip, Bongaon and Habra.
- Allocation of post of HO (duplicated ones) to Kalna, Bishnupur, Bolpur, Jangipur, Durgapur, Kalyani and Pujali Municipality may be thought of.
- Sanction may be obtained from Finance Department for 10 nos. of HO for Bidhannagar, Howrah and Dankuni Municipality if duplicated ones not allocated to 07 ULBs as mentioned above.
- Vacant post of HO may be filled in either by fresh recruitment or by absorbing existing HO / AHO.
- Disparity in pay structure is to be settled. Salary of Health Officer shall be at par with ROPA 2009.
- Selection Committee constituted for selection of HO under CBPHCS (Chairperson of ULB, Rep. of DM, Rep. of CMHO and Officer nominated by DLB) may be adopted for all other ULBs.

**Selection criteria :**

- Minimum Educational Qualification - MBBS from recognized University.
- Desirable Qualification – Course in Public Health.
- Minimum working Experience - At least two years.
- Age limit for first entry – Government Rules.
- Age of superannuation – 60 / 65 years.

**iv) Assistant Health Officer****Status**

Health Programme	No. of ULB	No. of Existing Asstt. Health Officer	No. of vacancy
IPP-VIII	40	25	15
IPP-VIII (Extn.)	10	-	10
<b>Total =&gt;</b>	<b>50</b>	<b>25</b>	<b>25</b>

As per communication of the Department of Municipal Affairs vide no. 895-S/02 dt. July 19, 2002 regarding continuation of IPP-VIII and IPP-VIII (Extn.) it may be seen that 40 nos. of post for Assistant Health Officer had been allowed under IPP-VIII. Presently 25 nos. of AHO under IPP-VIII are in position. AHOs are discharging duties as HO in 12 ULBs.

Though 10 nos. of AHO had been sanctioned under IPP-VIII (Extn.) vide communication of Department of MA bearing no. 288-S/98 dt. 28th July, 1998, none are in position.

- It is for decision as to which ULB will get sanction for post of AHO in addition to HO.
- However, the vacancy under IPP-VIII may be filled up.
- Selection Committee constituted for selection of HO under CBPHCS may be adopted for all other ULBs.

**• Selection criteria :**

- Minimum Educational Qualification - MBBS from recognized University.
- Minimum working Experience - At least two years.
- Age limit for first entry – Government Rules.
- Age of superannuation – 60 / 65 years.

**v) Part-Time Medical Officer**

Post of Part-Time Medical Officer had been sanctioned for Health Administrative Unit (HAU) under five Health Programmes and for Extended Specialised Out Patient Department (ESOPD) under three Health Programmes as detailed below :

**Status**

Health Programme	No. Sanctioned		Existing No.		No. of Vacancy	
	HAU	ESOPD	HAU	ESOPD	HAU	ESOPD
CUDP III	50	16	32	08	18	08
CSIP	16	04	03	02	13	02
IPP-VIII	232	50	189	29	43	21
IPP-VIII (Extn.)	70	NS	58	-	12	-
RCH sub-Project	26	NS	07	-	19	-
<b>Total =&gt;</b>	<b>394</b>	<b>70</b>	<b>289</b>	<b>39</b>	<b>105</b>	<b>31</b>

NS = Not Sanctioned

- Present honorarium is Rs. 3,350/- (excepting RCH Sub-Project – Rs. 3,750/-).
- Too difficult to get service from PTMO at present honorarium. Suggestion – empanelment of PTMO and utilization of services on the basis of clinic based fee instead of monthly honorarium.
- Filling up the vacancy.
- Process ?

**vi) RMO for MH****Status**

Health Programme	No. of entitlement @ 2 per MH	Existing No.	No. of Vacancy
IPP-VIII	44	37	07
IPP-VIII (Extn.)	22	16	06
RCH Sub-Project	04	02	02
<b>Total=&gt;</b>	<b>70</b>	<b>55</b>	<b>15</b>

**vii) Specialist Doctor for ESOPD, MH & DC****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	64	28	36
CSIP	16	12	04
IPP-VIII	293	244	49
IPP-VIII (Extn.)	66	39	27
RCH Sub-Project	12	03	09
<b>Total=&gt;</b>	<b>451</b>	<b>326</b>	<b>125</b>

**viii) STS / ANM****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CSIP	08	02	06
IPP-VIII	232	140	92
IPP-VIII (Extn.)	70	44	26
RCH Sub-Project	26	11	15
<b>Total=&gt;</b>	<b>336</b>	<b>197</b>	<b>139</b>

**ix) PHN / GNM****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	08	03	05
CSIP	04	02	02
IPP-VIII	152	81	71
IPP-VIII (Extn.)	33	22	11
RCH Sub-Project	07	07	0
<b>Total=&gt;</b>	<b>204</b>	<b>115</b>	<b>89</b>

**x) Clerk cum Storekeeper at HAU, DC, ULB (RCH)****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CSIP	08	08	0
IPP-VIII	127	115	12
IPP-VIII (Extn.)	35	34	01
RCH Sub-Project	14	09	05
<b>Total=&gt;</b>	<b>184</b>	<b>166</b>	<b>18</b>

**xi) Pharmacist cum Storekeeper at ESOPD****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CSIP	02	01	01
IPP-VIII	25	22	03
<b>Total=&gt;</b>	<b>27</b>	<b>23</b>	<b>04</b>

**xii) Lab. Technician cum Clerk at ESOPD, MH****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
IPP-VIII	47	39	08
RCH Sub-Project	02	01	01
<b>Total=&gt;</b>	<b>49</b>	<b>40</b>	<b>09</b>

**xiii) Technician & Radiographer at DC****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
IPP-VIII	25	21	04
IPP-VIII (Extn.)	22	12	10
RCH Sub-Project	04	04	0
<b>Total=&gt;</b>	<b>51</b>	<b>37</b>	<b>14</b>

**xiv) Administrative Management Professional at DC (IPP-VIII) ?****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
IPP-VIII	08	05	03

**xv) Attendant at HAU, ESOPD, MH & DC****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III (including 06 of Creche)	64	62	02
CSIP	20	16	04
IPP-VIII	298	267	31
IPP-VIII (Extn.)	57	52	05
RCH Sub-Project	17	17	0
<b>Total=&gt;</b>	<b>456</b>	<b>414</b>	<b>42</b>

**xvi) Sweeper at HAU, ESOPD, MH & DC****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	58	28	30
CSIP	10	10	0
IPP-VIII	226	153	73
IPP-VIII (Extn.)	57	48	09
RCH Sub-Project	17	15	02
<b>Total=&gt;</b>	<b>368</b>	<b>254</b>	<b>114</b>



**xvii) Night Guard at MH****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
IPP-VIII	22	04	18
IPP-VIII (Extn.)	11	10	01
RCH Sub-Project	04	04	0
<b>T o t a l =&gt;</b>	<b>37</b>	<b>18</b>	<b>19</b>

**xviii) Helper (Creche) under CUDP III ??****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
CUDP III	03	02	01

**xix) UHIO under IPP-VIII and IPP-VIII (Extn.) ?****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
IPP-VIII	39	11	28
IPP-VIII (Extn.)	10	06	04
<b>T o t a l =&gt;</b>	<b>49</b>	<b>17</b>	<b>32</b>

**xx) Ayah at MH under IPP-VIII ??****Status**

Health Programme	No. of entitlement	Existing No.	No. of Vacancy
IPP-VIII	88	72	16

**B) Examination relating to continuation of Creche under CUDP III in three ULBs namely Garulia, North Barrackpore and Hooghly Chinsurah**

**C) Uniformity proposed relating to norms of Health manpower in the Health facilities**

**Whether existing posts are adequate to run the Programme ?**

- i) Honorary Health worker @ 1 per 1,000 BPL population and @ 1 per 2500 general population (excepting KMC – No. of existing HHW – 760, required no. on the basis of present calculation 2,295).
- ii) 1 FTS per 1 SC (existing 1453 no. of SCs be continued and manned by 1 FTS each).
- iii) HAU under CUDP III may be clubbed with HAU under IPP-VIII in the 30 ULBs implementing both the Programmes. Each HAU may have PTMO – 2 (or empanelled MOs cater service on clinic based fee), Clerk – 1, Sweeper – 1, Attendant – 2, STS / ANM – 2 (present STS after retirement be replaced with ANM ?)
- iv) Each ESOPD – Specialist Doctor – 8, Pharmacist – 1, Nurse (ANM / GNM) – 1, Attendant – 2, Sweeper – 1, Cashier cum Clerk - 1.
- v) Each MH may have RMO – 4, Specialist Doctor – 3, GNM – 4, Ayah – 4, Sweeper – 2, Night Guard – 1, (Attendant – 2, Clerk – 2).
- vi) Each DC may have Pathologist, Radiologist, Sonologist, Radiographer, Cashier cum Clerk, Sweeper – 1 each, Technician, Attendant @ 2, Administrative Management Professional – 1.
- vii) Each ULB may have Health Officer – 1, Asstt. Health Officer – 1 for the ULBs having population 80,000 or more, Clerk cum Storekeeper – 1, Computer Assistant – 1, Attendant – 1, PHN – 1, Accounts Assistant – 1, UHIO – 1 ?

Category of Manpower	Sanctioned No.	Proposed No.
HHW	7050	6853
FTS	1453	1453
<b>HAU (222 no.)</b>		
PTMO	394	444
Clerk	172	222
STS / ANM	336	444
Sweeper	222	222
Attendant	352	444
<b>ESOPD (48 no.)</b>		
Specialist Doctor	319	384
PTMO	70	-
Pharmacist	35	48
Nurse (ANM / GNM)	37	48
Cashier cum Clerk	Nil	48
Lab. Tech. cum Clerk	27	-
Sweeper	71	48
Attendant	73	96

Category of Manpower	Sanctioned No.	Proposed No.
<b>MH (35 no.)</b>		
RMO	70	140
Specialist Doctor	66	105
GNM	127	140
Lab. Technician	35	-
Ayah	88	140
Clerk	Nil	70
Attendant	15	70
Sweeper	59	70
Night Guard	37	35
<b>DC (26 no.)</b>		
Pathologist, Radiologist, Sonologist	66	78
Radiographer	21	26
Cashier cum Clerk	11	26
Technician	30	52
Sweeper	16	26
Attendant	16	52
Administrative Management Professional	8	26
<b>ULB (51 no.)</b>		
HO	51	51
AHO (+ Medical Supervisor -1)	50	44
UHIO	49	?
Clerk cum Storekeeper	1	51
Computer Assistant	Nil	51
Accounts Assistant	1	51
PHN	40	51
Attendant	Nil	51
Statistical Assistant	1	-
<b>Total =&gt;</b>	<b>11469</b>	<b>12160</b>

**D) Revision of Pay structure of Health manpower**

Sl. No.	Category of Post	Present Honorarium / Remuneration (Amount in Rs.)	Proposed Honorarium / Remuneration (Amount in Rs.)
1.	HHW	2,500/-	Enhanced Honorarium be fixed up by the Dept. at par with ICDS ( starts from Rs. 4500/-)
2.	FTS	2,670/-	Do
3.	STS / ANM (Existing SI – total 50 provide addl. duty under CUDP III) work as STS. Not included in the present proposal.	3,000/- for trained STS and 2,800/- for untrained STS	Enhanced Honorarium of STS (other than ANM) be fixed up by the Dept. ANM who are working as STS may be made full time with Revised Pay Scale – ROPA, 2009 (unrevised pay scale 3,350/- to 6,325/-)
4.	PTMO	3,350/-	PTMO may not be engaged at monthly remuneration basis. Rs. 750/- per MO per clinic of 4 hours duration may be thought of at par with NRHM
5.	Spl. Doctor	325/- per clinic not exceeding 8 clinics per month.	Rs. 1,000/- per clinic for 4 hours duration, restricting to maximum 8 visits per month in case of ESOPD & DC. In case of MH, engagement of G & O specialist for full time may not serve the purpose as for one specialist it is not possible and feasible to render 24 X 7 service. Hence, to provide round the clock service at MH either 2 nos. of G & O specialist be engaged with Revised Pay Scale – ROPA, 2009 or panel list of Specialist may be kept by the ULBs to utilize their service @ Rs. 1,000/- per visit for 4 hours duration. Services of Paediatrician and Anasthetist at MH may also be hired @ Rs. 1,000/- per visit for 4 hours duration
6.	Radiologist / Pathologist / Sonologist	4,000/- (Each)	
7	Clerk cum Storekeeper	2,600/- / 2,750/- / 4,750/-	May be made full time with revised pay scale – ROPA, 2009 (unrevised pay scale 3,350/- to 6,325/-)
8.	Statistical Asstt. & Accounts Asstt.	3,250/-	

Sl. No.	Category of Post	Present Honorarium / Remuneration (Amount in Rs.)	Proposed Honorarium / Remuneration (Amount in Rs.)
9.	Nurse (PHN & GNM)	3,000/- 5,250/- 5,500/-	Enhanced Honorarium of Nurse at ESOPD be fixed up by the Dept. Remuneration of Nurse at MH & ULB be fixed on Revised Pay Scale – ROPA, 2009 (unrevised pay scale 4,000/- to 8,850/-)
10.	Pharmacist cum Storekeeper	2,600/-	Be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 4,000/- to 8,850/-).
11.	Lab. Tech. cum Clerk	2,600/- 4,250/-	
12.	Technician	3,000/-	
13.	Radiographer	3,000/-	
14.	Administrative Management Professional	5,250/-	
15.	HO	8,000/- - 13,500/-	File has already been moved by the Dept. of MA.
16.	AHO / Medical Supervisor	6,500/-	Minimum of new scale corresponding unrevised pay Scale 8,000/- to 13,500/-
17.	Medical Officer	7,250/-	Be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 8,000/- to 13,500/-)
18.	Attendant	2,400/-	May be made full time. Pay be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 2,600/- to 4,175/-).
19.	Sweeper	2,200/-	Honorarium of Sweeper for HAU / ESOPD / DC may be enhanced. Honorarium of Sweeper at MH as per Pay Scale – ROPA, 2009 (unrevised pay scale 2,600/- to 4,175/-).
20.	Night Guard	2,200/-	
21.	Helper	2,250/-	At par with ICDS (present remuneration of Helper is Rs.3000/-)
22.	UHIO	6,250/-	Equally shared between govt. and concerned ULB Enhanced Honorarium be fixed up by the Dept.
23.	Ayah	3,250/-	Pay be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 2,600/- to 4,175/-).

E) **Guideline for Leave Rules – the Dept. of MA had drafted guidelines and sent to SUDA who replied on 20.12.2010.**

F) **Guideline for Maternity Leave – 180 days in place of 135 days.**

G) **Guideline relating to age of superannuation of Health functionaries.**

H) **Applicability of Memorandum of Finance Department vide no. 9008-F(P) dt. 16.09.2011 in case of Health functionaries working under Urban Health Programmes for more than 10 years.**

I) **Monthly contribution of Rs. 2/- by beneficiary families – whether this will be continued.**

J) **Re-organisation of Health Programme and Manpower at ULB level for five Urban Health Programmes which are in O & M phase :**

- The unified Health programmes may be termed as “**Poura Swasthya Parisheba**” in place of various names i.e. CUDP III, IPP-VIII, CSIP, IPP-VIII (Extn.) and RCH Sub-Project
  - A suitable name be suggested by the Secretary, Department of Municipal Affairs. After obtaining approval of MIC, MA & UD regarding the suitable name, Notification be issued by the Department.
- Single budgetary source and funding from Finance Dept.
  - Proposal be prepared by the Department for submission to the Finance Department for obtaining approval.
- Maintenance of single A/C by the ULBs
  - Notification be issued by the Department.

Proceedings of the meeting taken by the Special Secretary ,KMDA for review of the activities relating to Urban Health Improvement Programmes under KMDA at 11-00 AM on 03.03.2003 in the Conference Room of Prasashan Bhavan, Salt Lake.

## **P R E S E N T**

1. Dr. B. Bhattacharjee, Chief of Health, IPP-VIII,KMDA
2. Dr. K.L. Mukherjee, Dy. Chief of Health, IPP-VIII,KMDA
3. Shri J. K. Saha, Dy. Chief of Health, IPP-VIII,KMDA
4. Dr. P. N. Chakrabarti, Asst. Chief of Health, IPP-VIII,KMDA
5. Dr. B. N. Tripathi, Asst. Chief of Health, IPP-VIII,KMDA
6. Shri P. Bhattacharya, Asst. Chief of Health, IPP-VIII,KMDA
7. Dr. R. N.Kar, Project Officer, SUDA
8. Dr. Shibani Goswami, Project Officer, SUDA
9. Shri S.Chakrabarti , Accounts Professional, IPP-VIII
10. Shri S. Ghosh, Accounts Officer, IPP-VIII,KMDA

The meeting was presided over by Ms. Roshni Sen, IAS, Special Secretary, KMDA.

Initiating the discussion, the Special Secretary, KMDA observed that the purpose of the meeting is to review the actions taken for sustaining the health activities in the municipalities covered by IPP-VIII and CUDP-III during the Post Project Period and the progress so far made for implementing the EC supported UHIP Programme in 6 (six) identified municipalities.

The following relevant issues were thereafter taken up for discussion and deliberated upon.

### **1. Sustaining of Urban health activities of IPP-VIII and CUDP-III during Post Project Period.**

Chief of Health presented a brief overview of the actions taken for sustaining the health activities during the post project period in pursuance of the decisions taken in the 1<sup>st</sup>. meeting of the Apex Advisory Committee held on 20.11.2002 which are summarized below:

#### **1.1 Decentralization of authority to the local bodies:**

The urban local bodies have been apprised that decentralized management of the health infrastructures at the ULB level should continue on a sustainable basis during the post project period with optimum utilization of the existing facilities .

## 1.2 Mobilization of local resources and rationalization of user fees:

A rationalised fee structure has been circulated to the ULBs. The ULBs have been further requested a) to introduce registration fee @ Rs. 2/- per month per beneficiary family b) to ensure apportionment of a part of NSDP fund and c) to open a separate bank account as Health Development Fund for crediting all the receipts available by generating local resources.

26 (65%) Local bodies (out of 40) have opened a Separate Bank Account and 14 (35%) of them have introduced collection of Registration fees @ Rs. 2/- per month per beneficiary family. However, the defaulting local bodies are being pursued to follow this suit.

## 1.3 Local procurement of drugs and equipment.

As part of the decentralization process, guidelines have been issued to the ULBs in consultation with the Chairpersons for procurement of drugs locally by observing the financial norms. As regards procurement of additional equipment and furniture etc., the ULBs have been requested to furnish proposals with necessary specification and cost estimate that would be needed for providing services under UHIP. Response in this regard is still awaited. The matter requires to be pursued.

## 1.4 Optimum utilization of the facilities created.

In order to provide regular supervision and monitoring services, the MA Deptt., Govt. of West Bengal needs to be moved to take action for posting of 8 Health Officers and creation of 3 posts of Health Officers. Besides the respective Chairpersons are to take action for filling up 10 vacant posts of Asstt. Health Officers.

## 1.5 Maintenance of buildings and equipments.

**Buildings:** Minor repair of buildings may be taken care of by the local bodies. Besides, 13 HAUs and 2 ESOPDs under CUDP-III which are in a dilapidated condition are required to be taken up for renovation for which UD Deptt. of the State Govt. have been approached for release of Rs. 33.33 lakhs. The matter is to be followed up by the HPU.

**Equipments:** For preventive maintenance of sophisticated equipments the MA Deptt. has been requested to release Rs. 33.85 lakhs. The matter requires to be pursued.

## 1.6 Engagement of Urban Health Improvement Organizer.

Necessary order (No. 85/MA/F/C-10/25-2/2003 dated 14.01.2003) has been issued by the State M.A. Deptt.. As per the Govt. Order, the respective local bodies will select the candidate.



### 1.7 **Operationalization of infrastructures created under IPP-VIII,KMDA**

As revealed from a recent inspection report (Copy enclosed) all the facilities created under different municipalities have been made functional by them save and except one local body i.e. Baranagar Municipality.

## 2. **EC supported Urban Health Improvement Programme (UHIP)**

### 2.1. **Financial assistance received and utilized :-**

The E.C. supported UHIP Programme has been formulated with a total outlay of Rs. 58.40 crores covering, in phases, 40 Municipalities in the Kolkata Metropolitan Area of which 6 municipalities have been taken up initially with an estimated cost of Rs. 7.03 crores. E.C. assistance of Rs. 1.00 crore was received on 10.05.2002 which has since been utilised for meeting the startup expenses of the UHIP Programme. In the meantime the action plan for UHIP has been finally submitted by KMDA incorporating the modifications suggested by the appropriate authority and a further allotment of Rs. 3.00 crores has been released by the Govt. of India with the direction that the amount should not be diverted for any other purpose. Of the said sum Rs. 1.5 crores has since been received by KMDA from the State Health & Family Welfare Society for voluntary sector, West Bengal. Reasons for withholding of balance amount of Rs. 1.50 crores is not known.

The actions taken / proposed to be taken for utilisation of the fund by accelerating the activities are indicated hereunder.

### 2.2. **Baseline Survey of RCH component in 6 identified municipalities :-**

For baseline survey of RCH components under UHIP, a cost estimate of Rs. 4.68 lakhs was approved in October, 2002.

Field activities envisaged under the survey have been completed and the draft survey report is expected by 31<sup>st</sup> March, 2003.

## 3. **Strengthening of MIES :-**

As emphasised by the Apex Advisory Committee, action has already been initiated for systemizing the data collection process from the field for building up an effective MIES base. For this purpose, a uniform reporting format has been devised for data collection and compilation at various levels in the Health set-up of the 6 identified municipalities in the first instance.

To cope up with the work for collection of data and its compilation for proper coordination, monitoring and reporting, each of the municipalities have requested for placement of one Computer assistant at their disposal.

Similarly, the Headquarters MIES unit need to be strengthened for the purpose with one additional Computer Asstt. and one Asstt. Statistician. Fixed remuneration of

Rs. 3000/- (consolidated) per month each for 7 Computer Asstt. and Rs. 5000/- (consolidated) per month for 1 Asstt. Statistician is proposed.

In addition, a Software package to generate computerised reports is to be developed for which an agency is to be selected at an approximate cost of Rs. 30,000/- who will also provide necessary training to the Computer assistant.

A proposal for strengthening of the existing MIES as indicated above will be prepared.

The proposal may be placed before the next Apex Advisory Committee meeting for approval.

Sd/-

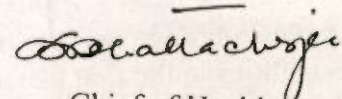
Special Secretary, KMDA

No. 449/1(12)UHIP/KMDA/Proceedings/P-123

Dated: 27.03.2003

Copy forwarded for information and necessary action to :

1. Shri Mitra Chatterjee, PS to MIC, UD & MA Deptt.
2. Shri Atanu Paladhi, PS to MOS, MA.
3. Dr. B. Bhattacharjee, Chief of Health, IPP-VIII, KMDA
4. Dr. K.L. Mukherjee, Dy. Chief of Health, IPP-VIII, KMDA
5. Shri J.K. Saha, Dy. Chief of Health, IPP-VIII, KMDA
6. Dr. P.N. Chakraborty, Asst. Chief of Health, IPP-VIII, KMDA
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8. Shri P. Bhattacharya, Asst. Chief of Health, IPP-VIII, KMDA
9. Dr. R.N. Kar, Project Officer, SUDA
- ✓ 10. Dr. Shibani Goswami, Project Officer, SUDA
11. Shri S. Chakrabarti, Accounts Professional, IPP-VIII, KMDA
12. Shri S. Ghosh, Accounts Officer, IPP-VIII, KMDA.

  
Chief of Health  
IPP-VIII, KMDA.

27/3/2003

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 9008-F(P)

Kolkata, the 16<sup>th</sup> September, 2011

**MEMORANDUM**

In order to provide security of tenure, appropriate emoluments and certain terminal benefits subject to fulfilment of certain conditions to the casual/daily rated/contractual workers who have remained engaged in various Government Establishments for a considerable period of more than 10 years in connection with implementation of various schemes/projects of various Departments of the government two Memorandums vide No. 2966-F(P) dt. 23-04-2010 and No. 11794-F(P) dt. 22-12-2010 were issued by the Government in Finance Department.

The question of making the provisions of the two aforesaid orders more effective and suitable to the convenience of the Government Establishments/Organization has been under active consideration of the Government for some time past.

After careful consideration of the matter and in supersession of the aforesaid orders and all other orders issued by other Departments in the matter, the undersigned is directed by order of the Governor to say that the Governor, has now been pleased to order that the casual/daily rated/contractual workers, who are remaining attached to various establishments of the Government Departments/ Directorates/Regional Offices/other Organizations for not less than 10 years continuously as on 01-08-2011 and have rendered service for at least 240 days each year will be allowed the following benefits :

(i) The casual/daily rated/contractual workers who have rendered 10 years of service continuously with at least 240 days attendance each year may remain engaged in the same status and capacity till their attaining the age of 60 years.

The continuity of service shall have to be certified by a competent officer not below the rank of Assistant Secretary in the case of a Secretariat Department, Director in the case of a Directorate and Assistant Engineer/S.D.O/B.D.O in the case of Regional Offices. The concerned officer, who certifies may be advised to exercise extreme precautions and take assistance of an office of WBA & AS, if necessary.

(ii) An entry point basic pay in PB-I i.e. Rs. 6600/- (Rs. 4900 + 1700) p.m. will be admissible to casual/daily rated/contractual Group 'D' workers as consolidated remuneration, similar entry point pay (entry point pay in the Pay Band plus Grade Pay) will be admissible to casual/daily rated/contractual Group 'C' worker and an employee of any other category, if he/she fulfils the required condition will be entitled to a monthly remuneration which will be minimum entry level pay of Pay Band and Grade Pay corresponding to his/her category and the remuneration may be

determined in consultation with the Finance Department in the same manner as mentioned above.

(iii) When such casual/daily rated/contractual workers are allowed the entry point basic pay, they will not get any other allowances like dearness allowance, house rent allowance etc. However, their basic pay will be enhanced by 5% after every three years and the three years will be counted by treating the period from 1<sup>st</sup> August 2011 to 1<sup>st</sup> July 2012 as completed year for giving effect to 5 per cent increase in basic pay.

(iv) The remuneration of casual/daily rated/contractual workers who have not yet completed 10-year service will be equivalent to 75% of the remuneration admissible under sub-para (ii) above subject to a minimum of Rs. 5000/- p.m.

(v) Those casual/daily rated/contractual workers who will complete 10 - year service on 1<sup>st</sup> July every year will come under the purview of this Order provided, no such worker if engaged after 01-04-2010 will come under the purview of this Order.

(vi) A casual/daily rated/contractual worker who will fulfil the conditions as laid down in sub-para (i) above will continue to be engaged in such a manner till he/she attains the age of 60 years when he/she will be paid an amount of Rs. 1 lakh as one time cessation of engagement benefit.

(vii) A casual/ daily rated/contractual worker may be allowed 30 (thirty) off days a year and a female such worker may be allowed Maternity leave of 180 (one hundred eighty)days in addition to 30 days off as mentioned hereinbefore.

(viii) A casual/daily rated/contractual worker who is engaged in two different Government Departments but has rendered services for 10 years without a break will come under the purview of this Order.

(ix) It is reiterated that Officer/Officers responsible for any further engagement of such casual/daily rated/contractual worker will be personally liable for violation of this Order. However, having regard to the exigencies of situation and in order to facilitate smooth running of any project/administration or for serving academic interest where it is absolutely necessary contractual engagement may be made for a very limited period not exceeding 1 (one) year. This engagement shall be made on strict observance of recruitment rules and against sanctioned vacancies. Advertisement shall be published in newspaper and applications shall be invited from eligible candidates to fill up those temporary vacancies. Simultaneously steps should be taken to fill up the vacancies on regular basis following recruitment rules. Such contractual engagement may be renewed from time to time, but not exceeding a total period of 6 (six) years. No claim to regularization of this contractual service in terms of G.O. No. 8305-F dt. 26-09-2005 read with G.O. No. 642-F dt. 24-01-06 shall lie.

(x) The provisions of this Order will not be applicable where contractual engagement has been made without any sanctioned post and for any specific project for a very temporary period upto a maximum 6 (six) years or

filling up of the project whichever is earlier. Thus in such cases steps will not be required to be initiated for filling up the posts through regular appointments as per the Recruitment Rules, since the posts are temporary by nature.

(xi) During the period of engagement, the service of a casual/daily rated/contractual worker may be terminated because of involvement in criminal case/misconduct/delinquency/incapacitation etc. or if the concerned worker intends to opt out of the engagement on his/her own.

(xii) The benefit of this Memo will be applicable *mutatis mutandis* to the Panchayat Bodies/ULBs/ Statutory Bodies.

(xiii) The casual/daily rated/contractual workers who have already got the benefit with reference to 1<sup>st</sup> April, 2010 as cut off date will continue to get the benefit in terms of F.D. Memo No. 2966-F(P) dt. 23-04-2010 and No. 11974-F(P) dt. 22-12-2010, while the others will be covered in terms of provisions of this Memo.

The undersigned is further directed to reiterate that henceforth no further engagement of Group 'D' employees, who are engaged in the manner as laid down in F.D. Memo. No. 3727-F dt. 20-05-2009 and paid out of contingency, will be done, on or after 01-04-2010. Officer/Officers responsible for such engagement will be personally liable for violation of this Order.

(xiv) The final approval will be given by the ACS/Principal Secretary/Secretary as the case may be, of the concerned Department, after exercising necessary checks & balances & ensuring that any ineligible person does not get the benefits of this order.

(xv) A proforma statement is hereby annexed for supplying information by the respective appointing authority to the Administrative Department.

Sd/- S.K. Chattopadhyay  
OSD & E.O. Special Secretary  
to the Government of West Bengal

Contd.....P/4.

No. 9008/1(500)-F(P)

Kolkata, the 16<sup>th</sup> September, 2011

Copy forwarded for information and necessary action to -

- 01) The Accountant general (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001.
- 02) The Principal Accountant General (Audit), West Bengal, treasury Buildings, Kolkata -700 001.
- 03) The Pay & accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
- 04) The Pay & Accounts Officer, Kolkata Pasy & accounts Office-II, P-I, Jahar Buildings, Kolkata - 700 073.
- 05) The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata - 700 001.
- 06) The Accounts Officer, West Bengal secretariat, Bikash Bhawan, salt Lake, Kolkata - 700 091.
- 07) The sub-Divisional Officer, .....
- 08) The district Magistrate/Judge, .....
- 09) The treasury Officer, .....
- 10) The ..... Deptt./Dte.
- 11) The Commissioner .....
- 12) The Principal, Industrial training Institute .....
- 13) The Superintendent of Police, .....
- 14) The Supertintending Engineer/Ex. Engineer, .....
- 15) All Special Secretary/Joint Secretary/Dy. Secretary/Assistant Secretary, .....
- 16) All Group/Cell/Branches, .....

*S. S. S. S.*  
 Deputy Secretary to the  
 Government of West Bengal  
 Finance Department

ANNEXURE

Sl. No.	Name of the employee	Date of Birth	Date of Engagement	Whether engaged as Casual/Daily rated worker/Contractual worker	No. of days of service in each year	Whether engaged against sanctioned	Amount drawn from P. D. now
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

*(Signature)*

(C. S. Chakrabarti )  
Deputy secretary  
to the Govt. of West Bengal,  
Finance Department.

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No. ....

Date .....

SUDA-Health/519/08/71

24.06.2011

**From : Director, SUDA**

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

**Sub. : Fixation of age limit of Health functionaries.**

**Sir,**

I am to refer to the meeting of MIC, MA & UD held on 09.06.2011 at SUDA Conference Hall wherein the issue on the subject mentioned above was discussed. It was decided that the superannuating age of Health functionaries will be 60 years.

Communication in this regard had already been made to you vide no. SUDA-Health/519/08/49 dt. 03.06.2011 (copy enclosed for ready reference).

You are requested to take further necessary action.

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/519/08/49

Date .....03.06.2011

From : Director, SUDA

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

**Sub. : Age limit for extension of services of grass-root level Health functionaries under Urban Health Programmes which are in O & M phase being funded by the Department of Municipal Affairs.**

Sir,

I am to refer to your discussion with Project Officer, Health, SUDA, held at your chamber on 31.05.2011 on the subject mentioned above. In this connection, this office earlier communication bearing no. SUDA-Health/107/08/86 dt. 18.06.2010 is also referred to.

This is to state that recruitment age for HHWs & FTSs had been fixed to 35 to 45 years and above 35 years respectively for all the five Urban Health Programmes which are in O & M phase. The services of grass-root level Health functionaries are being extended each year as the Health Programme are being continued. This is to inform you that age limit for extension of services of the Health functionaries has not yet been spelt out before. As these Health Programmes are being implemented since a long time, now the question of age limit for extension of services of grass-root level Health functionaries has been raised by many of the ULBs. The ULBs reported that grass-root level Health functionaries could not deliver services which is based mainly on house to house visit, to desirable level due to ageing.

Draft engagement criteria of all the related Health functionaries including age of superannuation under Urban Health Programme in O & M phase is enclosed herewith.

Contd. to P-2.

**SUDA**

8007

PO (H)  
D. 11/6/11

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No. SUDA-Health/546/11/40

Date ..... 27.05.2011

From : Director, SUDA

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

S Mo (J) ml  
hw  
11/6/11

Sub. : Entitlement of Maternity Leave for 180 days.

Sir,

Enclosed kindly find herewith communication of the Chairman, Panskura Municipality bearing no. PM/PHC/259-2010/86 dt. 11.05.2011 which speaks for itself.

In this connection, Memorandum of the Dept. of Municipal Affairs vide no. 392/MA/C-10/3S-28/2007 dt. 08.04.2008 and 875/MA/C-10/3S-28/07 dt. 21.08.2008 are referred to (copy enclosed for ready reference).

I am also to refer Memorandum of Finance Department, Audit Branch, Govt. of West Bengal vide no. 1146-F(P) dt. 14.02.2011 (copy enclosed) wherein Maternity Leave has been granted for a maximum period of 180 days.

Hence, you are requested to look into the matter and to issue necessary order in connection with admissibility of Maternity Leave for Health functionaries working under different Urban Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.), RCH Sub-Project, HHW Scheme and CBPHCS.

Thanking you.

Yours faithfully,

Encl. : As stated.

SK

Director, SUDA

SUDA-Health/546/11/40/1(1)

Dt. .. 30.05.2011

CC

Chairman, Panskura Municipality

1631-50/2011  
03.06

J S (JN)

~~Collects~~

We have received the letter earlier. It has been endorsed to the Chairman, Panskura Municipality. SUDA - 03/06/11

31/Fax No.: 359-3184  
05/06/11

21/6/11  
Director, SUDA

WT  
Director, SUDA

Birluwa/May "ing" as  
11/6/11

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

**MEMORANDUM**

No : 1146-F(P)

Kolkata, the 14<sup>th</sup> February, 2011

The matter of enhancement of the ceiling of Maternity Leave on the recommendation of the Fifth pay Commission has been under active consideration of the Government for some time past. At present a female State Government employee is entitled to Maternity Leave for 135 days in terms of Rule 199 of West Bengal Service Rule, Part-I read with Finance Department Memo No. 3453-F dt 28.03.01.

After careful consideration of the matter the Governor has been pleased to decide that a female State Government employee may be granted Maternity Leave for a maximum of 180 days subject to the existing terms and conditions as laid down in Rule 199 of the West Bengal Service Rule, Part-I.

This order shall take effect from 01.01.2011.

Necessary amendments of the relevant Rules will be made in due course.

Sd/- S. K. Chattopadhyay  
OSD & Ex-officio Special Secretary to the  
Government of West Bengal, Finance Department.

Contd.....Page 2

Government of West Bengal  
Finance Department  
Audit Branch

No. 6506-F(P)

Kolkata, the 29th June 2011

M E M O R A N D U M

S u b j e c t :- Clarification to Finance Department  
Memo. No. 1146-F(P), dated 14-02-2011.

In terms of Finance Department Memo. No. 1146-F(P) dated 14-02-2011 a female State Government Employee may be granted Maternity Leave for a maximum of 180 days.

After issuance of the above mentioned order, a question has been raised as to whether a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 (i.e. effective date of above mentioned order) and such leave is continuing on or after 01-01-2011 without break, is entitled to Maternity Leave for a maximum of 180 days.

After careful consideration of the matter the Governor has been pleased to clarify that a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 and such leave is continuing on or after 01-01-2011 without break is entitled to Maternity Leave for a maximum period of 180 days on existing terms and conditions as stipulated in Finance Department Memo. No. 1146-F(P), dated 14-02-2011.

Sd/- S.K.Chattopadhyay

O.S.D. & E.O. Spl. Secretary  
to the Government of West Bengal  
Finance Department

Contd....2.

**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 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.

Enclo. As stated.

Yours faithfully,

  
Joint Secretary to  
the Govt. of W.B.

dk/

236

D.F.A

**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-H/2010/33/08/269

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 4<sup>th</sup> 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-~~H/2010~~/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



DEPARTMENT OF MUNICIPAL AFFAIRS  
STATE OF WEST BENGAL

No. 314/31A/C-10/38-55/2005.

Dated, Kolkata, the 4<sup>th</sup> October, 2010.

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

The Director, SUDA, West Bengal.

Entitlement of leave in respect of CBPHCS contractual employees.  
Ref: SUDA, Hooghly/KO/HR/170 dated 05.09.2010.

Sir,

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 Govt. Government was taken before making the communication bearing No. SUDA-10077/2010/325(53) dated 05.12.2008 intimating that Rule 24 of Model Leave Rules for Municipal Employees which is applicable to the municipal employees will also be applicable to contractual employees under CBPHCS.

Also 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 letter placed  
below for the  
filed file  
11/10

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA:Health/549/11/323

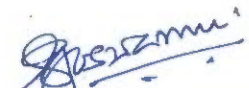
Date .....20.02.2012

Sub. : 2<sup>nd</sup> Meeting of Committee.

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 22.02.2012 at SUDA Conference Hall at 11.30 a.m.

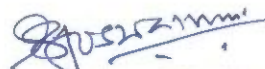
### **Agenda :**

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
Project Officer, Health  
& Member Convenor

Copy forwarded for information with the request to attend the meeting :

1. Director, SUDA - Chairman
2. Shri B.C. Patra, Jt. Secretary, Department of Municipal Affairs – Member
3. Shri G.P. Kundu Jt. Director, DLB - Member
4. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

  
Project Officer, Health  
& Member Convenor

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

postponed due to  
illness of Sp. Officer.

Ref No SUDA-Health/549/11/294

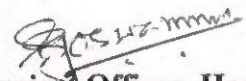
Date .....07.02.2012

**Sub. : 2<sup>nd</sup> Meeting of Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 10.02.2012 at SUDA Conference Hall at 11.00 a.m.


### **Agenda :**

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
**Project Officer, Health  
& Member Convenor**

**Copy forwarded for information with the request to attend the meeting :**

1. Director, SUDA - Chairman
- ✓ 2. Shri B. C. Patra, Jt. Secretary, Department of Municipal Affairs – Member
3. Shri G.P.Kundu Jt. Director, DLB - Member
4. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

  
**Project Officer, Health  
& Member Convenor**



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/549/11/294

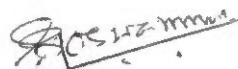
Date .....07.02.2012

**Sub. : 2<sup>nd</sup> Meeting of Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 10.02.2012 at SUDA Conference Hall at 11.00 a.m.


### **Agenda :**

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
Project Officer, Health  
& Member Convenor

**Copy forwarded for information with the request to attend the meeting :**

1. Director, SUDA - Chairman
2. Shri B. C. Patra, Jt. Secretary, Department of Municipal Affairs – Member
3. Shri G.P.Kundu Jt. Director, DLB - Member
4. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
- ✓ 5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

  
Project Officer, Health  
& Member Convenor

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/456/13/321**Date ..... **08.02.2012****Sub. : 1<sup>st</sup> Meeting of the Inter - Departmental Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 1032/MA/C-10/3S-36/2012 dt. 19.10.2012, the 1<sup>st</sup> meeting of the Committee is scheduled to be held on 13.03.2013 at 12.00 noon in the meeting Hall, Green Room, 4<sup>th</sup> Floor of Swasthya Bhawan, Block – GN, Salt Lake, Sector – V, Kolkata – 700 091.

**Agenda :**

1. Progress relating to implementation of Urban RCH Programme in 99 Municipalities of West Bengal.
2. Miscellaneous.

**Project Officer, Health Wing,  
SUDA & Member Convenor****Copy forwarded for information with the request to attend the meeting :**

1. **Mission Director, NRHM, DHFW – Chairman**
2. **Director, SUDA – Vice-Chairman**
3. **Shri B.C. Patra, Jt. Secretary, Department of Municipal Affairs – Member**
4. **Addl. DHS & SFWO, DHFW - Member**
5. **DDHS (MCH), DHFW – Member**
6. **DADHS (FP), DHFW – Member**
7. **Smt. Mita Banerjee, Commissioner of Disability, Representative of Department of Women Development & Social Welfare – Member**
8. **Shri Somnath Mukherjee, Commission of Social Welfare, Representative of Department of Child Development – Member**
9. **Dr. Kaninika Mitra, Health Specialist, UNICEF – Member**
10. **Representative of WBSISC – Member**

**Project Officer, Health Wing,  
SUDA & Member Convenor**

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/549/11/294**

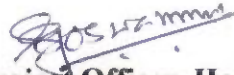
Date ..... **07.02.2012**

**Sub. : 2<sup>nd</sup> Meeting of Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 10.02.2012 at SUDA Conference Hall at 11.00 a.m.

### **Agenda :**

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
**Project Officer, Health  
& Member Convenor**

**Copy forwarded for information with the request to attend the meeting :**

1. **Director, SUDA - Chairman**
2. **Shri B. C. Patra, Jt. Secretary, Department of Municipal Affairs – Member**
3. **Shri G.P.Kundu Jt. Director, DLB - Member**
4. **Special Officer & E.O. A.S., Department of Municipal Affairs – Member**
5. **Head Assistant, Cell -10, Department of Municipal Affairs – Member**

  
**Project Officer, Health  
& Member Convenor**

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/549/11/294**

Date .....**07.02.2012**

**Sub. : 2<sup>nd</sup> Meeting of Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 10.02.2012 at SUDA Conference Hall at 11.00 a.m.

### **Agenda :**

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
**Director, SUDA  
(Chairman)**

**Copy forwarded for information with the request to attend the meeting :**

1. **Shri B. C. Patra, Jt. Secretary, Department of Municipal Affairs – Member**
2. **Shri G.P.Kundu Jt. Director, DLB - Member**
3. **Special Officer & E.O. A.S., Department of Municipal Affairs – Member**
4. **Project Officer, Health, SUDA – Member Convenor**
5. **Head Assistant, Cell -10, Department of Municipal Affairs – Member**

  
**Director, SUDA  
(Chairman)**



**SUDA**

The meeting was postponed due to urgent occupation of sp-officer

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No. SUDA-Health/549/11/283

Date ..... 11.01.2012

**Sub. : 2<sup>nd</sup> Meeting of Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 2<sup>nd</sup> meeting of Committee is scheduled to be held on 19.01.2012 at SUDA Conference Hall at 4.00 p.m.

### **Agenda :**

1. Further examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
Director, SUDA  
(Chairman)

**Copy forwarded for information with the request to attend the meeting :**

1. Shri B. C. Patra, Jt. Secretary, Department of Municipal Affairs – Member
2. Director, Directorate of Local Bodies with the request to nominate Jt. Director, DLB
3. Special Officer & E.O. A.S., Department of Municipal Affairs – Member
4. Project Officer, Health, SUDA – Member Convenor
5. Head Assistant, Cell -10, Department of Municipal Affairs – Member

  
Director, SUDA  
(Chairman)

~~Mr. K. S. Saha~~  
A.D.B.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF LOCAL GOVERNMENT & URBAN DEVELOPMENT  
WRITERS' BUILDINGS CALCUTTA

.....

No. 717/C-6/M2A-113/83. (110) Dt., Cal., the 7th April, 1984.

From : Shri R. Kharlukhi, Secretary to the  
Govt. of West Bengal.

To : The Chairman/President/Administrator,

\_\_\_\_\_ Municipality/  
Notified Area Authority.

P.O. \_\_\_\_\_ Dist. \_\_\_\_\_

The Mayor, Chandernagore Municipal Corporation,  
P.O. Chandernagore, Dist. Hooghly.

Sub : Filling up of posts in connection with  
the work under CUDP - III.

S i r,

It has come to the notice of the Government that the posts sanctioned in connection with the work under CUDP-III have not been filled up by some of the Municipalities/Notified Area Authorities though formal sanction orders have already been issued by the Government. Some of the Municipalities/Notified Area Authorities have not even submitted their proposals for staff requirement in this regard.

I am directed to request that wherever posts have already been sanctioned, steps may please be taken to fill them up immediately. In cases of Municipalities and Notified Area Authorities where formal proposals for sanction of staff for this purpose have not yet been submitted to Government, the Municipalities/Notified Area Authorities are requested to appoint suitable staff in anticipation of Government approval as per Staff Requirement Table (copy enclosed) prepared for individual local body by the Calcutta Metropolitan Development Authority in their Staff Appraisal Report. Formal proposal may be sent soon thereafter to Government in the Local Govt. & Urban Development Department for issue of sanctions as required under the Bengal Municipal Act, 1932.

contd.....P/2.

No. 717/e-6 dt. 7/4/84

~~Attn - K. S. S. S. S. S.~~  
D.D.B.

11/2/11

The staff, so appointed, should not have designations and pay-scales other than those approved by Government in Resolutions Nos. 15/C-9/MIM-3/81 dated the 20th April, 1982 and 19/C-9/MIM-3/81 dated the 20th April, 1982.

This may be treated as most urgent.

Yours faithfully,

*Ravi*  
7.4.84  
Secretary.

No. 718 /C-6/M2A-113/83.

Dt., Cal., the 7th April, 1984.

Copy to :-

The Director of Local Bodies, West Bengal,  
Purta Bhavan, Salt Lake City,  
Calcutta - 700 064

- for information and necessary action.

*Ravi*  
7.4.84  
Secretary.

ss/7/4/84.

*11/7/481*

Relax order No: 717/e-6/m24 dated 09/04/1984

Attn: Kunda Sahel

TABLE-I : CUDP-III STAFF REQUIREMENT BY MUNICIPALITIES

Class Distribution of Average Annual Capital Outlay under CUDP-III. (Rs. Lakhs)	Class Mark (Rs. Lakhs)	Name of Municipalities.	No. of Staff / Municipality.						
			Engl-neer.	Over-seer.	Accou-nts.	Pur-chase res.	Sto-res.	Oth-ers.	Tot-al.
I Upto 20.0	20.0	KHARDAH, BARASATI, NEW BARRACKPORE, DUM-DUM, RAJPUR, BARUIPUR, BHADRE-SWAR, KONNAGAR, GAYESHUR N.A.A., KALYANI N.A.A., = (10)	1	1	1	1	1	2	7
II 21-40	30.0	KANCHRAPARA, HALISAHAR, NATHATI, GARULIA, NORTH BARRACKPORE, BARRACK-PORE, TITAGARH, NORTH DUM-DUM, BUDGE-BUDGE, BANBERIA, CHANDERNAGORE, CHAMPDANI, BAIDYABATI, RISHRA, UTTAR-PARA-KOTRONG. = (15)	1	2	1	1	2	2	9
III 41-60	50.0	BARANAGAR, HOOGHLY-CHINSURAH, SERAMP-PORE, BALLY, ULBERIA. = (5)	2	3	2	2	2	2	13
IV 61-80	70.0	BHATPARA, PANIHATI, KAMARHATI, SOUTH-DUM-DUM, GARDEN REACH, JADAVPUR. = (6)	2	4	2	2	2	3	15
Total Staff Requirement Summed Over Municipalities =			47	79	47	47	62	78	360

**N.B. :-**

(I) For South Suburban & Howrah Mc. average annual capital outlay of Rs. 220 lakhs does not require any - Rs. 140 lakhs respectively.

(II) Calcutta Corporation, with average annual staff expenses.

(III) Below is rough estimate of extra annual staff expenses.

(I)  $(4 \times 2000 \times 12) + (6 \times 800 \times 12) = \text{Rs. } 1.54 \text{ lakhs.}$  (II)  $(4 \times 2000 \times 12) + (8 \times 800 \times 12) = \text{Rs. } 1.73 \text{ lakhs.}$

(III)  $(5 \times 2000 \times 12) + (11 \times 800 \times 12) = \text{Rs. } 2.26 \text{ lakhs.}$  (IV)  $(5 \times 2000 \times 12) + (13 \times 800 \times 12) = \text{Rs. } 2.45 \text{ lakhs.}$

(IV) The above statement on staff requirement excludes 1 each of Executive, Finance and Health Officers to each municipality, irrespective of the size of capital outlay.

(V) 'Others' may include staff like 'nightwatchman for stores', 'technical assistant', 'clerks' and not 'peon' or 'maintenance staff'.

D.N./7-4-84.

1/LB/Misc-27/82.  
 Formwa ded f...  
 Director of...  
 C.R. 6/87 & 3  
 Director of...  
 Yours faithfully,  
 Act, 1932.  
 Sub-

**Sub. : Minutes of 1<sup>st</sup> meeting of the Committee constituted vide Notification of Department of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011 at SUDA.**

**List of Committee Members :**

1. **Shri M.N. Pradhan, Director, SUDA** : **Chairman**
2. **Shri B.C. Patra, Jt. Secretary, Dept. of Municipal Affairs** : **Member**
3. **Shri G.P. Kundu, Jt. DLB, Directorate of Local Bodies** : **Member**
4. **Dr. Shibani Goswami, Project Officer, Health, SUDA** : **Member Convenor**
5. **Shri Saikat Mondal, UDA, Dept. of Municipal Affairs** : **Invitee**

At the outset, Project Officer, Health, SUDA apprised members of the Committee regarding existing Urban Health Programmes, status of Health Manpower under five Urban Health Programmes in O & M Phase, Health manpower vis-à-vis existing pay structure, existing selection procedure vis-à-vis proposed changes. The content of presentation was handed over to each of the members of the Committee.

**Following issues were discussed :**

1. Examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous

**With regard to issue at serial no. 1, following discussions were held :**

- Priority shall be given for filling up the vacancy for the post of HHW, FTS, Health Officer, Doctors, paramedical staff and others which are to be dealt separately.
- Existence of Creche under CUDP III in three ULBs namely Garulia, North Barrackpore and Hooghly Chinsurah may be examined.
- Norms of Health manpower according to Health facilities may be made uniform.
- Each of the ULBs should have Health Officer in position.
- Office of Health Officer shall have minimum other staff to run the office.
- Existence of post of Urban Health Improvement Organiser (UHIO) under IPP-VIII and IPP-VIII (Extn.) may be examined – views of the ULBs may be obtained.
- Shri Kundu will provide the records available with DLB relating to approval manpower under CUDP III.
- Pay structure of Health manpower may be revised.

**With regard to miscellaneous issues at serial no. 2, the Committee Members discussed some relevant issues which need addressal :**

- Guideline for Leave Rules for Health functionaries engaged under Urban Health Programmes - Draft guidelines for leave rules prepared by the Department may be finalized.
- Re-organisation of Health Programme and Manpower at ULB level for five Urban Health Programmes which are in O & M phase - It was intimated by the Jt. Secretary, Dept. of MA that a file has already been placed by the Department to the Hon'ble MIC, MA & UD relating to unified Health Programmes.
- Age of superannuation of Health functionaries may be determined – It was reported by no. of ULBs that due to aging grass-root level Health functionaries are unable to provide Health care services which need extensive home to home visit.

The above issues will be examined by the Committee in the 2<sup>nd</sup> meeting.

The meeting ended with a vote of thanks to the Chair.



**Director, SUDA &  
Chairman of the Committee**

**Sub. : Minutes of 1<sup>st</sup> meeting of the Committee constituted vide Notification of Department of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011 at SUDA.**

**List of Committee Members :**

- |   |                   |
|---|-------------------|
| 1. Shri M.N. Pradhan, Director, SUDA                          | : Chairman        |
| 2. Shri B.C. Patra, Jt. Secretary, Dept. of Municipal Affairs | : Member          |
| 3. Shri G.P. Kundu, Jt. DLB, Directorate of Local Bodies      | : Member          |
| 4. Dr. Shibani Goswami, Project Officer, Health, SUDA         | : Member Convenor |
| 5. Shri Saikat Mondal, UDA, Dept. of Municipal Affairs        | : Invitee         |

**Following issues were discussed :**

1. Examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. **Miscellaneous :**
  - a) Guideline for Leave Rules for Health functionaries engaged under Urban Health programmes.
  - b) Re-organisation of Health Programme and Manpower at ULB level for five Urban Health Programmes which are in O & M phase :
    - The unified Health programmes in place of various names i.e. CUDP III, IPP-VIII, CSIP, IPP-VIII (Extn.) and RCH Sub-Project
    - Single budgetary source and funding from Finance Dept.
    - Maintenance of single A/C by the ULBs
  - c) Fixation of age limit of Health functionaries

**Following discussions were held :**

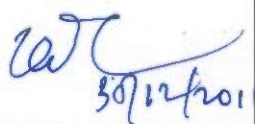

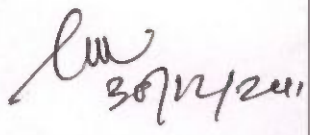
- Priority shall be given for filling up the vacancy for the post of HHW, FTS, Health Officer, Doctors, paramedical staff and others which are to be dealt separately.
- Existence of Creche under CUDP III in three ULBs namely Garulia, North Barrackpore and Hooghly Chinsurah may be examined.
- Norms of Health manpower according to Health facilities may be made uniform.
- Each of the ULBs should have Health Officer in position.
- Office of Health Officer shall have minimum other staff to run the office.
- Existence of post of Urban Health Improvement Organiser (UHIO) under IPP-VIII and IPP-VIII (Extn.) may be examined – views of the ULBs may be obtained.
- Shri Kundu will provide the records available with DLB relating to approve manpower under CUDP III.
- Pay structure of Health manpower may be revised.
- Draft guidelines for leave rules prepared by the Department may be finalized.
- It was intimated by the Jt. Secretary, Dept. of MA that a file has already been placed by the Department to the Hon'ble MIC, MA & UD relating to unified Health Programmes.
- Age of superannuation of Health functionaries may be determined.

2<sup>nd</sup> meeting of the Committee will be convened within 10<sup>th</sup> January, 2012.

The meeting ended with a vote of thanks to the Chair.

**Director, SUDA**

1<sup>st</sup> meeting of the Committee constituted vide Notification of Department of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011 at SUDA at 3.00 p.m.

Sl. No.	Name	Designation	Signature
1.	M. N. Pradhan	Director, SUDA	 30/12/2011
2.	B. C. Patra	Jt. Secretary MA	 30/12/11
3.	G. P. Kunda	Jt. DLB.	 30/12/2011
4.	Saikat Mandal	UDA	S Mandal 30/12/2011
5.			
6.			
7.			
8.			
9.			
10.			

● 1<sup>st</sup> meeting of the Committee constituted vide Notification of Department of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011 at SUDA at 3.00 p.m.

## **A G E N D A**

- 1. Examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.**
- 2. Miscellaneous.**



**T** existing Urban Health Programmes are as under :

Sl. No.	Programmes	Project Assisted by	Duration of Project	Population covered	No. of ULBs covered
1.	CUDP-III	World Bank	1985-86 to 1991-92	16.00 lakhs in KMA	41 (All KMA ULBs except newly constituted Dankuni Municipality)
2.	IPP-VIII	World Bank	1993-94 to June 2002	38.00 lakhs in KMA	
3.	CSIP	DFID	1992-93 to 1997 - 98	2.85 lakhs in KMA	
4.	IPP-VIII-(Extn.)	World Bank	2000 to June 2002	8.30 lakhs in Non-KMA	10 (Alipurduar, Balurghat, Burdwan, Darjeeling, Durgapur, English Bazar, Jalpaiguri, Kharagpur, Raiganj and Siliguri)
5.	R.C.H. Sub-Project, Asansol	World Bank	1998 to March, 2004	2.53 lakhs in Non-KMA	1 (Asansol)
6.	HHW Scheme	Dept. of Health & Family Welfare	Feb., 2004 continuing	2.86 lakhs in Non-KMA ULBs	11 (Bankura, Berhampur, Bishnupur, Bolpur, Cooch Behar, Jangipur, Kalna, Krishnagar, Medinipur, Purulia and Suri)
7.	Community Based Primary Health Care Services (CBPHCS)	Dept. of Health & Family Welfare	Feb. 2006 Continuing	11.23 lakhs in Non-KMA ULBs	63 (All other ULBs excepting at Serial No. 1 to 6)
<b>Total Population Covered</b>				<b>81.77 lakhs</b>	<b>126</b>

After cessation of external funding support, all the programmes at serial no. 1 to 5 are continued and maintained by the Dept. of Municipal Affairs, GOWB.

Programme at Sl. No. 6 & 7 are being funded by DHFW, GOWB.

Services at Dankuni Municipality is being implemented through Uttarpara Kotrung Municipality.

**Annexure : 1**

**Status of Health Manpower under five Urban Health Programmes in O & M Phase being funded by the Department of Municipal Affairs.**

**A) (i) Criterion for determination of Health manpower and no. of entitlement, existing no. of manpower under CUDP III**

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of entitlement	Existing No.	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW) ✓	@ 1 per 1,000 BPL population	1579	1506	73
2.	<b>At Sub-Centre (SC) (315 nos.)</b>				
	First Tier Supervisor (FTS) ✓	@ 1 per 5,000 population or 1 per SC	315	305	10
3.	<b>At Health Administrative Unit (HAU) (50 nos.)</b>				
	Part-time Medical Officer (PTMO) ✓	@ 1 per HAU	50	32	18
	Clerk ✓	@ 1 per HAU – existing manpower of ULB render additional duty under CUDP III	50	23	27
	Sanitary Inspector (SI)	Do	50	14	36
	Sweeper ✓	@ 1 per HAU	50	22	28
	Attendant ✓	@ 1 per HAU	50	50	0
	4.	<b>At ESOPD (8 nos.)</b>			
Specialist Doctor ✓		@ 8 per ESOPD	✓64	✓28	✓36
Part-time Medical Officer (PTMO)		@ 2 per ESOPD	16	8	8
Pharmacist ✓		@ 1 per ESOPD	8	4	4
Nurse ✓		@ 1 per ESOPD	8	3	5
Attendant ✓		@ 1 per ESOPD	8	8	0
Sweeper ✓		@ 1 per ESOPD	8	6	2
5.	<b>At Creche (3 nos.)</b>				
	HHW	@ 2 per Creche	6	5	1
	Attendant ✓	@ 2 per Creche	6	4	2
	Helper ✓	@ 1 per Creche	3	2	1
6.	<b>At ULB</b>				
	Health Officer ✓	1 for Baruipur Only	1	0	1
<b>Total =&gt;</b>			<b>2272</b>	<b>2020</b>	<b>252</b>

(●) Criterion for determination of Health manpower and no. of entitlement, existing no. of manpower under CSIP

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of entitlement	Existing No.	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	275	<del>272</del> 269	<del>3</del> 6
2.	<b>At Sub-Centre (55 nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	55	54	1
3.	<b>At Health Administrative Unit (HAU) (8 nos.)</b>				
	Part-time Medical Officer (PTMO) ✓	@ 2 per HAU	16	3	13
	Second Tier Supervisor (STS) ✓	@ 1 per HAU	8	21	87
	Clerk ✓	@ 1 per HAU	8	8	0
	Sweeper ✓	@ 1 per HAU	8	8	0
	Attendant ✓	@ 2 per HAU	16	14	2
4.	<b>At ESOPD (2 nos.)</b>				
	Specialist Doctor ✓	@ 8 per ESOPD	16	<del>12</del> 11	45
	Part-time Medical Officer (PTMO) ✓	@ 2 per ESOPD	4	21	23
	Pharmacist ✓	@ 1 per ESOPD	2	1	1
	Nurse ✓	@ 2 per ESOPD	4	2	2
	Lab. Technician cum Clerk	@ 1 per ESOPD	2	2	0
	Attendant ✓	@ 2 per ESOPD	4	4	0
	Sweeper ✓	@ 1 per ESOPD	2	2	0
<b>Total =&gt;</b>			<b>420</b>	<del>386</del> 380	<del>34</del> 40

(iii) Criterion for determination of Health manpower and no. of entitlement, existing no. of manpower under IPP-VIII

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of entitlement	Existing No.	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW) ✓	@ 1 per 1,000 BPL population	3713	3581	132
2.	<b>At Sub-Centre (736 nos.)</b>				
	First Tier Supervisor (FTS) ✓	@ 1 per 5,000 population or 1 per SC	736	698	38
3.	<b>At Health Administrative Unit (HAU) (116 nos.)</b>				
	Part-time Medical Officer (PTMO) ✓	@ 2 per HAU	232	189	43
	Second Tier Supervisor (STS) ✓	@ 2 per HAU	232	140	92
	Clerk ✓	@ 1 per HAU	116	104	12
	Sweeper ✓	@ 1 per HAU	116	101	15
	Attendant ✓	@ 2 per HAU	232	209	23
4.	<b>At ESOPD (25 nos.)</b>				
	Specialist Doctor ✓	@ 8 per ESOPD	200	200	0
	Part-time Medical Officer (PTMO) ✓	@ 2 per ESOPD	50	29	21
	Pharmacist ✓	@ 1 per ESOPD	25	22	3
	Nurse ✓	@ 1 per ESOPD	25	12 ✓	13
	Lab. Technician cum Clerk ✓	@ 1 per ESOPD	25	22	3
	Attendant ✓	@ 2 per ESOPD	50	50	0
Sweeper ✓	@ 2 per ESOPD	50	34	16	
5.	<b>At MH (22 nos.)</b>				
	Resident Medical Officer (RMO)	@ 2 per MH	44	37	7
	Specialist Doctor ✓	@ 3 per MH	66	27	39
	Nurse ✓	@ 4 per MH	88	57 ✓	31
	Ayah ✓	@ 4 per MH	88	72	16
	Lab. Technician ✓	@ 1 per MH	22	17	5
	Sweeper ✓	@ 2 per MH	44	10	34
Night Guard ✓	@ 1 per MH	22	4	18	

Contd. to P-2.

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of entitlement	Existing No.	No. of Vacancy
6.	<b>At DC (8 nos.)</b>				
	Pathologist, Sonologist, Radiologist ✓	@ 1 each per DC (additional 3 sanctioned by KMDA for South Dum Dum Mpl.)	27	17	10
	Radiographer ✓	@ 1 per DC	8	4	4
	Technician ✓	@ 2 per DC (additional 1 sanctioned by KMDA for Rishra Mpl.)	17	17	0
	Cashier cum Clerk ✓	@ 1 per DC (additional 5 sanctioned by KMDA for Bansberia, Madhyamgram, Rishra, South Dum Dum & Titagarh Mpl.)	11	11	0
	Administrative Management Professional ✓	@ 1 per DC	8	5	3
	Attendant ✓	@ 2 per DC	16	8	8
	Sweeper ✓	@ 2 per DC	16	8	8
7.	<b>At ULB (41 nos.)</b>				
	Health Officer (HO) ✓	@ 1 per ULB excepting KMC & Baruipur	<del>39</del> 35	23-2 = 21	16+2 = 18
	Asstt. Health Officer (AHO) ✓	Do	39	30	9
	Public Health Nurse (PHN) ✓	Do	39	12	27
	Urban Health Improvement Organiser (UHIO) ✓	Do	39	11	28
<b>Total =&gt;</b>			<b>6435</b> 6431	<b>5761</b> 5759	<b>674</b> 672

(iv) Criterion for determination of Health manpower and no. of entitlement, existing no. of manpower under IPP-VIII (Extn.)

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of entitlement	Existing No.	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	1090	1087	3
2.	<b>At Sub-Centre (250 nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	250	247	3
3.	<b>At Health Administrative Unit (HAU) (35 nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 2 per HAU	70	58	12
	Auxiliary Nurse Midwife (ANM)	@ 2 per HAU	70	44	26
	Clerk	@ 1 per HAU	35	34	1
	Sweeper	@ 1 per HAU	35	30	5
	Attendant	@ 1 per HAU	35	34	1
	4.	<b>At ESOPD (11 nos.)</b>			
Specialist Doctor		@ 3 per ESOPD	33	24	9
Sweeper		@ 1 per ESOPD	11	7	4
Attendant		@ 1 per ESOPD	11	7	4
5.	<b>At MH (11 nos.)</b>				
	Resident Medical Officer (RMO)	@ 2 per MH	22	16	6
	Nurse	@ 3 per MH	33	22	11
	<del>Lab. Technician</del>	<del>@ 1 per MH</del>	<del>11</del>	<del>6</del>	<del>5</del>
	Sweeper	@ 1 per MH	11	11	0
	Attendant	@ 1 per MH	11	11	0
	Night Guard	@ 1 per MH	11	10	1
6.	<b>At DC (11 nos.)</b>				
	Pathologist, Sonologist, Radiologist	@ 1 each per DC	33	15	18
	Radiographer	@ 1 per DC	11	4	7
	Technician	@ 1 per DC	11	8	3
7.	<b>At ULB (10 nos.)</b>				
	Asstt. Health Officer (AHO)	@ 1 per ULB	10	0	10
	Urban Health Improvement Organiser (UHIO)	Do	10	6	4
<b>Total =&gt;</b>			<b>1814</b>	<b>1681</b>	<b>133</b>

6) Criterion for determination of Health manpower and no. of entitlement, existing no. of manpower under RCH Sub-Project, Asansol

Sl. No.	Health facility	Criterion for determination of Health manpower	No. of entitlement	Existing No.	No. of Vacancy
1.	<b>At Project Block</b>				
	Honorary Health Worker (HHW)	@ 1 per 1,000 BPL population	387	352	35
2.	<b>At Sub-Centre (250 nos.)</b>				
	First Tier Supervisor (FTS)	@ 1 per 5,000 population or 1 per SC	97	91	6
3.	<b>At Health Administrative Unit (HAU) (13 nos.)</b>				
	Part-time Medical Officer (PTMO)	@ 2 per HAU	26	7	19
	Second Tier Supervisor (STS) ✓	@ 2 per HAU	26	11	15
	Clerk ✓	@ 1 per HAU	13	8	5
	Sweeper ✓	@ 1 per HAU	13	13	0
	Attendant ✓	@ 1 per HAU	13	13	0
4.	<b>At ESOPD (2 nos.)</b>				
	Specialist Doctor ✓	@ 3 per ESOPD	6	2	4
5.	<b>At MH (2 nos.)</b>				
	Resident Medical Officer (RMO) ✓	@ 2 per MH	4	2	2
	Nurse ✓	@ 3 per MH	6	6	0
	Lab. Technician ✓	@ 1 per MH	2	1	1
	Sweeper ✓	@ 2 per MH	4	2	2
	Attendant ✓	@ 2 per MH	4	4	0
	Night Guard ✓	@ 2 per MH	4	4	0
6.	<b>At DC (2 nos.)</b>				
	Pathologist, Sonologist, Radiologist ✓	@ 1 each per DC	6	1	5
	Radiographer ✓	@ 1 per DC	2	2	0
	Technician ✓	@ 1 per DC	2	2	0
7.	<b>At ULB (1 no.)</b>				
	Health Officer (HO) ✓	@ 1 per ULB	1	1	0
	PHN ✓	Do	1	1	0
	Accounts Asstt.	Do	1	1	0
	Clerk cum Storekeeper ✓	Do	1	1	0
	Medical Supervisor	Do	1	1	0
	Statistical Asstt.	Do	1	1	0
<b>Total =&gt;</b>			<b>621</b>	<b>527</b>	<b>94</b>

11562 10375 1187

B) Health Manpower, existing pay and proposed honorarium / remuneration relating to five Urban Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol being funded by Department of Municipal Affairs :

Sl. No.	Category of Post	Total No.	Working Place / Duty Hours	Present Honorarium / Remuneration (Amount in Rs.)	Proposed Honorarium / Remuneration (Amount in Rs.)
1.	HHW	7050	Community & Sub-Centre / 4 hours	2,500/-	Enhanced Honorarium be fixed up by the Dept. at par with ICDS (starts from Rs.4500/-)
2.	FTS	1453	Sub-Centre / 4 hours	2,670/-	Do
3.	STS / ANM (Existing SI - total 50 provide addl. duty under CUDP III) work as STS. Not included in the present proposal.	336	HAU / 4 hours	3,000/- for trained STS and 2,800/- for untrained STS	Enhanced Honorarium of STS (other than ANM) be fixed up by the Dept. ANM who are working as STS may be made full time with Revised Pay Scale - ROPA, 2009 (unrevised pay scale 3,350/- to 6,325/-)
4.	PTMO	394 70	HAU / 4 hours ESOPD / 4 hours	3,350/-	PTMO may not be engaged at monthly remuneration basis. Rs. 750/- per MO per clinic of 4 hours duration may be thought of at par with NRHM
5.	Spl. Doctor	319 66	ESOPD / (Hours not mentioned, a Spl. Doctor will examine at least 25 cases) MH / Part Time	325/- per clinic not exceeding 8 clinics per month.	Rs. 1,000/- per clinic for 4 hours duration, restricting to maximum 8 visits per month in case of ESOPD & DC. In case of MH, engagement of G & O specialist for full time may not serve the purpose as for one specialist it is not possible and feasible to render 24 X 7 service. Hence, to provide round the clock service at MH either 2 nos. of G & O specialist be engaged with Revised Pay Scale - ROPA, 2009 or panel list of Specialist may be kept by the ULBs to utilize their service @ Rs. 1,000/- per visit for 4 hours duration.
6.	Radiologist / Pathologist / Sonologist	66	DC / Part Time	4,000/- (Each)	Services of Paediatrician and Anaesthetist at MH may also be hired @ Rs. 1,000/- per visit for 4 hours duration



Sl. No.	Category of Post	Total No.	Working Place / Duty Hours	Present Honorarium / Remuneration (Amount in Rs.)	Proposed Honorarium / Remuneration (Amount in Rs.)
7	Clerk cum Storekeeper	222 11 1	HAU / 4 hours DC / 4 hours ULB / 8 hours	2,600/- 2,750/- 4,750/-	May be made full time with revised pay scale – ROPA, 2009 (unrevised pay scale 3,350/- to 6,325/-)
8.	Statistical Asstt. & Accounts Asstt.	1 1	ULB / 8 hours	3,250/-	
9.	Nurse (PHN & GNM)	37 127 40	ESOPD / 4 hours MH / 8 hours ULB / 8 hours	3,000/- 5,250/- 5,500/-	Enhanced Honorarium of Nurse at ESOPD be fixed up by the Dept. Remuneration of Nurse at MH & ULB be fixed on Revised Pay Scale – ROPA, 2009 (unrevised pay scale 4,000/- to 8,850/-)
10.	Pharmacist cum Storekeeper	35	ESOPD / (Though duty hours not mentioned, working at least for 8 hours)	2,600/-	Be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 4,000/- to 8,850/-).
11.	Lab. Tech. cum Clerk	27 35	ESOPD / 8 hours MH / 8 hours	2,600/- 4,250/-	
12.	Technician	30	DC / 8 hours	3,000/-	
13.	Radiographer	21	DC / 8 hours	3,000/-	
14.	Administrative Management Professional	8	DC / (Though duty hours not mentioned, working for at least 8 hours)	5,250/-	Be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 4,650/- to 10,175/-)

Sl. No.	Category of Post	Total No.	Working Place / Duty Hours	Present Honorarium / Remuneration (Amount in Rs.)	Proposed Honorarium / Remuneration (Amount in Rs.)
15.	HO	51	ULB / 8 Hours	8,000/- - 13,500/-	File has already been moved by the Dept. of MA.
16.	AHO / Medical Supervisor	39 1	Do	6,500/-	Minimum of new scale corresponding unrevised pay Scale 8,000/- to 13,500/-
17.	Medical Officer	70	MH / 12 hours	7,250/-	Be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 8,000/- to 13,500/-)
18.	Attendant	352 73 15 16	HAU / 4 hours ESOPD / 8 hours MH / 8 hours DC / 8 hours	2,400/-	May be made full time. Pay be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 2,600/- to 4,175/-).
19.	Sweeper	222 71 59 16	HAU / 4 hours ESOPD / 4 hours MH / 4 hours DC / 4 hours (8 hours in case of MH)	2,200/-	Honorarium of Sweeper for HAU / ESOPD / DC may be enhanced. Honorarium of Sweeper at MH as per Pay Scale – ROPA, 2009 (unrevised pay scale 2,600/- to 4,175/-).
20.	Night Guard	37	MH / (at least 10 hours)	2,200/-	
21.	Helper	3	Creche / 4hours	2,250/-	At par with ICDS (present remuneration of Helper is Rs.3000/-)
22.	UHIO	49	Do	6,250/-	Equally shared between govt. and concerned ULB Enhanced Honorarium be fixed up by the Dept.
23.	Ayah	88	MH / 12 hours	3,250/-	Pay be Revised as per Pay Scale – ROPA, 2009 (unrevised pay scale 2,600/- to 4,175/-).

(i) The selection procedure for the post of HHW & FTS

Existing Procedure	Proposed Changes
<b>Selection of HHW under IPP-VIII :</b> <ul style="list-style-type: none"><li>• Preferably married women.</li><li>• Age group 35 to 45 years.</li><li>• Residing in the same community or project block, if not available may be selected from adjacent project block.</li><li>• Educational qualification—Class VIII standard.</li><li>• Selection by Central Selection Committee constituted by KMDA.</li></ul>	In case of fresh selection of HHWs by the ULBs, the criteria for selection may be kept at par with those of CBPHCS Scheme which are as under : <ul style="list-style-type: none"><li>• Age group 25 to 35 years.</li><li>• Educational qualification—Class VIII pass.</li><li>• Selection by MHFWC.</li><li>• Other criteria will remain unaltered.</li><li>• But the HHWs who have already been selected by the Central Selection Committee of KMDA in respect of CUDP III and IPP-VIII may be allowed to be engaged by the respective ULBs.</li></ul>
<b>Selection of HHW under CBPHCS :</b> <ul style="list-style-type: none"><li>• Same as above excepting age group which is 25 to 35 years.</li><li>• Selection by Municipal Level Health &amp; Family Welfare Committee (MHFWC).</li></ul>	
<b>Selection of FTS under IPP-VIII :</b> <ul style="list-style-type: none"><li>• To be selected from the existing regular HHWs working for at least six months.</li><li>• Age – 35 years and above.</li><li>• Minimum qualification – Class VIII pass and is able to read &amp; write in Bengali.</li><li>• Desirable qualification - School Final &amp; above.</li><li>• Selection by the Chairman in consultation with Local Co-ordination Committee constituted in connection with implementation of IPP-VIII in the ULB.</li></ul>	<ul style="list-style-type: none"><li>• Prior to 1<sup>st</sup> April, 2008 (programmes have been taken over by SUDA from KMDA w.e.f. 01.04.2008) the FTS candidate who already been selected by the ULBs and approved by KMDA may be allowed to join after necessary training, if not already undergone.</li><li>• For new selection of FTS after 01.04.2008, selection may be done from existing regular HHWs who are within the age group of 50 years on the day of selection so that the FTS can serve for a considerable period.</li><li>• If the HHWs within the age group of 50 years are not available keeping other criteria for FTS selection unaltered, selection be done from freshly engaged HHWs after completion of six months experience.</li></ul>
<b>Selection of FTS under CBPHCS :</b> <ul style="list-style-type: none"><li>• Age 25 to 36 years.</li><li>• Minimum qualification – Madhyamik Pass and is able to do simple arithmetic calculation.</li><li>• Selection by MHFWC.</li></ul>	

**NB : \* The proposed changes have already been approved by the Department and the then Hon'ble MIC, MA & UD on 27.03.2009.**

**Further proposed changes relating to educational qualification for HHW & FTS are Madhyamik & HS pass respectively in place of class VIII & Madhyamik pass.**

**The selection procedure for the posts other than HHW & FTS**

Category of Posts	Selection procedure earlier prevailed	Proposed changes
STS	<ul style="list-style-type: none"> <li>• The ULB was to inform KMDA regarding vacancy</li> <li>• KMDA asked the ULB to float notification for obtaining applications</li> <li>• Applications along with relevant documents were forwarded by the ULB to KMDA</li> <li>• KMDA informed the ULB about interview date which was used to held at KMDA</li> <li>• After taking interview list of selected candidates were sent to the ULB by KMDA for engagement by the ULB</li> <li>• After engagement the ULB was to forward the date of joining of the candidates to KMDA for release of relevant fund.</li> </ul>	<ul style="list-style-type: none"> <li>• Notice inviting applications is to be floated by the ULB for the sanctioned vacant posts.</li> <li>• Municipal Level Health &amp; Family Welfare Committee will select the suitable candidates for the posts.</li> <li>• The list of finally selected candidates is to be approved by the BOC in its meeting.</li> <li>• The Chairman / Mayor of the ULB is to engage the personnel as per approved terms and conditions currently prevailing.</li> <li>• Panel of the selected candidates against each of the posts will remain valid for a maximum period of 2 (two) years.</li> <li>• Information in respect of engagement of personnel is to be forwarded by the ULB to Director, SUDA.</li> </ul>
Specialist Doctors / Radiologist / Pathologist / Sonologist / Medical Officer (Full Time & Part Time) / Medical Supervisor		
PHN / GNM / ANM		
Administrative Management Professional		
Pharmacist cum Storekeeper / Lab. Technician / Radiographer / Technician		
Clerk cum Storekeeper		
Statistical Assistant & Accounts Assistant		
Urban Health Improvement Organiser (UHIO)		
Attendant		
Sweeper		
Night Guard		
Ayah		
Assistant Health Officer	<ul style="list-style-type: none"> <li>• As per resolution of Department of Municipal Affairs bearing no. 112/C-9/2A-19/97 dt. 13<sup>th</sup> May, 1999, the Selection Committee was to advertise inviting application, select a suitable candidate after interview and forward its recommendation to the Government.</li> </ul>	

## Agenda : 2

1. Guideline for Leave Rules.
2. Re-organisation of Health Programme and Manpower at ULB level for five Urban Health Programmes which are in O & M phase
  - The unified Health programmes may be termed as “**Poura Swasthya Parisheba**” in place of various names i.e. CUDP III, IPP-VIII, CSIP, IPP-VIII (Extn.) and RCH Sub-Project
    - A suitable name be suggested by the Secretary, Department of Municipal Affairs. After obtaining approval of MIC, MA & UD regarding the suitable name, Notification be issued by the Department.
  - Single budgetary source and funding from Finance Dept.
    - Proposal be prepared by the Department for submission to the Finance Department for obtaining approval.
  - Maintenances of single A/C by the ULBs
    - Notification be issued by the Department.
3. Fixation of age limit of Health functionaries
  - Communication has already been made to the Jt. Secretary vide no. SUDA-Health/519/08/49 dt. 03.06.2011. Notification be issued by the Department.

-6-  
State Urban Development Agency, Health Wing, West Bengal

*Instruction at NS pg-5.*

Procedure for selection of HHWs & FTSs adopted in IPP-VIII (launched in the year 1992-93) and in recently launched Community Based Primary Health Care Services in 63 Non-KMA ULBs in the year 2006 and proposed changes in the selection criteria are tabulated hereunder :

Existing Procedure	Proposed Changes
<p><b>Selection of HHW under IPP-VIII :</b></p> <ul style="list-style-type: none"> <li>• Preferably married women.</li> <li>• Age group 35 to 45 years.</li> <li>• Residing in the same community or project block, if not available may be selected from adjacent project block.</li> <li>• Educational qualification - Class VIII standard.</li> <li>• Selection by Central Selection Committee constituted by KMDA.</li> </ul>	<p>In case of fresh selection of HHWs by the ULBs, the criteria for selection may be kept at par with those of CBPHCS Scheme which are as under :</p> <ul style="list-style-type: none"> <li>• Age group 25 to 35 years.</li> <li>• Educational qualification - Class VIII pass.</li> <li>• Selection by MHFWC.</li> <li>• Other criteria will remain unaltered.</li> <li>• But the HHWs who have already been selected by the Central Selection Committee of KMDA in respect of CUDP III and IPP-VIII may be allowed to be engaged by the respective ULBs.</li> </ul>
<p><b>Selection of HHW under CBPHCS :</b></p> <ul style="list-style-type: none"> <li>• Same as above excepting age group which is 25 to 35 years.</li> <li>• Selection by Municipal Level Health &amp; Family Welfare Committee (MHFWC).</li> </ul>	
<p><b>Selection of FTS under IPP-VIII :</b></p> <ul style="list-style-type: none"> <li>• To be selected from the existing regular HHWs working for at least six months.</li> <li>• <i>Age - 25 years &amp; above</i> Minimum qualification - Class VIII pass and is able to read &amp; write in Bengali.</li> <li>• Desirable qualification - School Final &amp; above.</li> <li>• Selection by the Chairman in consultation with Local Co-ordination Committee constituted in connection with implementation of IPP-VIII in the ULB.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to 1<sup>st</sup> April, 2008 (programmes have been taken over by SUDA from KMDA w.e.f. 01.04.2008) the FTS candidate who already been selected by the ULBs and approved by KMDA may be allowed to join after necessary training, if not already undergone.</li> <li>• For new selection of FTS after 01.04.2008, selection may be done from existing regular HHWs who are within the age group of 50 years on the day of selection so that the FTS can serve for a considerable period.</li> <li>• If the HHWs within the age group of 50 years are not available keeping other criteria for FTS selection unaltered, selection be done from freshly engaged HHWs after completion of six months experience.</li> </ul>
<p><b>Selection of FTS under CBPHCS :</b></p> <ul style="list-style-type: none"> <li>• Age 25 to 36 years.</li> <li>• Minimum qualification - Madhyamik Pass and is able to do simple arithmetic calculation.</li> <li>• Selection by MHFWC.</li> </ul>	

Submitted.

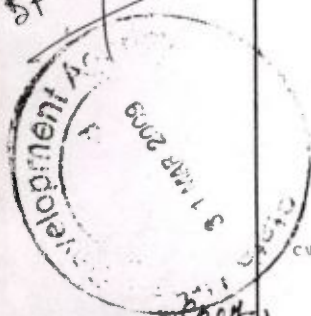
*16.03.09*

*The above clarifications may be seen.*

*The guidelines for selection of HHW & FTS as proposed may be approved for uniform adoption in all ULBs*

C:\Dr. Govami\ICH-63 ULBs\Notesheet.doc

*Spl. Secy. Dept. QMA*



*Principal Secy*

*PO(H) This may be approved on 17/3*

West Bengal State Health & family Welfare Samiti  
(Registration No. S/IL/14448 of 2002-03)  
3<sup>rd</sup> Floor, Wing-B, Swasthya Bhawan  
GN-29, Sector-V, Salt Lake  
Kolkata-700091

Memo No.SHFWS/Estd-552/2011/544(2-~~₹~~)

Dated 22<sup>nd</sup> December 2011

To

1. Financial Adviser, WBSHFWS
2. The Programme Officer, .....
3. The Secretary DH&FWS and  
Chief Medical Officer of Health  
.....(All)

**Subject: Parity in Monthly Consolidated Remunerations in respect of persons engaged on contract in Different Programmes under West Bengal State Health & Family Welfare Samiti.**

Sir,

Disparities and anomalies in the consolidated remuneration allowed to contractual employees engaged in various health sector programmes under the WBSH&FWS have long been a matter of concern. Therefore, a committee had been constituted to remove such disparities and anomalies and bring about parity in the pattern of remuneration.

Based on the recommendations of the committee, the WBSH&FWS has decided to revisit the pattern of consolidated remuneration allowed to contractual employees engaged in different health sector programmes under the WBSH&FWS as set out in Annexure II to this order.

Annexure II will become effective only after the submission of the relevant information in the prescribed format in Annexure-I by the State Programme Officers to the WBSH&FWS, followed by specific sanctions based on such information by the Executive Director of the Samiti.

Under no circumstances should the Programme Officers grant revised remuneration as set out in Annexure II, without such specific approval.

Yours faithfully



**Executive Director  
State Health & Family Welfare Samiti**

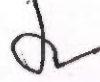
Enclosed: As Stated

Memo No.SHFWS/Estd-552/2011/544/1 (4)

Dated 22<sup>nd</sup> December, 2011

Copy forwarded for information and necessary action to:

1. Mission Director, National Rural Health Mission & secretary, H&FW Samiti
2. Commissioner, Family Welfare, West Bengal & secretary, H&FW Samiti
3. Chairman, Pay Parity Committee & Special Secretary, H&FW Department
4. P.A to Principal Secretary, H&FW Department



Enclosed: As Stated

Executive Director  
State Health & Family Welfare Samiti



Annexure-I to Memo No.SHFWS/Estd-552/2011/544/1 (4) dated 22<sup>nd</sup> December, 2011

Sl. No	Name of the Employee with address & Contact No. (Mobile)	Engaged As	Group	Date of Birth	Date of Joining	Year of Service since 01.04.09	Existing Monthly Remuneration	Proposed Monthly Remuneration	Remarks, if any

*Dr*  
22/12/2011

Notes

1 All contractual employees engaged in different programmes under the WBSH&FWS will be grouped in identical categories considering their designation and nature of duty and responsibilities assigned to their designation in following manner.

Group No.	Categories of contractual employees brought under same group
I	Asstt. Engineer, State Surveillance MO, NLEP
II	Sr. Programme Coordinator, NRHM; State NGO Co-ordinator, NRHM; Programme Coordinator, NRHM; Accounts Manager (State), NRHM FMG; District Programme Co-ordinator, District Accounts Manager, District Statistical Manager, State accounts Officer, RNTCP; IEC Officer, RNTCP; Entomologist SSU, IDSP; Microbiologist SSU & DSU, IDSP; System Co-ordinator, State Samiti
III	Sub Assistant Engineer, Sr. Programmer, State samiti
IV	Executive assistant, NRHM; Accounts Personnel, Block Accounts Manager, GNM (Anwasha), GNM (School Health), Lab Technician, MT Lab, Statistical Asstt., Accounts Clerk (Computerized), Accounts Clerk, Sr. LT (IRL), RNTCP; DOTS Plus Site Statistical Asstt., RNTCP; Sr. DOTS Plus & TB HIV Supervisor, RNTCP; Pharmacist/ store Keeper, RNTCP; Sr. Treatment Supervisor, RNTCP; Sr. TB Lab Supervisor, RNTCP; Lab Technician, RNTCP; MTS, LT of NVBDCP, Data Manager SSU & SDU, IDSP; Sr. Assistant, State Samiti; Technician, State Samiti, Counselor, State Samiti, Stenographer, State Samiti
V	Data Entry Operator, Accounts asstt, DPMU, Computer Asstt, DPMU; Lady Counselor (Adolescent Clinic), Lady Counselor (Anshewa Clinic), Driver, Administrative Asstt, NLEP; MPW of NVBDCP, Secretarial asstt, RNTCP; Store Asstt., RNTCP; DEO SSU & DSU & Others, IDSP; Cash Sarkar, State Samiti; A/c Clerk, State Samiti; Jr. Asstt cum Typist, State Samiti
VI	Group-D, Peon

*[Signature]*  
22/12/2011

2 In order to bring parity of remuneration of all contractual employees of same Group referred to above considering the year of service they have rendered on the date of effect since 01.04.09, the contractual monthly remuneration of all such employees may be fixed as noted hereunder with effect from 1<sup>st</sup> January 2012.

**Group-I**

Year of Service	Gross Monthly Remuneration
One	31800
Two	31800

**Group-II**

Year of Service	Gross Monthly Remuneration
One	22700
Two	23270

**Group-III**

Year of Service	Gross Monthly Remuneration
One	20400
Two	20790

**Group-IV**

Year of Service	Gross Monthly Remuneration
One	16860
Two	17220

**Group-V**

Year of Service	Gross Monthly Remuneration
One	13560
Two	13800

**Group-VI**

Year of Service	Gross Monthly Remuneration
One	10200
Two	10260

**Note 1:** Considering the duties, responsibilities and for administrative facilitation the District Programme Co-ordinators will be allowed an additional remuneration @ Rs. 2000.00 (Two Thousand) only per month in addition to monthly remuneration awarded to other contractual employees in Group - II.

**Note 2:** For similar reasons noted in Note 1 above, an additional remuneration @ Rs. 2000.00 (Two Thousand) only per month will also be allowed to the Sr. Programme Coordinator, NRHM and State NGO Coordinator.

**Note 3:** Similarly, Accounts Manager and Programme Coordinator working at SPMU will get Rs.2000.00 (Two Thousand) more than their counterpart working in Districts.

*[Handwritten signature]*  
22/12/2011

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3 The system of allowing annual increment shall be withheld for all such employees who have not rendered service continuously more than 10 years and not satisfied all the conditions referred in Finance Department Memo No. 9008-F(P) Dated 16.09.11.

4 Renewal of engagement of all such contractual employees, which in every case shall be reckoned as a fresh contract, will henceforth be effected from 1<sup>st</sup> April of each year and may invariably end on 31<sup>st</sup> March of the following year on the basis of specific appraisal in prescribed format and in consultation with Human Resource Cell of the WBSH&FWS. The contract will end automatically on 31<sup>st</sup> March of the following year, unless renewed in the above manner

5 At the time of renewal i.e., on 1<sup>st</sup> April of the year, monthly contractual remuneration of the contractual employee concerned shall be revised as per recommendation of the Human Resource Cell under WBSHFWS.

6 If any fresh employee is recruited at any point of time after 1<sup>st</sup> April and prior to 31<sup>st</sup> March, his/her first contractual tenure shall strictly be upto subsequent 31<sup>st</sup> March and that monthly remuneration shall be fixed by keeping parity of minimum remuneration of contractual employees of same group at that point of time and invariably in consultation with the HR Cell. First re-fixation of remuneration of such fresh recruited employee will be due on 1<sup>st</sup> April immediately after his/her completion of 12 months service.

7 If for the interest of any programme, a fresh contractual employee is recruited whose designation has not been included or covered in any of the group given in Para 1 above then before recruitment that designation either be included in any of the existing group or in a new group in consultation with the HR Cell.

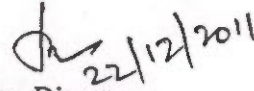
8 The monthly contractual remuneration of all Groups as prescribed in Para 1 above, has been fixed for bringing parity amongst the employees of same Group. But if for this revision, existing remuneration of any contractual employee is reduced then the matter may immediately be brought to the notice of Executive Director, WBSHFWS

9 Job Chart for all categories of contractual employees will be introduced or modified by the HR Cell in due course.

10 Renewal of contract of any contractual employee will not be allowed if the employee fails to attend his/her duties in 240 days in a year of tenure or 20 days average per month if the period of tenure is less than one year. In this respect sanctioned period on leave with pay shall be counted towards determination of the Number of days worked.

11 There are some retired employees engaged on contract in different programmes. Remunerations of such contractual employees will be as per extant government orders in force.

12 Clarification regarding revision of consolidated remuneration, if required, may be sought from the WBSH&FWS.

  
22/12/2011  
Executive Director  
West Bengal State Health & Family Welfare Samiti

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

Dated, Calcutta, the 13th May 1999.

NO. 112/C-9/2A-19/97

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following members :-

1. Mayor/Chairman of the concerned Municipality/Corporation - Chairman
2. Dy. Chief Medical Officer of Health - Member
3. S.D.O. of the concerned Sub-Division or his representative - Member
4. Deputy/Assistant Director of Local Bodies of the concerned division - Member
5. A representative of Chief of Health, C.M.D.A. - Member Secretary

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/MA/O/C-9/2A-19/87 dt. 13.5.99 and select a suitable candidate after interview and forward its recommendation to the Government.

By order of the Governor  
Sd/- H. Misri.

Joint Secretary.

Dated, Calcutta, the 13th May 1999.

NO. 112/1(9)/C-9/2A-19/97

Copy forwarded for information to :-

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal, Furta Bhavan, Salt Lake.
3. Mayor/Chairman, \_\_\_\_\_ Corporation/Municipality.
4. Treasury Officer \_\_\_\_\_
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. \_\_\_\_\_
9. Home (P&R) Department of this Government.
10. D.M. \_\_\_\_\_ District.

Joint Secretary.

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(4) He will attend patients on call from the Nonorary Health Workers, at the residence of beneficiaries and visit all the sub-centres at least once a week according to predetermined scheduled to provide medical check-up and supervise immunisation programmes.

(5) He will submit incidents for Health Administrative Unit to the Central Store for supply of medicines, vaccines etc. through the respective Health Officers.

(6) The ambulatory cases will be referred by him for attendance by a specialist.

(7) Cases requiring hospitalisation or investigations will be recommended and referred by him to the appropriate medical centre.

(8) Chairman of the municipality and the Health Officer entrust any other health and sanitary function on him under I.P.P. Project-VIII.

(9) Assistant Health Officer will function under the overall supervision and control of the Chairman and Health Officer.

In discharging aforesaid duties he will work in close contact with other health and sanitary officers and workers of the municipality.

The expenditure for payment of remuneration to the Assistant Health Officers so appointed will be borne by C.M.D.A.

This order issues with the concurrence of the Finance Department vide their Un-Official No. Group, 'S' 4561, dated 7.10.98.

  
Joint Secretary.

MA/111/1(7)/MA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy to the :

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal, Pura Bhavan, Salt Lake City, Calcutta - 700 091.
3. Mayor/Chairman,  
..... Corporation/Municipality.
4. Treasury Officers .....
5. Accountant General West Bengal, Treasury Buildings, Calcutta - 1.
6. Finance Department of this Government.
7. Health Department of this Government.
8. D.M. .... District.



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

No. 111/MA/O/C-9/2A-19/97 Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the Government of West Bengal.

To : The Director of Local Bodies, West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.P. Project VIII sponsored by C.M.D.A. =

- 1) Barasat (2) Chander nagar (3) Bhadreswar (4) Garulia
- (5) Halisahar (6) Hooghly-Chinsurah (7) Howrah (8) Panihati
- (9) Bhatpara (10) Mahatala (11) North Barrackpore (12) Rajarhat-Gopalpur
- (13) Naihati (14) Kamarkhata (15) Tilagarh
- (16) Serampore (17) Rajpur Sonarpur (18) South Dum Dum
- (19) Uluberia (20) Rishra (21) Bansberia (22) Uttarpara-Kotrang
- (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedure and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 50 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of ₹ 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Program adopted by the municipality under I.P.P. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.P. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisations to be involved in I.P.P. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche program and preventive measures against communicable diseases like Leprosy, Polio, Typhoid, Measles etc.

## Issues relating to Urban Health Programmes :

1. Filling up the vacancies in respect of HHW and other personnel at ULB level for the Health Programmes which are in O & M phase.
2. Guideline for Leave Rules.
3. Re-organisation of Health Programme and Manpower at ULB level for five Urban Health Programmes which are in O & M phase
  - The unified Health programmes may be termed as "Poura Swasthya Parisheba" in place of various names i.e. CUDP III, IPP-VIII, CSIP, IPP-VIII (Extn.) and RCH Sub-Project
    - A suitable name be suggested by the Secretary, Department of Municipal Affairs. After obtaining approval of MIC, MA & UD regarding the suitable name, Notification be issued by the Department.
  - Single budgetary source and funding from Finance Dept.
    - Proposal be prepared by the Department for submission to the Finance Department for obtaining approval.
  - Maintenances of single A/C by the ULBs
    - Notification be issued by the Department.
4. Fixation of age limit of Health functionaries
  - Communication has already been made to the Jt. Secretary vide no. SUDA-Health/519/08/49 dt. 03.06.2011. Notification be issued by the Department.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/549/11/261**

Date .....**23.12.2011**

**Sub. : 1<sup>st</sup> Meeting of Committee.**

With reference to Notification of Dept. of Municipal Affairs bearing no. 821/MA/C-10/3S-37/2009 dt. 13.12.2011, the 1<sup>st</sup> meeting of Committee is scheduled to be held on **30.12.2011** at SUDA Conference Hall at **3:00 p.m.**

### **Agenda :**

1. Examination of the issues relating to policy frame work for engagement of personnel in various posts under CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project, Asansol and submission of recommendation containing further course of actions, in the matter, to the Department.
2. Miscellaneous.

  
**Director, SUDA  
(Chairman)**

**Copy forwarded for information with the request to attend the meeting :**

1. **Shri B. C. Patra, Jt. Secretary, Department of Municipal Affairs – Member**
2. **Director, Directorate of Local Bodies with the request to nominate Jt. Director, DLB**
3. **Special Officer & E.O. A.S., Department of Municipal Affairs – Member**
4. **Project Officer, Health, SUDA – Member Convenor**
5. **Head Assistant, Cell -10, Department of Municipal Affairs – Member**

  
**Director, SUDA  
(Chairman)**

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A/M

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

**NOTIFICATION**

No. 821/MA/C-10/3S-37/2009

Dated Kolkata the 13th day of December, 2011

WHEREAS in the Urban areas of this State health programmes under CUDP -III; CSIP; IPP-VIII; IPP VIII (Extn.); and RCH Sub-Project, Asansol are being run for providing primary health care, public health care and implementation of various National Health Programmes like Pulse Polio Immunisation Programme, RNTCP, NFCP etc.;

AND WHEREAS in order to ensure smooth running of the said Health Programmes in the public interest, it is necessary to frame a specific policy and norm for manning the said health projects.

NOW, THEREFORE, a Committee is hereby constituted for the purpose of examining the issues related to policy framework for engagement of personnel in various posts under the said Health Projects, and to submit their recommendations containing further course of actions, in the matter, to this Department. The Committee is hereby constituted with the following members:

- (1) Director of State Urban Development Agency, West Bengal ----- Chairman;
- (2) Joint Secretary looking after Cell-10 of this Department ----- Member;
- (3) Joint Director of Local Bodies, West Bengal ----- Member;
- (4) Special Officer & E.O. A.S, Department of Municipal Affairs----- Member;
- (5) Project Officer (Health), SUDA ----- Member Convenor; and
- (6) Head Assistant, Cell - 10, Department of Municipal Affairs - Member.

The Committee shall submit its report within two months from the date of its constitution, along with specific recommendation.

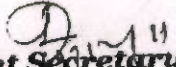
By order of the Governor,  
Sd/- B. C. Patra.

**Joint Secretary to the Govt. of West Bengal.**

No. 821/1(9)/MA/C-10/3S-37/2009 Dated Kolkata the 13th day of December, 2011

Copy forwarded for information and necessary action to the:-

- (1) Director of State Urban Development Agency, West Bengal;
- (2) Joint Secretary looking after Cell-10 of this Department;
- (3) Joint Director of Local Bodies, West Bengal;
- (4) Special Officer & E.O. A.S, Department of Municipal Affairs;
- (5) Project Officer (Health), SUDA;
- ✓(6) Head Assistant, Cell - 10, Department of Municipal Affairs;
- (7) P.S. to the MIC of this Department;
- (8) P.A. to the Secretary of this Department.
- (9) Guard file of Cell - 10.

  
Joint Secretary