

**State Urban Development Agency, Health Wing, West Bengal**

Sub. : Job placement training of FTSs under CBPHC - approval thereof.

A good number of ULBs are now in a position of selecting First Tier Supervisor (FTS) as per approved number, out of which some of them have completed such selection. Now it is high time for imparting job placement training to the selected FTSs. It was decided that the said training would be organised by SUDA centrally for a duration of 5 days for each of batch of 30 numbers of participants. Total number of FTSs sanctioned in CBPHC is 273, hence the batch will be 9 to 11 number in total.

The training schedule for 5 days are enclosed herewith. \*

The estimated expenditure for one batch of 30 participants is as under :

Sl. No.	Item of expenditure	Rate	Total Cost
1.	Training materials (Training manual, bag/folder, exercise book, pen, pencil, eraser, sharper, xeroxing for transparency sheet, OH pen etc.)	@ Rs. 300/- per head X 30 participants	9000.00
2.	Hire charges of hostel room	@ Rs.25/- per head per day x 30 x 6	4500.00
3.	Training venue charges	@ Rs. 1000/- per day x 5 days	5000.00
4.a.	Food charges (Breakfast, lunch, dinner & tea etc.)	@ Rs. 150/- per head per day x 35 x 5	26250.00
b.	Meal charges for prior night of training	@ Rs. 50 x 35	1750.00
5.	Transport charges for field visit of participants	Rs. 6000/- for 4 hrs.	6000.00

2-

6.	Trainers fees	@ Rs. 500/- per session x 2 session x 5 days	
7.	Miscellaneous charges	@ 10% of the total unit cost	5750.00
	<b>Total</b>		<b>63,250.00</b>
	Total expenditure involved for 11 batches will be Rs.63250 x 11		<b>6,95,750.00</b>

Mobility support of trainees (FTSs) for the to and fro journey for attending training at SUDA will be provided by the ULB on the basis of actual expenses.

All the above expenditure in-connection with FTSs training is to be booked under A/c head "Training".

In 1<sup>st</sup> batch the FTSs of 7 ULBs will participate. The Draft to this effect is enclosed for kind perusal and signature, if approved.

CFP  
Director SUDA  
PO/H

*[Signature]*  
25-03-08  
Approved & signed  
Union  
25/3/08

Sub: 1st batch of job placement-training of FTSs under CBPTC at SUDA during 7-11 April, 2008.

1st batch of job placement-training of FTSs is scheduled at SUDA during 7-11 April wherein FTSS from 7 ULBs namely Basirhat, Beldanga, Tarakeswar, Gangarampur, Khatwa, Salmatha and Sonamukhi will participate.

As discussed on date, Training materials would be organised by SUDA and xeroxing & spiral binding of Training manual would be done by EMU, The payment be met out of C.B.P.C. fund.

The training materials include  
 @ bag @ exercise book no. 10  
 @ Pen @ pencil @ eraser @ Sharpener  
 - 40 nos. for each of the items  
 will be required and be made available with Health wing by  
04.07.2008.

Canteen has been contacted by Health wing who will serve food as approved, will submit bill to Director SUDA. ~~and~~  
~~to incur~~

Advance for an amount of Rs. 6000/- (Rs. 5000/- as trainers fee and Rs. 1000/- for misc. exp.)

may be handed over to <sup>by</sup> 04.07.2008.  
 Sri S. Pal, FO, Health Wing, SUDA.

The adjustment will be submitted in due course. This is to state that there is no outstanding balance of advance lying with Health wing SUDA.

Submitted. ~~and~~ x

S. S. Zaman  
 01.07.2008.

Director, SUDA  
 FO (for 'i')  
 Sandip (for 'j')

Actions be pl. taken on 'i' and 'j' above.

Chiranjit  
 24/100

Notes and Order from prepage -

Action for "X"

As approved by Director, SUDA, following Training materials are to be procured for Job placement training of FTS under CBPHC.

<u>Item</u>	<u>Qty</u>
i) Exercise Book no.10 (binding)	40 nos
ii) Pen	40 nos.
iii) <del>Pen</del> Pencil	40 nos
iv) Eraser	40 nos.
v) <del>Pen</del> sharpener	40 nos
vi) Bag	40 nos.

for item i) to item v) see my place the order to Barrackpore Central Co Zone Samalayaika for item vi). it was decided that it will be procured from DWCUA group, accordingly 3 (three) DWCUA groups were asked to provide samples. These groups are Shilpi DWCUA, Prerona DWCUA and Jatrika DWCUA. Among these only Shilpi DWCUA had ~~the~~ <sup>the necessary item</sup> ready to provide within the stipulated date i.e 4.4.08. For procurement of above mentioned items, payment may be met out from CBPHC fund.

Draft work Order(s) are placed herewith for ~~your~~ your kind perusal and ~~signature~~ signature pls.

Necessary ~~for~~ procuring for "Y" (Pls refer imp 3) will be handled by FO, SUDA.

X - done

Y - for FO. pl.

3/4/08

3/4/08

Received Rs 6000/- (Rupees six thousand) only as advance from Director, SUDA.

4/4/08  
FO Health, SUDA

AO/FO

FO

① M/s Silpha Dewa Gosthi, 555ay B.K.P. Municipal CDSTII submitted the bill of amounting Rs 2480/- (Two thousand four hundred eighty) only <sup>vide memo no 192 dt 4.4.08</sup> for supply of Ladies side bags against order no. SUDA (Health) / 63 VLBS / 07 / ~~16~~ 16 dt 3.4.08. The bags received by Sri. P. Nath, M.S.O. and also countersigned on the bill. The bill may be passed for payment ~~before~~ after approval by Director SUDA.

② M/s Barrackpore Central Zone Wholesale Consumers - Co-operative Society Ltd submitted a bill of amounting Rs 1914/- (Rupees one thousand nine hundred fourteen) only vide tax invoice N-11182 dt 11.4.08 for supply stationery articles for meeting purpose of Health ~~for~~ against order no SUDA-Health / 63 VLBS / 07 / 17 dt 3.4.08. The articles received by Sri Sandip Gupta. The bill may be passed for payment after approval by Director SUDA.

Prashant  
21/4/08

AO  
(in charge Health wing)

Forwarded to Health for further processing with other bills relating to the meeting.

Sel  
24/4/08

1st batch of training programme for FTSs was held at ILAUS conference hall during 7-11 April, 2008.

The trainee FTSs have successfully completed the said training.

Now, the ULBs, namely Barishat, Beldanga, Tarakeswar, Gangasagar, Kalra, Sainthia, Sonamukhi are to be informed in respect of engagement of FTSs and filling up of the post of regular HTWs from the panel candidates w.e.f 2nd May, 2008.

Draft letter is enclosed for signature, if approved.

~~Director, SUDA~~  
PO(A)

~~Goswami~~  
22.04.08

Chin  
24/4/08

Due to inadvertent oversight, the honorarium for HTWs mentioned in the letter had been written as Rs. 920/- which will be Rs. 1000/- per month. Accordingly, correcting the error, a fresh letter has been prepared on cancellation of the previous one. It is to state the earlier letter has not be issued. The draft letter is enclosed for signature. Inconvenience is regretted.  
Submitted.

~~Goswami~~  
24.4.08

~~Director, SUDA~~

Chin  
26/4/08

1st. batch of training programme of 7 (seven) UBSs (i.e. Basirhat, Beldanga, Tarakeswar, Ganga rampur, Katwa, Sainthia and Sonamukhi) was held at SUDA from 7<sup>th</sup> April to 11<sup>th</sup> April, 2008.

Summary sheet for such programme of FTS training is as under:


Sl. No.	Item of Expenditure	Cost (Rs.)	Bill submitted by	Cr. no.
1(a)	Training materials, i.e. bag.	2,480/-	M/s. Sulphi DWCUA Gosthi.	①
(b)	Exercise book, pen, pencil eraser, sharpener.	1,914/-	M/s. Barrackpore central zone whole sale consumer's co-operative society	②
(c)	Photocopy & spiral binding 40 nos. of training booklet.	3,328/-	M/s. AS INFOTECH	③
4	Food charges (Breakfast, lunch, dinner, tea etc.)	23,699/-	M/s. Jana Enterprise	④
5.	Transport charges for field visit of participants	1,800/-	Ms. Mousumi Mukherjee, owner of Tata Soma	⑤
6. *	Trainers fees.	2,500/-	5 receipts from trainers.	⑥

\* Out of Rs. 6,000/-, a sum of Rs. 3,500/- (6000-2500) is ch. head as advance. The SOE may be accepted.

The items of expenditure at Sl. No. 1, 4 & 5 amounting to Rs. 33,221/- were spent on the above training programme placed below for necessary payment please.

The above expenditure may be booked under the a/c head - "Training".

Submitted.

  
24/4/08.

The expenditure incurred for conduct of 1st batch of FTS training programme during 7th to 11th April, 2008 at SUDA has been detailed at pg-7.

The statement of expenditure may be accepted.

~~FO, SUDA~~

~~Signature~~  
24.4.18.

Sub: - conduct of training for 2nd batch of FTS, during 12-16 May, 2008. at SUDA.

2nd batch of training for 2nd batch of FTS, is scheduled during 12-16 May, 2008. Selected FTS, from 8 UAs, i.e. Kalkajuri, Haldibari, Dubrajpur, Taharpur, Chandrakona, Rampurhat, Bagra and Talai Municipality will participate.

Training materials like. (a) bag (b) exercise book no. 10, (c) Pen, (d) Pencil (e) eraser (f) sharpener @ 35 Rs. for each of the items will be required and be made available with Health Wing, SUDA by 7th May, 2008.

Canteen will provide food <sup>already</sup> approved.

No advance will be received on these lines Rs. 3500/- in hand of Health Wing, SUDA.

3 Sumo cars are to be hired for transportation of participants for field visit. This will be arranged by Health Wing in consultation with CMU.

Draft letter to the UAs is placed herewith for signature, if approved.

~~Director, SUDA~~  
PO/H

~~Signature~~  
24.4.18

Handwritten signature



NSP 7 & 8 (top) may please be seen.

Approval of the Director, SUDA is reqd. in connection with the expenditure incurred during the training programme conducted between 7th to 11th April, 2008.

The Bills may be processed only after the approval of the Director, SUDA.

*[Signature]*  
29/4/08

~~Div. SUDA~~

~~PO (H)~~  
29/4

~~PO SUDA~~

~~*[Signature]*~~  
05.05.08

~~Director, SUDA~~

Completed with.

~~*[Signature]*~~  
09.05.08

Sub: Purchase of training materials for ensuring FTS's training at SUDA under CBOWC

Two batches of training programme for FTSs have already undertaken wherein 57 nos. of FTSs are trained.

For start of the <sup>216</sup> nos. of FTSs, training materials as detailed below may be procured at a time to avoid delay in logistic arrangement. The materials for <sup>230</sup> nos. may be procured, the <sup>additional</sup> nos. for facilitators and for <sup>keeping</sup> 2-3 sets at Health wing SUDA office.

Sl. No.	Item	Qty. Required. (nos.)
1.	Bag	230
2.	Exercise Book no. 10	230
3.	Pen	230
4.	Pencil	230
5.	Eraser	230
6.	Sharpener	230
7.	Photocopying & spiral binding of Training booklet for FTSs	230

'x'

Office of SUDA may kindly be instructed for purchase of items from sl no. 1-6 marked 'x' above and be made available with Health wing, SUDA by 28th May, 2008 as the 3rd batch of training will start on 2nd June, 08. Photocopying and spiral binding of Training booklet may be organised with Mrs Bipra Tazdars @ ~~77.30~~ 77.30 (Prices severely <sup>only</sup> per booklet)

'y'

"y"

This is to mention here that the said Firm has already done such job for the previous batch of training of P.T.S, and their work ~~has~~ has no complaints.

Submitted for kind instruction to office of SUDA as marked at 'x' and for according approval as marked at "y".

*[Signature]*  
15.05.08

Director, SUDA

AO may pl. arrange to procure the items mentioned at sl. no. 1-6 at nsp. 10 ante.

For item no. 7 at nsp. 10 ante agency should be selected after observing necessary formalities.

*[Signature]*  
16/5/08

AO/PO(H)

Seen and action is being taken w.r 'x' at Nsp. 10.

*[Signature]*  
19/5/08

Refer. N.S Pg. no. 729.

Statement of Expenditure in respect of 1st batch of training of F.T.Ss under CBPHE held during 7th to 11th April, 2008 is as under.

Sl. no.	Item of Expenditure.	Amount- (In Rs.)	Remarks.
1.	Training materials i.e. kit bag.	2480.00	Bill submitted by Sriphi BWCVA Gosthi as per order of AO, SUDA.
2.	Trg. materials i.e. ex. book, Pen, pencil, eraser, sharpener.	1914.00	Bill submitted by Bkp. Central Zone Wholesale Consumers Co-op. Soc. Ltd. as per order of AO, SUDA.
3.	xeroxing & spiral binding of Trg. manual 40 hrs	3328.00	Bill submitted by M/S AS Infotech, appvd. by Dr. SUDA.
4.	Food charges for the participants.	23699.00	Bill submitted by M/S. Jara Enterprise appvd. by Dr. SUDA.
5.	Transport charges for the participants towards field visit.	1800.00	Bill submitted by M/s. Monsumi Malhejee - already approved at NS ①
6.	Trainer's fee	2500.00	Payment made to Faculty members i.e. Sri J.K. Chakrabarty, Dr. A.K. Gupta, Dr. N.K. Datta, Dr. S.C. Ray - already appvd. at NS ②

Necessary action may be taken by A/Cs section for release of payment as mentioned above.

Submitted.

Director, SUDA  
F.A.

F.O. SUDA  
05/06/08

26.06.08

and may kindly be seen.

As approved by Director SUDA, following training material are to be procured for 2nd batch of training of FTS.

- |                         |           |
|-------------------------|-----------|
| a) Bag                  | → 35 nos  |
| b) Exercise book no. 10 | → 35 nos. |
| c) Pen                  | → 35 nos. |
| d) Pencil               | → 35 nos. |
| e) Eraser               | → 35 nos  |
| f) Sharpener            | → 35 nos. |

For, Sl. b) to Sl. f) we may place the order to M/s Parrotpal Samachika and Sl. a) i.e. bag we may issue from an office stock. Draft work order is placed for your signature pls

9/5/08

9/5/08

At present, ~~Page~~ side bag of that specification is not in our office stock. So, as per our previous order, we may place the repeat order to Shilpi DWCUA Gathi to supply 35 nos. of similar bag. order is placed for your signature pls.

9/5/08

9/5/08

S. S. Gupta.

and may kindly be seen.

Action taken for "X"

As advised by Director SUDA, following training material are to be procured for FTS training.

- (a) ~~to Bag~~ → 230 nos.
- (b) Exercise Book no. 10 → 230 nos.
- (c) Pen → 230 nos.
- (d) Pencil → 230 nos.
- (e) Eraser → 230 nos.
- (f) Sharpener → 230 nos.

For sl. (a) ~~to~~, i.e., for bag we may place the order to Shilpi DWCA Dostki and for sl. (b) to sl. (f) we may place the order to M/s Barrackpore Samalajika. Draft Order(s) please for your signature pls.

20/8/08

*[Signature]*  
20/8/08

*[Signature]*  
In Gupta

Sub: Conduct of 3rd batch of FTS training at SUDA during 2nd - 6th June, 08.

3rd batch of FTS Training is scheduled during 2-6th June 2008 for the ULBs namely Diamond Harbour, Jaynagar Manikpur, Chaldah, Habra, Kharpai, Ghatal and Jhagari - Azingari m.p.

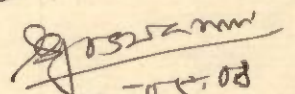
Training materials already supplied by SUDA to Health wing.

Training manual 3 nos. may be reserved and spiral bound by m/s Bipra Traders being the lowest quotation as already approved for 2nd batch of FTS training. Canteen will provide food as already approved.

3 tempo cars are to be hired for transportation of the participants to field visit.

Four faculty (outside) members are to be deployed for training session. Faculty names are: - Dr. S. C. Ray, Dr. N. K. Datta, Dr. P. K. Gupta, Sri J. K. Chatterjee. Rate for faculty already approved. Letter to the ULBs, issued under

memo. no. SUDA - Health / 63 ULBs / 08 / 16 (7) dt. 13.5.08. Submitted for approval.

  
13.5.08

Director, SUDA

Sub:  
 Conduct of 4th batch of FTS Training  
 at SUDA during 23-27th June '08.

4th batch of FTS training is scheduled  
 at SUDA during 23-27th June '08  
 for the ULB, namely Nabadiip,  
 Haldia, Bongaon and Arambag Mpl.

Training manual 35 nos. may be  
 xeroxed and special bounded by  
 M/S Alpha Traders being the lowest  
 quotationer as already approved  
 for 2nd batch of FTS training.  
 Food will be served by canteen  
 as already approved.

3 Suro cars are to be hired  
 for transportation of the participants  
 for field visit.

Four faculty members (outside)  
 are to be deployed for conduct  
 of training sessions. Faculties are  
 Dr. S. C. Ray, Dr. N. K. Datta, Dr. P. K.  
 Gupta and Sri J. K. Chakraborty.  
 Rate for faculty has already  
 been approved.

Letter to be issued to the ULBs  
 under memo no. SUDA-Health/6304A/  
 08/88 (4) dt. 11.06.08.

Submitted for approval.

Director, SUDA

052220mm  
 11-06-08.



Sub: - Release of payment to the parties towards conduct of 2nd batch of FTSs training held at SUDA during 12-16 May, 2008.

Ref. Note Sheet page no. 8.

Training of FTSs was conducted at SUDA during 12-16 May, 2008.


The following expenditure was incurred.

Sl. no.	Item of expenditure	Amount (Rs)	Bill/Invoiced by	Bill No. / M.
1.	Food charges (Breakfast, Lunch, Dinner, Tea etc)	23,964 = a	M/s. Jana Enterprise	7
2.	Transport charges for field visit of participants	1,800 = a	M/s. Susmita Travel	8
3.	Trainer's fees	2,500 = a	Paid to Dr. S.C. Roy, Dr. N.K. Datta, Dr. P.K. Gupta, and Sri J.K. Chakraborty	9(a) & (b)
4.	Expenses for Medicine incurred for treatment of ailing FTS.	284.85	a) Mahabir Medical b) Nandan Medical Store.	10(a) & (b)

Out of balance fund of Rs. 3,500/-, payment made in respect of Sl. no. 3 and 4, amounting to Rs. 2784.85 (Rupees Two thousand seven hundred eighty four and paise eighty five) only leaving a balance of Rs. 715.15.

In respect of Sl. no. 1 and 2, payment may be made to respective parties accordingly by A/c Section of SUDA out of CBPHE fund.

Submitted.

  
26/6/08

The expenditure incurred for 2nd batch of FTS training during 12-16 May 2008 at SUDA is detailed above.

P.O. (Healer)

Necessary action be taken towards release of payment - to the parties.  
~~Submitted.~~

Payment - made to Sl. no. 324 out of the advance placed with Health wing SUDA be accepted. Balance of Rs. 715.15 is lying with Health wing.

Submitted.

Goswami  
26.06.08.

Director  
SUDA

FO  
L  
27/6

Subj: - Complaints of Smt. Nanda Rudra, one of the HTWS in respect of FTS selection at Bongaon Mpe.

Enclosed the complaints of Smt. Nanda Rudra, one of the HTWS in original dt. This is to state that selection of FTS was held on 25.4.08, wherein Dr. De attended as representative of SUDA. Selection sheet signed by MAFHC is enclosed. Bongaon Mpe has forwarded the names of selected FTS for attending training during 23rd - 27th June, 2008. vide his memo. no. BM 555-dt. 16.06.08.

Training of FTS has initiated at SUDA on 23.06.08 prior to receipt of complaint letter and may be completed the training on 27.06.08.

Under the circumstances shall we forward the complaints to the chairman for placing the matter before meeting of BOC for obtaining its views.

~~A draft letter is placed~~

The letter of engagement for FTS has been held up for the time being till we receive the views of BOC and the matter is settled.

A draft letter is placed for signature, if approved.

Director, SUSA

[Signature]  
30.06.18

Sub: Training for FTSs (5th Batch)  
during 14th - 18th July, 2008  
at ILGIS Conference Hall.

Selected FTSs of Coastal, Tamuk, Ranjibapur, Guskara, Dairhat and Sankharpur Mpe. may be called for undergoing job placement training during 14 - 18th July, 2008 at SUDA. Draft letter enclosed for signature. A total of 273 FTSs will be trained in 9-11 batches, out of which 4 batches already completed for 113 nrs. In the meantime, 145 nrs. of training manuals xeroxed and bound.

Now, 155 nrs. of training manuals may be xeroxed and bound at a time, so that the logistic in respect of training materials be kept ready and handy for use in the subsequent FTS training programme. The earlier lowest shotakaver Mps Bipra traders may be entrusted with the job. Other training materials like Bag, pen, khata etc. are in stock.

Estimated required advance to meet up the trainer's fee per batch is Rs 2500/- including cent. exp. Payment to the trainers upto the 2nd batch had been met up out of the advance drawn for Rs. 6000/- leaving a balance of Rs. 715.15 (WDC NSP-16).

Hence, advance for an amount of Rs. 8000/- (Rupees eight thousand) only may be released in cash to FO, Health SUDA to meet

up trainor's fee and contingent expenses, if any.

Expenses in respect of food ~~is to~~ be paid to Mrs Jana Enterprise on submission of bill by A/c SUDA.

Hiring of vehicles for transportation of trainees for field visit will be done and payment be made to the party by A/c SUDA on submission of bill by the party.

~~Director SUDA~~

~~PA SUDA~~

~~F.O.~~

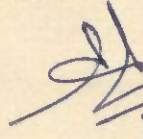
~~CCA~~  
14/7/08

05252mm  
30.06.08

Pl. pay

14/07/08

Received Rs. 8000/-  
(Eight thousand) only

  
14/7/08  
F.O. Health.

As per notes and orders at NSP-01, 02 (Top), 07, 08 (Top) & 09

After Conducting 1st batch of training programme to the participants of 07 Nos. ULBs namely Basirhat, Beldanga, Tarakeswar, Gangarampore, Katwa, Sainthia & Sonamukhi Municipality during the period from 07.04.2008 to 11.04.2008, Project Officer, SUDA-Health Wing now forwarded Following Bills as detailed below for the purpose of payment / adjustment.

In this context it is to be noted that Director, SUDA had given her approval to the aforesaid training Programme alongwith Estimated expenditure likely to incur inconnection with holding the aforesaid training programme.

Sl. No.	Name of the Party	Purpose of claim	Bill Amount in Rs.
01.	Silphi Dwcua Gosthi	Supply of 40 pcs. of Ladies Side Bags @ Rs.62/- each vide Bill No.192 dated 04.04.08 against Order No.SUDA (Health)/63 ULBs/07/16 dated 03.04.08.	Rs.2,480/-
02.	Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd.	Supply of Exercise Books, Pens, Pencils, Eraser, Sharpner etc. vide Bill No.11182 dated 11.04.08 against Order No.SUDA (Health)/63 ULBs/07/17 dated 03.04.08.	Rs.1,914/-
03.	AS Infotech	Photocopying Charges for 3040 copies @ Rs.0.70 per copy including Spiral Binding Charges for 40 Books @ Rs.30/- each vide Bill No.001/2008-09 dated 11.04.08 against Order No.SUDA (Health)/63 ULBs/08/03A dated 03.04.08.	Rs.3,328/-
04.	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/1093/SUDA-Health/08-09 dated 16.04.08.	Rs.23,699/-
05.	Mousumi Mukherjee	Hiring Charges of 03 Nos. of Tata Sumo Car on 09.04.08 for 08 hours @ Rs.75/- per hour per car for mobility support to Participants during Field Visit Training	Rs.1,800/-
06. (a)	Jayanta Kr. Chakraborty	Professional Fees of Trainer	Rs.500/-
06. (b)	Pankaj Kr. Gupta	Professional Fees of Trainer	Rs.500/-
06. (c)	Nirmal Kr. Datta	Professional Fees of Trainer	Rs.500/-
06. (d)	Sitesh Ch. Ray	Professional Fees of Trainer	Rs.500/-
06. (e)	Sitesh Ch. Ray	Professional Fees of Trainer	Rs.500/-
<b>T o t a l</b>			<b>Rs.35,721/-</b>

Above mentioned Bills are checked and found to be in order as per SUDA's Work Order placed from time to time. Certificates in respect of services rendered by Resource persons are given by P.O., SUDA-Health on each of the Honorarium Bill (i.e. Sl. No.06(a) to 06(c)). F.O., SUDA-Health had given his certificates on the backside of each Bill bearing Sl. No.01 to 05 for proper supply & distributions of Foods, Books, Stationery Items alongwith services rendered by Car Supplying Agency.

It is to be also noted that for arrangement of the above training, F.O., SUDA-Health had taken an advance of Rs.6,000/- on 04.04.2008. Out of that advance of Rs.6,000/-, they have paid Rs.2,500/- towards Honorarium to Resource Persons (Here Sl. No.06(a) to 06(b)) as stated at NSP-07.

Now, if approved, the above payment of Honorarium for Rs.2,500/- may be adjusted against earlier advance dated 04.04.2006 and to release the payment to the remaining parties, account payee SBI cheque may be drawn in favour of parties from Sl. No.01 to 05.

Placed for consideration and thereafter approval please.

Approved payment of  
all the bills except those  
at Sl. 5 above. Will you pl. check up  
whether the vehicles bear commercial  
registration number or not. 11/7/08

F.O.  
Dir. SUDA  
FO

As per notes and orders at NSP-01, 02 (Top), 07, 08 (Top), 09 and prepage

Following Account Payee SBI Cheques as detailed below are prepared and placed herewith for signature of Director, SUDA and Jt. Secretary, M.A. Department please.

Pay orders endorsed on the body of the Bills are for signature of F.O., SUDA / Director, SUDA please.

Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch. No. & Dt.
1. Silphi Dwca Gosthi	Supply of 40 pcs. of Ladies Side Bags @ Rs.62/- each vide Bill No.192 dated 04.04.08 against Order No.SUDA (Health)/63 ULBs/07/16 dated 03.04.08.	2,480/-	-	2,480/-	872003 dt. 10.07.08
2. Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd.	Supply of Exercise Books, Pens, Pencils, Eraser, Sharpner etc. vide Bill No.11182 dated 11.04.08 against Order No.SUDA (Health)/63 ULBs/07/17 dated 03.04.08.	1,914/-	-	1,914/-	872004 dt. 10.07.08
3. AS Infotech	Photocopying Charges for 3040 copies @ Rs.0.70 per copy including Spiral Binding Charges for 40 Books @ Rs.30/- each vide Bill No.001/2008-09 dated 11.04.08 against Order No.SUDA (Health)/63 ULBs/08/03A dated 03.04.08.	3,328/-	-	3,328/-	872005 dt. 10.07.08
4. Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/1093/SUDA-Health/08-09 dated 16.04.08.	23,699/-	488/-	23,211/-	872006 dt. 10.07.08
5. Mousumi Mukherjee	Hiring Charges of 03 Nos. of Tata Sumo Car on 09.04.08 for 08 hours @ Rs.75/- per hour per car for mobility support to Participants during Field Visit Training	1,800/-	-	1,800/-	872007 dt. 10.07.08

1.1eu  
10.07.08

~~F.O.~~  
~~Dir. SUDA~~  
~~Jt. Secy. M.A Dept~~

~~Dir. SUDA~~

The cheques at sl. nos 1-4 above may pl. be signed.

Chian  
11/7/08  
14/07/08

The vehicles (Tata Sumo) were hired for mobility support of the trainee participants for field visit and practical training.

In 1st batch of FTSS training, the vehicles were provided by M/s Monsumi Mulchajee and in 2nd batch by M/s Susmita Travels.

After submission of bills by both the party, it was seen that the vehicles do not have luxury taxi permit and it was also not known that the vehicles deployed should have the said permit. For these two instances, approval may kindly be granted for release of payment as a special case.

In future, the vehicles having luxury taxi permit shall be deployed. Submitted.

Director, SUDA

S. Goswami  
15-07-08

It is an offence for a govt. office to hire vehicle with private regn. number. Since this a fault on our part, bill be paid for use of the vehicle.

Umm  
22/7/08

~~PO~~  
CCA  
22/7/08



As per notes and orders at NSP-21, 22 & prepage

In cancellation of SBI cheque bearing no.872007 dated 10.07.2008, a fresh account payee SBI cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill has already been signed by the F.O., SUDA.

Name of the Payee	Purpose of Payment	Net Amt. in Rs.	SBI Ch. No. & Dt.
Mousumi Mukherjee	Hiring Charges of 03 Nos. of Tata Sumo Car on 09.04.08 for 08 hours @ Rs.75/- per hour per car for mobility support to Participants during Field Visit Training	1,800/-	872011 dt. 23.07.08

*F.O.*  
*1.1cu*  
*23.07.08*

*Dir. SUDA*  
*JK. Secy. M.A. Deptt*

*Dir. SUDA*

*23/7/08*  
*23/7/08*

*23/07/08*

*Handwritten notes in Bengali script, mostly illegible.*

*27*

Sub: Job placement training of FTSs under  
C.B.P.H.C in 63 non-KMA ULBs held at SUDA.

A sum of Rs. 8000/- was received from Director, SUDA on 17.7.08 for making payment to the Trainers for imparting job placement training to FTSs.

For this purpose, a sum of Rs. 7,500/- has been spent for making payment to the Trainers as shown below:

Sl. No.	Batch No.	Period From-To	No. of Trainers per Batch.	Amount Paid (Rs)	Remarks
1.	3 <sup>rd</sup>	2-6-08 15 6-6-08	5 (Five)	2,500/-	15 (Fifteen) Original Vouchers attached.
2.	4 <sup>th</sup>	23-6-08 15 27-6-08	5	2,500/-	
3.	5 <sup>th</sup>	14-7-08 15 18-7-08	5	2,500/-	
Total				Rs. 7,500/-	

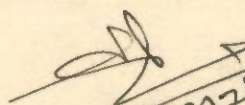
Out of Rs. 8000/-, a sum of Rs. 7,500/- has been spent leaving a balance of Rs. 500/- in hand.

Now 6<sup>th</sup> Batch of training has been scheduled at SUDA during 28.7.08 to 01.8.08.

For the above purpose, a sum of Rs. 3000/- will be required.

Hence, a further fund of Rs. 2,500/- (Rupees Two thousand five hundred) only is urgently required for making payment to the Trainers for 6<sup>th</sup> Batch.

Submitted:

  
23/7/08.

P.O. (Healths)



Notes of FO, Health SUDA on prepage.

Rs. 2500/- (Rupees two thousand five hundred) only may be released to FO, Health, SUDA in cash as advance.

Submitted.

*[Signature]*  
23.07.08

~~FO, SUDA~~

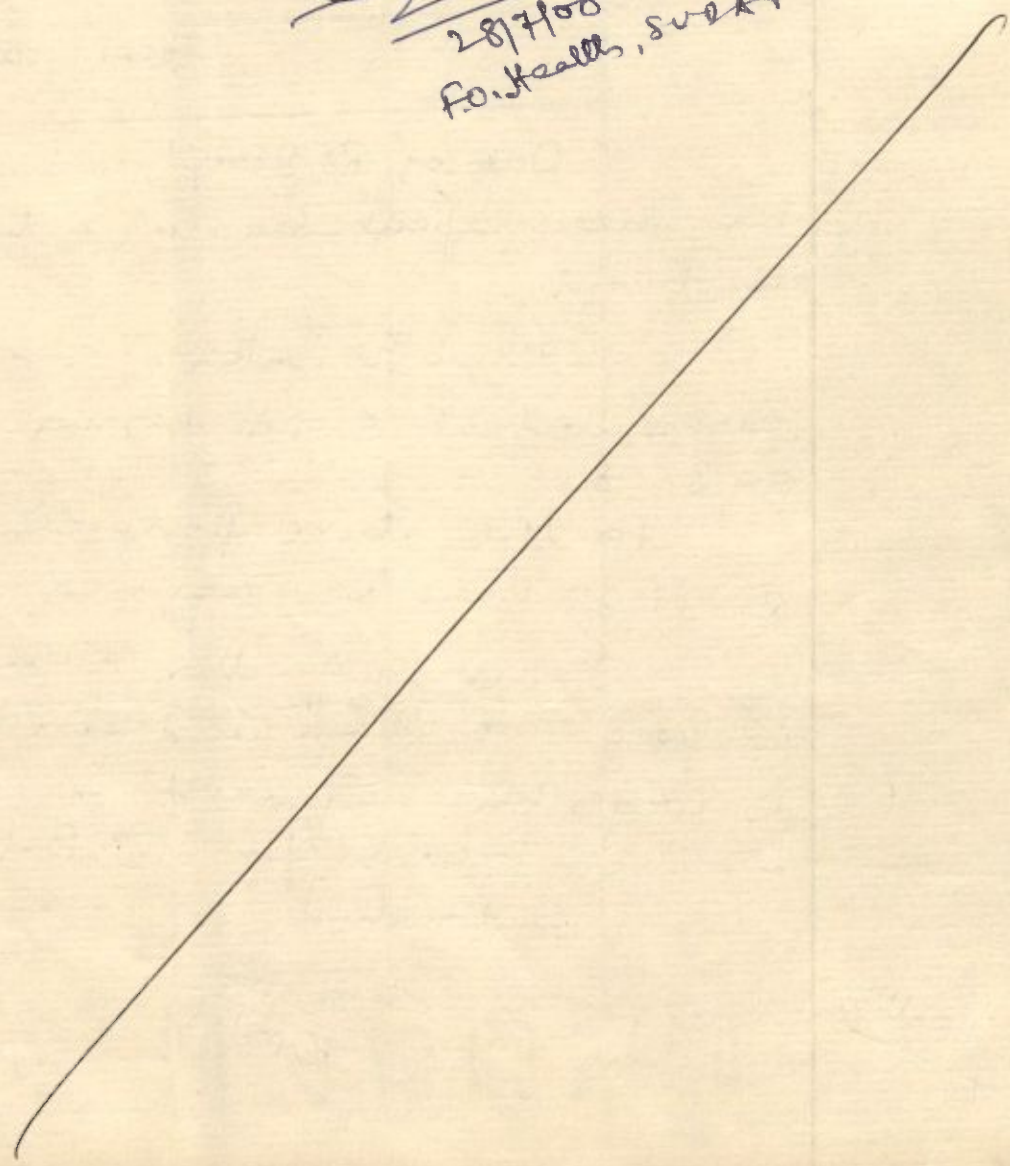
May be released after checking and necessary adjustments.

CCA

*[Signature]*  
23/7/08

Received Rs. 2,500/- (Rupees Two thousand five hundred) only as advance.

*[Signature]*  
28/7/08  
FO, Health, SUDA



With reference to nsp no. 11, as approved by Director, SUDA following bills have been submitted by M/s Barracpore Central zone Wholesale Consumers Co-op Society and Silphi DWCUA Gorthi for supply of stationery items and ladies bags respectively. Bills ~~with~~ are as follows :-

Sl.	Bill submitted by	Item Description	Qty	Bill Value	Entered at Stock Register No. (C)
①	M/s Barracpore Central Zone Wholesale Consumers Co-op. Society dtd vide Bill No. 11532 dtd 11/6/08 against our work order No. SUDA/Health(63ULB's)/07/199 dtd. 9/5/08	i) Exercise Book No-10 ii) Pen (Cello) iii) Pencil (Apron) iv) Eraser (Apron) v) Sharpener	35pc 35pc 35pc 35pc 35pc	1,674/-	→ Page No. 185 → Page No. 301 → Page No. 114 → Page No. 320 → Page No. 147
②	M/s Barracpore Central Zone Wholesale Consumers Co-op. Society dtd vide Bill No. 11533 dtd. 11/6/08 against our work order No. SUDA/Health(63ULB's)/07/199 272 dtd 20/5/08	i) Exercise Book No-10 ii) Pen (Cello) iii) Pencil (Apron) iv) Eraser (Apron) v) Sharpener	230pc 230pc 230pc 230pc 230pc	11,003/-	→ Page No. 185 → Page No. 301 → Page No. 114 → Page No. 320 → Page No. 147
		Total		12,677/-	(Twelve thousand six hundred seventy seven)
③	M/s Silphi DWCUA Gorthi vide Cash memo No. 194 dtd 27/5/08 against our work Order No. SUDA(Health)/63ULB's/07/200 dated 9/5/08	Ladies Bag	35	2,170/-	→ Page No. 381
④	M/s Silphi DWCUA Gorthi vide Cash memo No. 195 dtd 27/5/08 against our work order No. SUDA(Health)/63ULB's/07/271	Ladies Bag	230	14,260/-	→ Page No. 381
		Total		16,430/-	(Sixteen thousand four hundred thirty)

From prep page -

Neeraj certificates enclosed  
on the body of the bill. So, if approved,  
payment of Rs. 12,677/- and 16,430/-  
may kindly be released to M/s Baradipore  
Central Zone Wholesale Consumer Co-op Society  
Ltd. and Silphi DWCUA Goshi respectively.

Placed.

23/7/08

Materials purchased for  
Training programme of Health workers.

Bills may be passed for payment

25/7/08  
20/7/08

~~AG~~

~~AG~~

~~AG~~  
25/7/08

As per notes and orders at NSP-01, 02, 03, 04, 07, 10, 11, 12(i), 12(ii), 15, 18, 19, 20, 23, 25, 26, 27 and prepage

After Conducting 2nd, 3rd and 4th of batch of training programme to the participants of 19 Nos. of ULBs namely Kaliagunj, Haldibari, Dubrajpur, Taherpur, Chandrakona, Rampurhat, Egra, Taki, Diamond Harbour, Jainagar Mazilpur, Chakdah, Habra, Khirpai, Ghatal, Jiagunj Azimgunj, Nabadwip, Haldia, Bongaon and Haldia Municipality during the period from 12.05.2008 to 27.06.2008, Project Officer, SUDA-Health Wing now forwarded Following Bills as detailed below for the purpose of payment / adjustment.

Sl. No.	Name of the Party	Purpose of claim	Bill Amount in Rs.	e. p. No.
01.		Preparation of 35 Nos. of Training Manual for FTS during their Training on 12.05.2008 vide Bill No.BT/06(03) 2008 dt. 26.06.08.	Rs.2,706.00	49
02.	Bipra Traders	Preparation of 35 Nos. of Training Manual for FTS during their Training on 02.06.2008 vide Bill No.BT/06(04) 2008 dt. 27.06.08.	Rs.2,706.00	44
03.		Preparation of 35 Nos. of Training Manual for FTS during their Training on 23.06.2008 vide Bill No.BT/06(05) 2008 dt. 27.06.08.	Rs.2,706.00	39
04.	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2000/SUDA-Health/08-09 dated 18.05.08.	Rs.23,964.00	51
05.	Susmita Travels	Hiring Charges of 03 Nos. of Tata Sumo Car on 14.05.08 for 7 Hours & 30 Minutes @ Rs.75/- per hour per car for mobility support to Participants during Field Visit Training	Rs.1,688.00	59
06.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 12.05.08	Rs.500.00	61
07.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 13.05.08	Rs.500.00	62
08.	Dr. Nirmal Kr. Datta	Professional Fees of Trainer for 13.05.08	Rs.500.00	63
09.	Dr. Pankaj Kr. Gupta	Professional Fees of Trainer for 14.05.08	Rs.500.00	64
10.	J.K. Chakraborty	Professional Fees of Trainer for 14.05.08	Rs.500.00	65
11.	Dr. Nirmal Kr. Datta	Professional Fees of Trainer for 17.07.08	Rs.500.00	66
12.	Dr. Pankaj Kr. Gupta	Professional Fees of Trainer for 16.07.08	Rs.500.00	67
13.	J.K. Chakraborty	Professional Fees of Trainer for 15.07.08	Rs.500.00	68
14.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 15.07.08	Rs.500.00	69
15.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 15.07.08	Rs.500.00	70
16.	Dr. Pankaj Kr. Gupta	Professional Fees of Trainer for 25.06.08	Rs.500.00	71
17.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 23.06.08	Rs.500.00	72
18.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 24.06.08	Rs.500.00	73
19.	Dr. Nirmal Kr. Datta	Professional Fees of Trainer for 24.06.08	Rs.500.00	74
20.	J.K. Chakraborty	Professional Fees of Trainer for 27.06.08	Rs.500.00	75
21.	J.K. Chakraborty	Professional Fees of Trainer for 06.06.08	Rs.500.00	76
22.	Dr. Nirmal Kr. Datta	Professional Fees of Trainer for 04.06.08	Rs.500.00	77
23.	Dr. Nirmal Kr. Datta	Professional Fees of Trainer for 03.06.08	Rs.500.00	78
24.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 03.06.08	Rs.500.00	79
25.	Dr. Sitesh Ch. Ray	Professional Fees of Trainer for 02.06.08	Rs.500.00	80
26.	Nandan Medical Stores	Cost of Medicines Purchased for an	Rs.191.90	82
27.	Mahavir Medicals	Participents for her illness during Training	Rs.92.95	81
<b>T o t a l</b>			<b>Rs.44,054.85</b>	

Apart from the prepage, Sri Sandip Gupta, Computer Programmer, SUDA has also forwarded following Bills for payment.

Sl. No.	Name of the Party	Purpose of claim	Bill Amount in Rs.	C. P. No.
28.	Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd.	Supply of Exercixe Book, Pen, Pensil, Sharpner, Eraser (35 Sets) for FTS during their Training on 12.05.2008 vide Bill No.11532 dated 11.06.2008.	Rs.1,674.00	96
29.		Supply of Exercixe Book, Pen, Pensil, Sharpner, Eraser (230 Sets) for FTS during their Training on 02.06.08, 23.06.08 and ensuing training programmes vide Bill No.11533 dated 11.06.2008.	Rs.11,003.00	90
30.	Silphi DWCUA Gosthi	Supply of 35 Nos. of Ladies Side Bags @ Rs.62/- each for the FTS during their Training on 12.05.08 vide Bill No.194 dt. 27.05.08	Rs.2,170.00	102
31.		Supply of 230 Nos. of Ladies Side Bags @ Rs.62/- each for the FTS during their Training on 02.06.08, 23.06.08 vide Bill No.195 dt. 27.05.08	Rs.14,260.00	100
<b>T o t a l</b>			<b>Rs.29,107.00</b>	

All the above mentioned Bills are checked arithmetically and found to be in order as per SUDA's Work Order placed from time to time. Certificates in respect of services rendered by Resource persons are given by P.O., SUDA-Health on each of the Honorarium Bills alongwith Medicine Bills (i.e. Sl. No.06 to 27). F.O., SUDA-Health had given his certificates on the backside of each Bill bearing Sl. No.01 to 05 for proper supply & distributions of Foods, Books, Stationery Items alongwith services rendered by Car Supplying Agency. Computer Programmer, SUDA had also given his certificates on the body of the Bills bearing Sl. No.28 to 31 for proper supply of Ladies Bags and other stationery items alongwith stock entry certificate.

It is to be also noted that for arrangement of the above trainings, F.O., SUDA-Health had taken an advance of Rs.6,000/-, Rs.8,000/- & Rs.2,500/- on 04.04.08, 14.07.08 and 28.07.08 respectively. Out of that advances, F.O., SUDA-Health had given adjustment for Rs.2,500/- on 11.07.2008.

Now, if approved, the above payment of Honorarium for Rs.10,000/- and Medical Bills for Rs.284.85 may be adjusted against his earlier advances as stated above leaving an un-adjusted balance of Rs.3,715.15 and to release the payment to the remaining parties, account payee SBI cheque may be drawn in favour of respective parties for payment in respect of expenditure from Sl. No.01 to 05 and 28 to 31.

Placed for consideration and thereafter approval please.

CO  
1/10/08  
11.07.08

Approved  
11/07/08  
10/08/08

Dir. SUDA  
10/08/08

As per notes and orders at NSP-29 and prepage

Following Account Payee SBI Cheques as detailed below are prepared and are placed herewith for signature of Director, SUDA and Jt. Secretary, M.A. Department please.

Pay orders endorsed on the body of the Bills are for signature of F.O., SUDA / Director, SUDA please.

C.P. No.	Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch. No. & Dt.
50	Bipra Traders	Preparation of 35 Nos. of Training Manual for FTS during their Training on 12.05.2008 vide Bill No.BT/06(03) 2008 dt. 26.06.08.	8,118/-	-	8,118/-	872021 dt. 01.08.08
		Preparation of 35 Nos. of Training Manual for FTS during their Training on 02.06.2008 vide Bill No.BT/06(04) 2008 dt. 27.06.08.				
		Preparation of 35 Nos. of Training Manual for FTS during their Training on 23.06.2008 vide Bill No.BT/06(05) 2008 dt. 27.06.08.				
51	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2000/SUDA-Health/08-09 dated 18.05.08.	23,964/-	494/-	23,470/-	872022 dt. 01.08.08
59	Susmita Travels	Hiring Charges of 03 Nos. of Tata Sumo Car on 14.05.08 for 7 Hours & 30 Minutes @ Rs.75/- per hour per car for mobility support to Participants during Field Visit Training	1,688/-	-	1,688/-	872023 dt. 01.08.08
97	Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd.	Supply of Exercise Book, Pen, Pencil, Sharpner, Eraser (35 Sets) for FTS during their Training on 12.05.2008 vide Bill No.11532 dated 11.06.2008.	12,677/-	-	12,677/-	872024 dt. 01.08.08
		Supply of Exercise Book, Pen, Pencil, Sharpner, Eraser (230 Sets) for FTS during their Training on 02.06.08, 23.06.08 and ensuing training programmes vide Bill No.11533 dated 11.06.2008.				
103	Silphi DWCUA Gosthi	Supply of 35 Nos. of Ladies Side Bags @ Rs.62/- each for the FTS during their Training on 12.05.08 vide Bill No.194 dt. 27.05.08	16,430/-	-	16,430/-	872025 dt. 01.08.08
		Supply of 230 Nos. of Ladies Side Bags @ Rs.62/- each for the FTS during their Training on 02.06.08, 23.06.08 vide Bill No.195 dt. 27.05.08				

Pro.  
Dir. SUDA  
Jt. Secy. M.A. Dept

1/100  
01.08.08

Vouchers of Jana Enterprise, BCZWC Cop. Society Ltd. & Silphi DWCUA Gosthi have not been passed for payment. However, cheques signed


4/8/08  
4/8/08

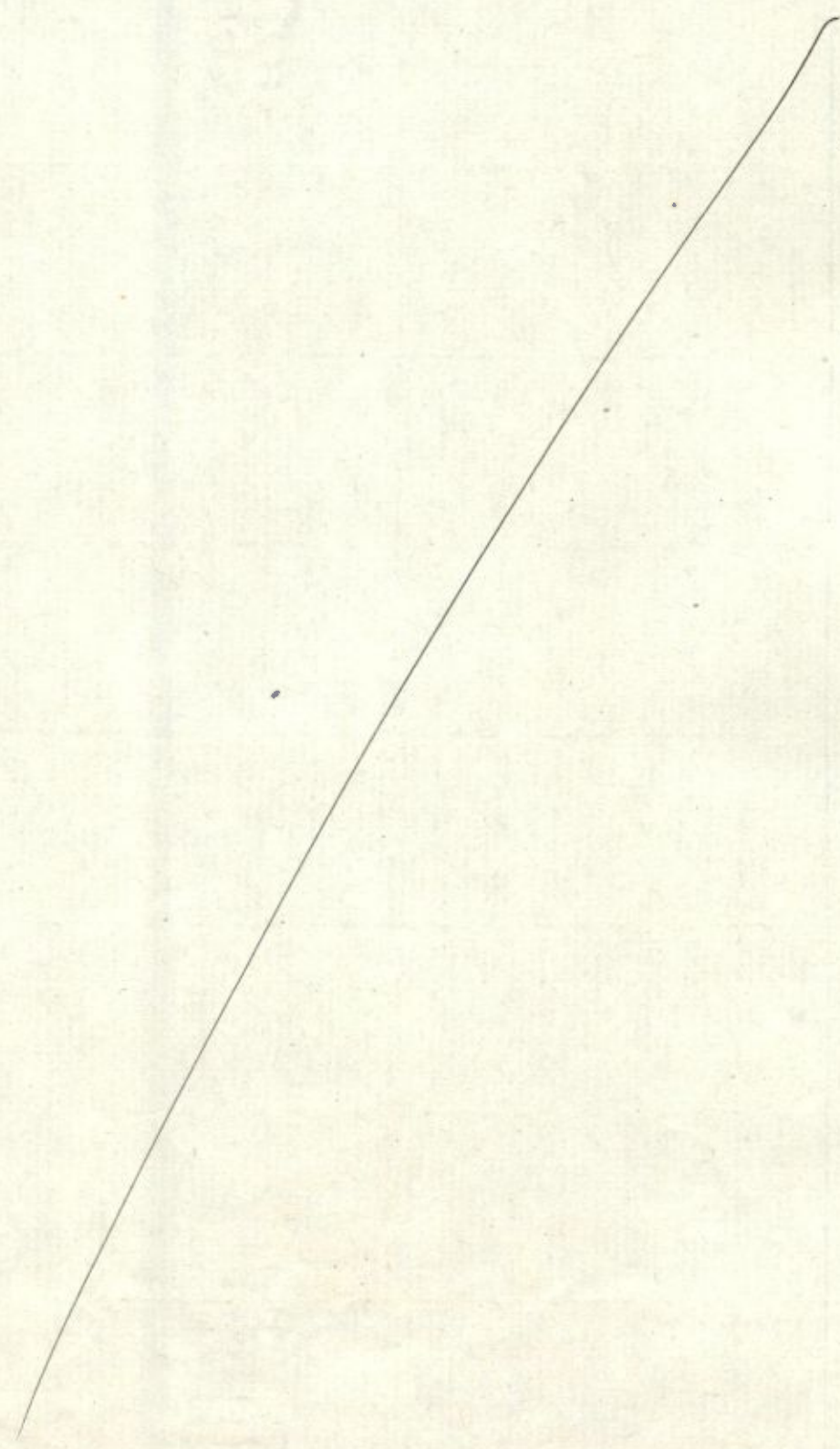


in view of the signatures of the  
Dis. having been appended on  
the cheques.

~~Dis.~~  
~~SUDA.~~

~~FO~~

  
04/08/08  
Paid the bill.  
1/10/08  
4/8/08



Sub:- Training for FTSS (3rd Batch & 4th Batch) during 2nd - 6th June and 23rd - 27th June, 08 at ILGUS Conference Hall under CBPHC.

Training programme of FTSS during 2nd June to 6th June, 08 and 23rd June to 27th June, 08 held at ILGUS Conference Hall.

M/s Jana Enterprise was instructed to provide food to the participants of the above training programme.

M/s Jana Enterprise provided working tea, tiffin, lunch, dinner, etc. to the participants all the days and submitted two bills amounting to Rs. 21,824.50 and Rs. 22,484.50 respectively for payment.

Both the bills placed below duly certified on the bills.

Submitted

*[Signature]*  
8/7/08

P.O. c/c. SUDA

Notes above. SOE on a/c of providing food to the participants by M/s Jana Enterprise on 3rd & 4th batch of FTSS being may be accepted and released payment to the party.

Submitted

*[Signature]*  
8.7.08

FA, SUDA  
(File Recd. at 2.01.11. on 05-08-08)  
F.D.

05-08-08  
CCP  
5/10/08

As per notes and orders at NSP-01, 21, 22, 24, 29, 30, 31 and prepage

After Conducting 1st, 2nd, 3rd and 4th of batch of training programme to the participants (FTSs), Project Officer (SUDA-Health) and Computer Programmer, SUDA forwarded several Bills in two installments towards expenditure incurred in connection with arrangement of the aforesaid & ensuing training programmes for payment/adjustment through SUDA. Payments in connection with the Bills, which were already been released by SUDA include Fooding Charges and Transportation Charges towards Field visit of the participants for their 1st and 2nd Batch of Training alongwith Purchase of Training Materials (e.g. Ladies Side Bags, Pens, Pencils, Erasers, Sharpners, Exercise Books, Training Booklets etc.) for 9 to 11 number of batches.

Now, Project Officer (SUDA-Health) forwarded another 02 Nos. of Bills of Jana Enterprise as detailed below towards supply of Breakfast, Lunch, Tiffin, Dinner & Tea etc. to the participants during 3rd and 4th batch of training to FTS held during the period from 02.06.2008 to 06.06.2008 and 23.06.2008 to 27.06.2008 respectively.

Sl. No.	Name of the Party	Purpose of claim	Bill Amount in Rs.
01.	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants during 3rd batch of training to FTS (i.e. during the period from 02.06.2008 to 06.06.2008) vide Bill No.JE/2011/SUDA-Health/08-09 dated 21.06.2008.	Rs.21,824.50
02.	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants during 4th batch of training to FTS (i.e. during the period from 23.06.2008 to 27.06.2008) vide Bill No.JE/2016/SUDA-Health/08-09 dated 04.07.2008.	Rs.22,484.50
<b>T o t a l</b>			<b>Rs.44,309.00</b>

Both the above mentioned Bills are checked arithmetically and found to be in order. Certificates in respect of proper distribution of Foods and Refreshments among Participants are given on the backside of both the bills by the F.O. (SUDA-Health).

Now, if approved, the above payment of Rs.44,309/- may be released in favour of Jana Enterprise through an account payee SBI cheque

Placed for consideration and thereafter approval please.

*1/ku*  
07-08-08

*We may discuss.*  
*Umin*  
09/08/08

*Dismissed & approved.*

*Umin*  
24/07/08

*Dir SUDA*  
*F.O.*  
*Umin*  
27/08/08

As per notes and orders at NSP-34

Following Account Payee SBI Cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Jr. Secretary, M.A. Department please. For order endorsed on the body of the Bill is for signature of Director, SUDA please.

Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch No & Dt.
Empire	Health 08-09 dated 21.06.2008 No JE 2011 SUDA-06.06.2008 vide Bill from 02.06.2008 to 05 during the period batch of training to FTS Participants during 3rd Water etc to the Breakfast Tea Biscuits Supply of Lunch Dinner	Rs 21,824.50	Rs 450.00	Rs 21,374.50	SBI Ch No 873028 dt 22.08.08
	Health 08-09 dated 04.07.2008 No JE 2016 SUDA-17.06.2008 vide Bill from 23.06.2008 to 15 during the period batch of training to FTS Participants during 4th Water etc to the Breakfast Tea Biscuits Supply of Lunch Dinner	Rs 22,484.50	Rs 463.00	Rs 22,021.50	
<b>T o t a l</b>		<b>Rs 44,309.00</b>	<b>Rs 913.00</b>	<b>Rs 43,396.00</b>	

As per notes and orders at NSP-34

Following Account Payee SBI Cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Jt. Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of Director, SUDA please.

Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch. No. & Dt.
Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants during 3rd batch of training to FTS (i.e. during the period from 02.06.2008 to 06.06.2008) vide Bill No.JE/2011/SUDA-Health/08-09 dated 21.06.2008.	Rs.21,824.50	Rs.450.00	Rs.21,374.50	
	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants during 4th batch of training to FTS (i.e. during the period from 23.06.2008 to 27.06.2008) vide Bill No.JE/2016/SUDA-Health/08-09 dated 04.07.2008.	Rs.22,484.50	Rs.463.00	Rs.22,021.50	
<b>T o t a l</b>		<b>Rs.44,309.00</b>	<b>Rs.913.00</b>	<b>Rs.43,396.00</b>	SBI Ch. No. 872028 dt. 25.08.08

A.O.

1.1cu  
25.08.08

Dir. SUDA  
Jt. Secy, M.A. Deptt.

Dir. SUDA

25/8/08  
Chin  
25/8/08

26/08/08

Sub:- Requirement of fund as advance for making payment to the Trainers for imparting job placement training to FTSS under EBPHC in 63 Non-KMA ULBs.

An amount of Rs.14,000/- (Rs.6000/- on 4.4.08 and Rs.8000/- on 14.7.08) was drawn from Directw, SUDA for making payment to the Trainers for imparting job placement training to FTSS. Out of which, adjustment had already been given for Rs.12,784.85, leaving a balance of Rs.1215.15 in hand.

Again on 28.7.08, an amount of Rs.2500/- was drawn from SUDA for the training programme during 28.7.08 to 1.8.08 (6th Batch). Thus, a balance of Rs.3715.15 was in hand.

The following expenditure was incurred for making payment to the Trainers (6th Batch).

Sl. No.	Nature of expenditure	Name of Trainers	Date of payment	Amount paid	Remarks
1)	Trainer's fee @Rs.500/- per Session.	Dr. S. C. Roy	28.7.08 2nd Session	500/-	Original Vr. attached
2)	- Do -	Dr. S. C. Roy	29.7.08 1st Session	500/-	- Do -
3)	- Do -	Dr. N. K. Datta	29.7.08 2nd Session	500/-	- Do -
4)	- Do -	Dr. P. K. Gupta	30.7.08 1st Session	500/-	- Do -
5)	- Do -	Mr. J. K. Chakraborty	31.7.08 1st Session	500/-	- Do -
		<b>Total</b>		Rs. 2,500/-	

Out of Rs.3715.15, a sum of Rs.2500/- has been paid towards payment to the Trainers which may kindly be accepted.

Hence, a sum of Rs.1215.15 (3715.15-2500) is lying in hand as advance.

Another training programme is scheduled at SUDA from 18.8.08 to 22.8.08. (7th Batch)

For the above training a sum of Rs.3000/- (Approx) will be required.

As the amount of Rs. 1215.15 is lying hand, a sum of Rs. 2000/- may kindly be released for the present as advance for making payment to the trainees.

Submitted.

*[Signature]*  
11/8/08

~~P.O. (Health)~~

Notes of FO, Health SUDA pre-page 2 above.

Adjustment of expenditure in respect of 6th batch of PTS's training <sup>towards faculty & fees</sup> may be accepted.

Furthermore, advance for Rs. 2000/- (Rupees two thousand) only may be released to FO (H) SUDA in cash.

Adjustment - will be submitted by him in due course.

~~FO, SUDA~~

~~CCA~~

Received Rs. 2000/- (Rupees two thousand) only as advance.

*[Signature]*  
13/8/08  
FO, Health.

*[Signature]*

*[Signature]*  
12/8/08

As per notes & orders at NSP-30, prepage and above

After conducting 6th batch of Training Programme to the FTSs under CBPHCS during the period from 28.07.2008 to 01.08.2008, now P.O., SUDA-Health has forwarded 05 (five) nos. of Honorarium Bill @ Rs.500/- each totalling to Rs.2,500/- for adjustment against their balance of Advances.

In this respect It is to be also noted that for arrangement of the above trainings, F.O., SUDA-Health had taken advances of Rs.6,000/-, Rs.8,000/-, Rs.2,500/- & Rs.2,000/- on 04.04.08, 14.07.08, 28.07.08 & 13.08.08 respectively. Out of that advances, F.O., SUDA-Health had given adjustment for Rs.2,500/- on 11.07.2008 and 10,284.85 on 31.07.2008.

Now, if approved, the above payment of Honorarium for Rs.2,500/- may be adjusted against his earlier advances as stated above leaving an un-adjusted balance of Rs.3,215.15.

Placed for consideration and thereafter approval please.

1.1cc  
27.8.08

*[Signature]*  
27/8/08  
as proposed.  
*[Signature]*  
27/8/08

~~F.O.~~  
~~Dir SUDA~~  
~~FO~~  
~~CCA~~  
27/8/08

Sub:- Job placement training of FTSs under CBPHE in 63 Non-KMA ULBs held at SUDA.

---

Reference Page-19 & 20 of note sheet (5th Batch) of the above training held during 14th - 18th July, 2008. Bill submitted by M/s. Jana Enterprise for Rs. 22,877/- for supply of food to the ~~trainees~~ trainees concerned is placed below duly certified. Payment may be released.

Flay "A"

6th Batch of FTSs training held during 28th July to 1st August, 2008. M/s. Jana Enterprise supplied food to the trainees during those days and submitted a bill for Rs. 23,472/- for payment, placed below. Payment of the above bill may be released.

Flay "B"

7th Batch of training held during 18th August - 22nd August 2008 at SUDA. M/s. Jana Enterprise supplied food to them and submitted a bill for Rs. 22,437/- placed below duly certified. Reference note sheet - Page 36. Payment of the above bill may be released.

Flay "C"

On 13.8.2008, a ~~sum~~ sum of Rs. 2000/- was drawn as advance from SUDA for payment towards faculty fee during 7th Batch of training. As sum of Rs. 1215.15 was in hand. Thus a balance of Rs. 3215.15 (Rs. 1215.15 + 2000) was in hand.

Out of Rs. 3215.15, a sum of Rs. 2,500/- has been paid towards faculty fee to the trainers. Hence, an amount of Rs. 715.15 (3215.15 - 2500) is lying in hand as advance.

(P.T.O)



The following expenditure incurred for making faculty fee to the trainers (7th Batch)

Sl. No.	Nature of expenditure	Name of Trainers	Date of payment	Amount paid	Remarks
17	Faculty fee @ Rs. 500/- per Session	Dr. S. C. Ray 2nd Session	18.8.08	500/-	Original vs checked.
27	- Do -	- Do - 1st Session	19.8.08	500/-	
37	- Do -	Dr. N. K. Datta 2nd Session	19.8.08	500/-	
47	- Do -	Dr. P. K. Gupta 1st Session	21.8.08	500/-	
57	- Do -	Sr. J. K. Chakraborty 1st Session	22.8.08	500/-	
				Total Rs	2,500/-

Flag "D"

The amount of Rs. 2,500/- may kindly be accepted.  
Submitted.

*[Signature]*  
25/9/08

P.O. (Health)

Notes of FO, Health SUDA at pg-38 & 39.

A. Food charges for 5th, 6th & 7th batch may be released to M/s Janta Enterprise for an amount of Rs. 22877/-, Rs. 23472/- and Rs. 22437/- respectively.

B. Payment to faculty fees for Rs. 2500/- for 7th batch may be accepted.

C. A balance of Rs. 715.15 is lying in hand of FO, Health SUDA on advance.

Submitted.

*[Signature]*

Director, SUDA

Sub. : Release of payment to M/S Bipra Traders.

As per notes and orders at NSP-19 pertaining to Xeroxing & supply of training manual for FTSS training, work order no. SUDA-Health/63 ULBs/08/126 dt. 09.07.2008 was issued to M/S Bipra Traders to undertake the job of Xeroxing and spiral bindings of 155 nos. of training manual for FTSS and to supply in two phases.

After causing supply, the firm has submitted the following bills :

Sl. No.	Bill No. & Date	Amount (In Rs.)
1.	BT/07(01)2008 dt. 11.07.2008	2,706.00
2.	BT/07(02)2008 dt. 21.07.2008	9,276.00
<b>Total</b>		<b>11,982.00</b>

Flage'E"

Hence, Rs. 11,982/- (Rupees Eleven thousand nine hundred eighty two) only may be released through A/C payee cheque out of CBPHC fund. The expenditure is to be booked under the A/C head "Training".

Submitted.

*[Signature]*  
26/9/08

Payment may be released to M/S Bipra Traders as mentioned above.

*[Signature]*  
26.09.08

P.O. (Health)

Director, SUDA

FO  
29/9/08

CCA  
26/9/08

As per notes and orders at NSP-01, 02 (Top), 19, 20, 37 (bottom), 38, 39 and prepage

After Conducting 5th, 6th & 7th batch of training programme to the participants of different ULBs during the period from 14.07.2008 to 18.07.2008, 28.07.2008 to 01.08.2008 and 18.08.2008 to 22.08.2008 respectively, Project Officer, SUDA-Health Wing now forwarded Following Bills as detailed below for the purpose of payment / adjustment.

In this context it is to be noted that Director, SUDA had given her approval to the aforesaid training Programme alongwith estimated expenditure likely to incur in connection with holding the aforesaid training programme at NSP-01 & 02.

C.P. No.	Name of the Party	Purpose of claim	Bill Amount in Rs.
125 to 129	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2023/SUDA-Health/08-09 dated 28.07.2008 for the participants of 5th batch of FTS training programme held during the period from 14.07.2008 to 18.07.2008.	Rs.22,877/-
130 to 133	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2031/SUDA-Health/08-09 dated 04.08.2008 for the participants of 6th batch of FTS training programme held during the period from 28.07.2008 to 01.08.2008.	Rs.23,472/-
134 to 137	Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2034/SUDA-Health/08-09 dated 02.09.2008 for the participants of 7th batch of FTS training programme held during the period from 18.08.2008 to 22.08.2008.	Rs.22,437/-
138	Dr. Sitesh Ch. Ray	Professional Fees of Trainer (18.08.2008)	Rs.500/-
139	Dr. Sitesh Ch. Ray	Professional Fees of Trainer (19.08.2008)	Rs.500/-
140	Dr. Nirmal Kr. Datta	Professional Fees of Trainer (19.08.2008)	Rs.500/-
141	Dr. Pankaj Kr. Gupta	Professional Fees of Trainer (21.08.2008)	Rs.500/-
142	Dr. Jayanta Kr. Chakraborty	Professional Fees of Trainer (22.08.2008)	Rs.500/-
145	Bipra Traders	Preparation of 120 Nos. of Training Manual for FTS Training Programme vide Bill No.BT/07(02) 2008 dt. 21.07.2008.	Rs.9,276/-
147	Bipra Traders	Preparation of 120 Nos. of Training Manual for FTS Training Programme vide Bill No.BT/07(01) 2008 dt. 11.07.2008.	Rs.2,706/-
<b>T o t a l</b>			<b>Rs.83,268/-</b>

Continued from Prepage

All the above mentioned Bills are checked arithmetically and found to be in order except those of Bipra Traders. Both of the Bills of Bipra Traders alongwith their respective Challans submitted unsigned by the concerned party.

Certificates in respect of services rendered by Resource persons are given by P.O., SUDA-Health on each of the Honorarium Bill (i.e. Sl. No.04 to 08). F.O., SUDA-Health had given his certificates on the backside of each Bill bearing Sl. No.01 to 03 for proper supply & distributions of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants during their trainings. Training Manuals so received by the SUDA-Health Wing from Bipra Traders were entered in the concerned Stock Register as certified by Health Wing on each of the Bill.

It is also noted that as mentioned at NSP-37 bottom, F.O., SUDA-Health had an un-adjusted advance of Rs.3,215.15 in his name as on 27.08.2008 for meeting contingent expenses in connection with on-going FTS training programmes.

Now, if approved, 03 (three) Nos. of Bills of Jana Enterprise may be processed for release of payment and since the payment towards 05 Nos. of Honorarium Bills for Rs.2,500/- as stated above have already been released by F.O., SUDA-Health out of his aforesaid un-adjusted advance, we may now adjust the payment of Rs.2,500/- with that of un-adjusted advance of Rs.3,215.15 leaving balance amount of Rs.715.15 as un-adjusted advance.

Placed for consideration and thereafter approval please.

*F.O.*  
*Div SUDA*  
*FO*  
*17-10-2008*

*17/10/08*  
*Approved*  
*17/10/08*

**As per notes and orders at NSP-41 & prepage**

Following Account Payee SBI Cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Jt. Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of Director, SUDA please.

Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch. No. & Dt.
e.p. 125 to 128	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2023/SUDA-Health/08-09 dated 28.07.2008 for the participants of 5th batch of FTS training programme held during the period from 14.07.2008 to 18.07.2008.	Rs.22,877/-	471/-	22,406/-	
e.p. 130 to 133	Jana Enterprise Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2031/SUDA-Health/08-09 dated 04.08.2008 for the participants of 6th batch of FTS training programme held during the period from 28.07.2008 to 01.08.2008.	Rs.23,472/-	484/-	22,988/-	
e.p. 134 to 137	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2034/SUDA-Health/08-09 dated 02.09.2008 for the participants of 7th batch of FTS training programme held during the period from 18.08.2008 to 22.08.2008.	Rs.22,437/-	462/-	21,975/-	Ch. No. 872053 dt. 21.10.08
e.p.	<b>T o t a l</b>	<b>Rs.68,786/-</b>	<b>Rs.1,417/-</b>	<b>Rs.67,369/-</b>	<b>21.10.08</b>

Apart from the above, for adjustment of 05 Nos. of Honorarium Bills totalling to Rs.2,500/- as stated at NSP-41 with that of advance of F.O., SUDA-Health, adjustment orders are endorsed on each of the Honorarium Bill for signature of F.O., SUDA please.

R.O.  
 Dir. SUDA  
 Jt. Secy M.A. Dept  
 SUDA  
 21/10/08

21/10/08  
 21/10/08  
 22/10/08

Bill No. BT/07(01) 2008 dt. 11.07.2008 for Rs. 2700/-  
and supported challan and Bill No. BT/07(02) 2008  
dt. 21.07.2008 for Rs. 9276/- with supported challan  
have been signed by the concerned party of  
Bipra Traders on 4.11.08. are placed <sup>herewith</sup> ~~below~~ for  
taking necessary action & payment.

~~P.O. SUDA~~

~~CCA~~  
~~4/11/08~~

~~4/11/08~~  
~~P.O. Health, SUDA~~

As per notes and orders at NSP-40, 41, 42 & above

Since 02 Nos. of Bills of Bipra Traders bearing nos. BT/07(02) 2008 dt. 21.07.2008 and BT/07(01) 2008 dt. 11.07.2008 have already been signed by the concerned authority of Bipra Traders on 04.11.2008, we may now release the payment in favour of Bipra Traders.

To release the payment, an account payee SBI cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Jt. Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of Director, SUDA please.

Name of the Payee	Purpose of Payment	Net Amt. in Rs.	SBI Ch. No. & Dt.
Bipra Traders	Preparation of 120 Nos. of Training Manual for FTS Training vide Bill No. BT/07(02) 2008 dt. 21.07.2008.	Rs. 9,276.00	Ch. No. 872062 dt. 05.11.08
	Preparation of 35 Nos. of Training Manual for FTS Training vide Bill No. BT/07(01) 2008 dt. 11.07.2008.	Rs. 2,706.00	
T o t a l		Rs. 11,982.00	

~~Atto.~~  
~~Dir. SUDA~~  
~~Jt. Secy. M.A. Dept.~~  
~~SUDA~~

~~05-11-08~~

~~Union~~  
~~5/11/08~~  
~~06/11/08~~

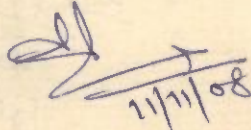
Sub:- Job placement training of FTSS (8th batch)  
under CBPHE in 63 non-KMA-UPPs at SUDA.

A training programme (8th Batch)  
is scheduled at SUDA during 24th to 28th  
November, 2008.

It will be seen from Page-38 & 39  
of roll sheet dt. 25.9.08 that a sum of  
Rs. 715.15 is lying in hand as advance.

For making payment to the Trainers  
for imparting training (job placement) to  
the FTSS (8th Batch), a sum of Rs. 3,000/-  
(Rupees Three thousand) only will be  
required as advance in cash.

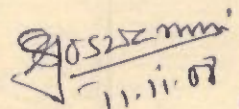
Submitted.

  
11/11/08

Notes above.

Rs. 3,000/- (Rupees Three thousand) only  
may be released in cash to F.O,  
Health, SUDA, as advance.  
Necessary adjustments will be submitted  
by him in due course.

Submitted.

  
11.11.08

Approved.  
11/11/08

~~P.O. (Health) SUDA~~

~~Director, SUDA~~

~~FO~~

~~CA~~  
12/11/08

As per notes & orders prepage

For release of Advance amount of Rs.3,000/- (Rupees Three Thousand) only in favour of F.O., SUDA-Health by Cash to meet the contingency expenses in respect of ensuing FTS Training Programme, a self SBI cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Ch. drawn in favour of -	Amount in Rs.	SBI Ch. No. & Date
Self	Rs.3,000/-	164331 dated 14.11.2008

~~F.O.~~  
~~Dir, SUDA~~  
~~Jt. Secy, M.A. Dept~~  
~~Jt. Secy SUDA~~

*Handwritten signature*  
 14-11-08

*Handwritten signature*  
 14/11/08  
*Handwritten signature*  
 14/11/08  
*Handwritten signature*  
 14/11/08

Received Rs.3000/- (Rupees Three thousand) only in cash.

*Handwritten signature*  
 26/11/08  
 F.O. Health, SUDA.



A Bill for Rs. 7,755/- received from "Swarna Yanti Sampati Mahila Samivan Saeua Gosthi" of Bally Municipality for supply of 47 (Forty seven) Nos. of Ladies Bags (Foam Leather), placed below, may kindly be perused.

On going through the File (File No. SUDA-Health/63 ULB/108/05) vide Note sheets Page nos. 8 & 9 respectively ~~that~~ it is learnt that training materials were purchased to conduct the training for 2nd batch of FIS during 12 to 16th May, 2008 at SUDA with due concurrence of the Director, SUDA.

The said 47 (Forty seven) nos. of Ladies Leather Bags were received by the then M.S.O. (Prithviraj Nath) on 02.04.2008 in good condition. (Receipt enclosed with the bill).

Out of 47 Ladies Bags, 35 (thirty five) nos. only were delivered to the participants of FIS Training and the remaining 12 (twelve) nos. are in hand. Stock Entry Certificate has been furnished on the body of the bill which may kindly be viewed to.

In view of what has been stated in foregoing paras Bill for Rs. 7,755/- (Rupees Seven thousand seven hundred fifty five) only may be passed for payment, if approved.

Submitted.

Signature  
12/11/08

Signature

P.A.

Bill is in order and verified, found correct. So, if approved, Bill of Rs. 7755/- may kindly be paid to the said addressee.  
Proceed for approval.

Signature  
12/11/08

Account Section may not be requested to process the bill for payment, if approved.

⑧

Signature  
12-11-08  
14/11/08

PA

Signature  
14/11/08

As per notes and orders at NSP-08, 09 and prepage

Apart from the self cheque as stated at NSP-46 top, to release the payment in favour of Swarnajayanti Sampriti Mahila Swanirbhar Dwuca Goshti, another account payee SBI cheque as detailed below is also prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

Name of the payee	Purpose of payment	Amt. in Rs.	SBI Ch. No. & Date
Swarnajayanti Sampriti Mahila Swanirbhar Dwuca Goshti	Supply of 47 Pcs. of Ladies Side Bags made of Foam Leather @ Rs.165/- each vide Bill No.120 dated 19.08.2008 for the participants of FTS Training Programme held during the period from 12.05.08 to 16.05.08.	Rs.7,755/-	164332 dt. 14.11.08

~~Ro. 10.~~

~~14-11-08~~

~~Dir SUDA~~  
~~Jt Secy. M.A. Dept~~

~~Dir SUDA~~

14/11/08

14/11/08

14/11/08

**State Urban Development Agency, Health Wing, West Bengal**

After conducting 8th batch training programme to the participants of different ULBs during the period from 24/11/2008 to 28/11/2008, SUDA - Health now forwards following bills as detailed below for the purpose of payment.

Sl. No	Name of Party	Purpose of claim	Bill Amount (Rs.)
(A)	Jana Enterprise	Supply of lunch, Dinner breakfast, Tea, Biscuits water etc to the participants. vide bill no. JB/2061/SUDA/08-09 dt. 1/12/2008.	30,111.00
B)	Professional fees to, Dr. P.K. Gupta, Mr. J. Chakraborty	Professional Fees (26/11/08) Professional Fees (27/11/08)	500.00 500.00
C)	Car Hire charges - 70ml (Rs)	Field Training for 4th to 8th batch.	10,000.00
			<u>41,111.00</u>

All the above mentioned bills are checked arithmetically and found to be in order.

Regarding Point NO B, amount of Rs 1000.00 (one thousand only) in respect of honorarium, have already been released by FO, SUDA-Health. The balance in hand is as follows.

opening Balance	as per note sheet page NO.42	715.15
<u>ADD</u> Advances	taken	3000.00
		<u>3715.15</u>
		1000.00
		<u>2715.15</u>

Less Payment made  
Unspent Balance in hand.

Placed for kind consideration and treasurer approval so that payment of Rs 30111.00 + 10000.00 = 40111.00 may be released please,  
Submitted.

*[Signature]*  
15/01/2009

Notes of FO, CBP/HS above.  
Necessary action may be taken for payment to M/s Jana Enterprise and BABI SAWA in respect of food cost and car hire charges respectively.  
Expenditure may be booked under the A/C head - "Training - FTS"  
Submitted.

*[Signature]*  
15.01.09

P/O  
*[Signature]*  
Director, SUDA

Necessary certificate reg. supply of food / use of vehicle <sup>on the body of bill</sup> is wanting

Union  
17/1/09

~~PO (H)~~

As per instruction, the said bills have been certified by FO, CBOTC. Submitted for further necessary action to clear the bills.

~~Director, SUDA~~

~~Goswami~~  
29.01.09

Seen and approved the notes prepared attached 'A'.

Union  
29/1/09

~~FO~~  
~~FO (CBP/HCS)~~

Point (c) may kindly be taken into consideration. Though M/s BABI SAHA claimed Rs 10000/- for car hire, on further enquiry it was found that a bus having seating capacity of 30 persons was provided on those scheduled date. As per Transport Department order no. 2010/VTP/34-81/98 the rate is Rs 1400/- per day and the total amount will be Rs 49000/- (Rs 1400 x 7 days x 5 days)

Placed for kind consideration and thereafter approval so that Rs 49000/- may be released in favour of M/s BABI SAHA Pt.  
Submitted.

P.O (Health)

~~Goswami~~  
03/03/2009

Notes above. We may release payment of Rs. 49000/- to M/s Babi Saha.

Submitted.

~~Goswami~~  
04.03.09

~~Director, SUDA~~

~~PO (H)~~

cert may release  
2/3/09

approved  
Union  
4/3/09

As per notes and orders at NSP-01, 02, 49 and prepage

Health Wing, SUDA has forwarded Fooding Charges Bill of Jana Enterprise for Rs.30,111/- and Bus Hiring Charges Bill of Babi Saha for Rs.4,900/- for release of payment in favour of respective parties alongwith another 02 nos. of Honorarium Bills for adjustment of their earlier advances after conducting 8th batch of FTSs Training programme during the period from 24.11.2008 to 28.11.2008.

On arithmetical checking of the aforesaid Bills, it is observed that the billed amount of Jana Enterprise should be Rs.30,094/- only instead of Rs.31,111/- as claimed by them.

Apart from the above, it has also been found that Jana Enterprise raised the fooding charges bill for the period from 23.11.2008 to 29.11.2008 (i.e. an entire period of 07 <sup>days</sup> ~~days~~). Although, on going through the file, it is found that at NSP-01 under Sl. No.4(a) & 4(b), Director, SUDA approved maximum allotment of Rs.28,000/- per batch of FTSs training towards fooding charges of FTSs. Which comprises maximum allotment of Rs.26,250/- for Breakfast, Lunch, Dinner & Tea etc. of FTS during their 05 days of training alongwith maximum allotment of Rs.1,750/- towards prior night meal charges of FTSs coming from far distance ULBs only.

Placed for <sup>Kind favour</sup> ~~comment~~ of Director, SUDA please. <sup>and necessary</sup>

*Instruction  
obno3rd*

*[Signature]*

*F.O.*

*DSV, SUDA*

*FO may  
pl. direct.  
4/3/09*

*After discussion with Director, SUDA, I talked to Manager, Ranteen and the bill has been amended. The total amount of the bill <sup>now</sup> comes to Rs. 28,029.50 only.*

*Submitted*

*[Signature]  
18/3/09 F.O.(H)*

*Bill be released please  
[Signature]  
18/3/09*

*P.O. (Health), SUDA*

*Director, SUDA*

*CSA  
29/3/09*

As per notes and orders at NSP-01, 02, 49, 50 and prepage

As approved by Director, SUDA at NSP-50 (bottom) and prepage(bottom) to release the payment of Jana Enterprise and Babi Saha, two account payee SBI Cheque as detailed below are prepared and placed herewith for signature of Director, SUDA and Jt. Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of Director, SUDA please. <sup>/F.O.</sup>

Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch. No. & Dt.
<b>Jana Enterprise</b>	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants vide Bill No.JE/2061/SUDA-Health/08-09 dated 01.12.2008 for the participants of 8th batch of FTS training programme held during the period from 24.11.2008 to 28.11.2008.	28,029/-	577/-	27,452/-	Ch. No. 164396 dt. 19.03.09
<b>Babi Saha</b>	Supply of a Midi-Bus bearing no.WB24C 7638 to this office on 25.06.2008, 16.07.2008, 30.07.2008, 21.08.2008 & 26.11.2008 for field visit of First Tier Supervisors under Community Based Primary Health Care Services.	4,900/-	-	4,900/-	Ch. No. 164397 dt. 19.03.09

Apart from the above, for adjustment of 02 Nos. of Honorarium Bills totalling to Rs.1,000/- as stated at NSP-49 with that of advance of F.O., SUDA-Health, adjustment orders are endorsed on each of the Honorarium Bill for signature of F.O., SUDA please.

*Pro.*  
~~Dir. SUDA~~  
 Jt. Secy. M.A. Dept.  
 19-03-09  
 Dis. SUDA

*19/3/09*  
*Ch. No.*  
*19/3/09*  
*19/03*

Page no. 49 may be taken into consideration, where outstanding balance from advance lying with the undersigned is Rs. 2715.15. The advance was drawn for FTS training programme and as directed by the Director, SUDA, has been spent for procurement of stationery items for training of personnel of MBS Cell under CBPHC cell. The bill for Rs. 740 (Rupees seven hundred forty) only is enclosed herewith for adjustment, making a balance of Rs. 1975.15 (2715.15 - 740) is lying with the undersigned.

সূডা

SUDA

Forwarded for kind approval necessary action so that adjustment may be made and Rs. 1975.15 may be refunded. Submitted.

P.O. (H)

7/4/09

notes of FO, H at pre-page 2 above may be accepted. Submitted.

8/4/09

Director, SUDA As per notes and ...

As per notes and orders at NSP-49, 52 (bottom) & <sup>above</sup> ~~propage~~

Sri S.Pal, Finance Officer (SUDA-Health) had an un-adjusted advance of Rs.2,715.15 in his hand against his advance of Rs.3,000/- dated 26.11.2008.

Now, Project Officer, SUDA-Health forwarded a bill of Bidhannagar (Salt Lake) Wholesale Consumers' Co-Operative Society Limited bearing no.000599 dated 07.04.2009 for Rs,740/- in connection with procurement of FTS Training related stationery items for adjustment of their aforesaid advance alongwith a request to receive back of their un-adjusted advance amount of Rs.1,975.15 from them.

As they have already released the payment out of their aforesaid advance, we may now receive back the balance amount of Rs.1,975.15 after adjusting the expenditure of Rs.740/-.

Adjustment order endorsed on the body of the bill is for signature of F.O., SUDA please.

For: 08-04-09

Dir/SUDA  
9/4/09

8/4/09

Chin 9/4/09

Received back Rs.1975.15 by cash from F.O. (SUDA-Health) 09-04-09.

Job-orientation training of FTS (10th batch), under CBPHCS will be held during 04-08th Jan, 2010. For this purpose 15 nos. of participants will participate from Dhulia, Panskura. & Dakshoda. Up. & Boangan Up.

Requirement of logistics

A) For 09th batch, Mr. J. Chakraborty, had taken one class on IBE, technique of group discussion and group management. Honorarium for this purpose is Rs 500/- per class. A sum of Rs 1000/- may be granted as advance to the u/s for payment to Mr Chakraborty for both 09th & 10th batch.

B) 14 nos. of <sup>training</sup> bags may be issued by SUDA office to SUDA-Healthwing for training purpose.

Forwarded for kind approval pl.  
Submitted.

29-12-09

29/12/09

Adjustment of Rs. 1000/- will be submitted by FO in due course.

Payment to Guest Lecturer is based on ~~the~~ @ Rs. 250/- per session for conduction of 2 sessions (1 session for 1 1/2 hr. for IEC/BCC and 1 session for Team building, group management and technique of group discussion) one to be released. The same sessions were taken by the Guest Lecturer for 9th batch of FTS training. Hence, Rs. 1000/- in total may be released to FO, Health, SUDA as advance. Necessary adjustment will be submitted by him in due course.

Submitted for kind approval.

30.12.09

Approved.  
30/12/09

Received Rs 1000  
08/01/2010.

P. Health  
Director, SUDA

~~Director, SUDA~~  
~~FO~~  
~~CCA~~



After conducting 10th Batch Training Programme to the participants of different ULBA during the period from 26th - 30th Oct, 2009 & 04th - 08th Jan, 2010, JUDA - Health wing is now forwarding opposite bills detailed below for the purpose of payment.

Sls No	Name	Purpose of claim	Amount (Rs)
A.	Mr. Jayanta Chakraborty	Professional Fee 28-29/10/2009 05-06/01/2010	500.00 500.00
B.	M/s Jana Enterprise	Supply of Lunch, dinner, Breakfast, Tea, Biscuits to participant side bill no.	
		i) JB/4031/SUDA-Health/09-10 dt. 02-11-09 as per verbal order of P.O., Health	14402.00
		ii) JB/4060/SUDA Health/09-10 dt. 02-02-10 as per verbal order of P.O., Health.	9452.00
TOTAL.			24854.00

All the above mentioned bills are checked arithmetically and found to be in order and the total amount has been kept within budget as approved in the necessary certificates. It has been endorsed on the backside of the bills regarding point NO A, the payment of Rs 1000/- was made out of advance taken by the u/s as per NSP - 54. The balance in hand is as follows:-

Advance taken on. 05-01-2010	1000/-
less Paid to Sri J. Chakraborty on 07-01-2010 (CP-01)	1000/-
Balance in hand	<u>NSP</u>

Placed for kind approval so that Rs 23854/- (14402 + 9452) may be released in favour of M/s Jana Enterprise and. Expenditure may be booked under the head "Training - FTS".  
Submitted.

08-03-10

*[Signature]*  
08.03.10

P.O. (Health)  
Director, JUDA

*[Signature]*  
9/3/10  
D.M.S. JUDA  
CCAO

The adjustment of advance of Rs. 1,000/- may be accepted and the bills of Rs. 14,402/- and Rs. 9,452/- of Jana Enterprise may be released if appd please  
9/3/10 *[Signature]*

State Urban Development Agency, Health Wing, West Bengal

As per notes and orders at NSP-54 and prepage

As approved by Director, SUDA at prepage, to release the payment in favour of Jana Enterprise, an account payee SBI Cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Special Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of Director, SUDA please.

Name of the Payee	Purpose of Payment	Gross Amt. in Rs.	TDS Amt. in Rs.	Net Amt. in Rs.	SBI Ch. No. & Dt.
Jana Enterprise	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants of 9th batch of FTS training programme held during the period from 26.10.2009 to 30.10.2009 vide Bill No.JE/4031/SUDA-Health/09-10 dated 02.11.2009.	14,402/-	288/-	14,114/-	Ch. No. 646045 dt. 10.03.10
	Supply of Lunch, Dinner, Breakfast, Tea, Biscuits, Water etc. to the Participants of 10th batch of FTS training programme held during the period from 04.01.2010 to 08.01.2010 vide Bill No.JE/4060/SUDA-Health/09-10 dated 02.02.2010.	9,452/-	189/-	9,263/-	
	<b>T o t a l</b>	<b>23,854/-</b>	<b>477/-</b>	<b>23,377/-</b>	

Apart from the above, to adjust the entire advance of Rs.1,000/- of Finance Officer, CBPHCS dated 05.01.2010, adjustment order endorsed on the body of the bills are for signature of F.O., SUDA please.

*F.O.*  
*10-03-10*

The cheque for Rs.23,377/- as detailed above way please be signed.

*Dir SUDA*  
*Spl. secy. M.A. Dept*  
*Dis. SUDA*

*10/3/10*  
*11/03/10*

Job orientation training of FTS (11th batch) under CBPHCS will be held during ~~22-26th~~ 22-26th March, 2010. For this purpose 05 nos. of participants will participate from Booyasan Up I Dalkhola Hl.

For this purpose following arrangement may be made:-

- A) Jana Enterprise may be given order for supply of lunch, tiffin, tea, breakfast, water etc at the rate approved in NSP-I
- B) Training Manual (i.e pen, pencil, bag etc) has already been issued by Healthstry, SUDA.

Forwaded for kind approval so that arrangement may be made pl.

Submitted.

D.O (Health)  
Director, SUDA

PO(H)

18-03-2010

18-03-10

as proposed.  
19/3/10

Job orientation training of FTS, recruited last month at Raghunathpur Hl may be started on 14-11-2011 for 05 days. NO. of Participants will be 02. This will be the 12th batch under CBPHCS scheme. For this purpose following arrangements may be made.

- 1) Arrangement for lunch, breakfast, tea, dinner etc upto 11th batch, w/s Jana Enterprise was given order for supply of food etc on those training days. But, as there is no canteen facility at our end now, the w/s taken an approximate expenditure from w/s Prince Caterer. But the price quoted by Prince is very high in respect of our approved rate at NSP-I. After that the w/s visited Sukrut eye hospital, Canteen and they have agreed to supply lunch, breakfast & dinner at hostel premises of ILGUS. The cost estimation is given at CP "2".

2) In case of training kits including training material (Pen, Pad, pencil etc), supply may be made from stock maintained at SUDA-Health.

3) One faculty from outside is required to be hired for taking class in two sessions each day for two(2) days. The approved rate for such professional services is Rs. 250/- per session of 2 hrs. So, Rs. 250 x 2 x 2 days = Rs. 1000/- is required to be paid if approved.

4) For hostel facility, the U/S is contacted A.O, ILGUS and found that two rooms may be arranged on those days as there is no training from ILGUS end on those days.

Estimated cost. will be as follows:-

1) Estimated cost for lunch, dinner etc (as per CP-1)	6580/-
	1000/-
2) Faculty fee	<u>7580/-</u>
RM (Seven thousand five hundred eighty only)	

Submitted for kind approval pl.

24-10-11

P.O/H

Estimated budget submitted by FO (Health) may be approved.

Rs. 7580 (Rupees seven thousand five hundred eighty) only may be released in cash as advance to FO (Health) for making up the expenditure under CBP/CS. Adjustment - will be submitted by him in due course.

24-10-11

FA, SUDA

Further notes

Notes at page no. 57-58 may kindly be seen, wherein it was proposed that job placement training of FTS may be started as early as possible to enactment of the scheme at Raghunathpur Mpl properly, as it is already late for the municipality concerned to start Immunization which cannot be made without properly trained FTS at ULB level.

Meanwhile, all staff at M & S cell have been recruited by ULB for whom training is to be imparted for smooth functioning of day to day work of the scheme.

Now, it is proposed that training of FTS may be merged with the training of other staff in M&S Cell. But the FTS training will be conducted for a full span of five days. On the contrary, training of staff may be completed within a day. Now, to sort out the problem, we may call each of the personnel out of Five of M&S Cell, to attend SUDA for one day only. Furthermore, as there are only two female candidates who will also stay at ILGUS Guest house, it will also be meaningful to keep one of staff of M&S Cell with the female candidates.

Cost of training will remain unchanged as proposed before.

Submitted for kind approval so that necessary arrangement may be made to start the training Programme on 28.11.2011.

A  
28-11-11

P.O. (H)  
F. A.

As discussed, the training of FTS is coupled with training of newly recruited 5 nos. of staff of M & S cell. Total cost has been estimated to Rs 7580/- (Rupees seven thousand five hundred eighty) only which may be released in advance to FO (H). SOE will be submitted in due course.

It is very urgent to complete the training of FTS in absence of which sub-centres could not be made functional. It is the responsibility of SUDA to complete the training of FTS at one earliest. Submitted.

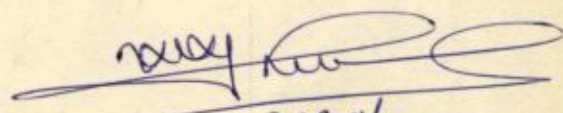
S. S. S. S. S.

Foregoing notes

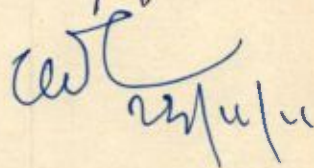
2  
 O. (H) has proposed 'Management & Supervision' (M&S) training for 5 nos First tier Supervisors newly joined in Community Base Primary Health Care Centre under Raykhatabpur Municipality. The training is mandatory before allowing them to work in CBPHC. The proposed training programme will be held in ILGUS for five days. The proposal for training may please be approved.

For conducting training she has submitted an estimate for Rs 7,580/- to defray the expenditure for lunch & dinner and faculty fee of Rs 1000/- Since it is residential training programme the budget for Rs 7580/- may be approved.

If approved the fund Rs 7580/- may be ~~permitted~~ as an advance in favour of Shri Dipankar Chowdhury, Finance Officer, SUDA (H) from the allotment under CBPHCS.



28/11/11

  
22/11/11

~~Director~~

~~FA~~

FO

cc

for file

Received Rs 7580/- (Seven thousand five hundred and eighty only).  
 Dipankar Chowdhury  
 12-12-2011

As per notes and orders at NSP-60 and prepage

Shri Dipankar Chowdhury, F.O., CBPHCS took an advance of Rs.7,580/- (Rupees Seven Thousand Five Hundred Eighty) only from this section on 12.12.2011 to meet contingent expenses likely to incur in connection with conducting FTS trainings during the period from 12.12.2011 to 16.12.2011.

Now Shri Chowdhury has submitted adjustment for expenditures incurred by him to the tune of Rs.5,140/- (Rupees Five Thousand One Hundred Forty) only against the aforesaid advance.

Now, as approved by Director, SUDA at prepage, expenditure to the tune of Rs.5,140/- (Rupees Five Thousand One Hundred Forty) only may be accepted and booked under A/C head "CBPHCS" and request Shri Chowdhury to refund unadjusted advance of Rs.2,440/- (Rupees Two Thousand Four Hundred Forty) only to set off his entire advance.

Sib.  
22-01-12  
2012

Booking of expenditure and  
Advance adjustment be made  
Accordingly. 20/01/12

Received Rs. 2440/- [Rupees  
Two thousand four hundred forty]  
1. Jan  
02.01.12

Refer to notes at NSP-60, wherein the undersigned had taken an advance of Rs. 7,580/- (Seven thousand five hundred eighty only) for arrangement of FTS training of newly selected FTS of Raghunathpur Municipality. The five days training programme was conducted from 12<sup>th</sup> Dec, 2011 to 16<sup>th</sup> Dec, 2011. The said advance was taken mainly for arrangement of food for trainees, payment of remuneration of extramural faculties and contingent expenses.

The hostel arrangement was made by ILGUS at free of cost.

The FTS training Programme was coupled with the training of each of the six personnel of M & S Cell who are also newly recruited.

As, there is no canteen facility at ILGUS, we arranged with Elektra Caterer at Susrut Eye Hospital to provide Breakfast, Lunch, Tiffin & Dinner on those five days.

Now, the bills are enclosed opposite for adjustment details of which are as follows :

1)	Refreshment Bill from ELEKTRA "A"	3,800.00
2)	Extramural faculty Fee "B"	1,000.00
3)	Contingency "C"	340.00

**Expenses**

**5,140.00**

The expenditure is to be booked under the A/C head "Training - FTS" under CBPHCS fund.

Now Rs. 5,140/- (Five thousand one hundred forty only) may kindly be adjusted against the advance of Rs. 7580/- (Seven thousand five hundred eighty only) and the remaining amount of Rs. 2,440/- (Two thousand four hundred forty only) may be refunded.

Submitted for kind approval.

~~P.O (H)~~  
~~Director, SUDR~~

AO  
CEA  
for bill

~~28-12-2011~~  
~~Goswami~~  
~~28.12.11~~  
~~let~~  
~~30/12/2011~~



Job orientation training of FTS, newly selected at Minik notified Area Authority, is proposed to be continued from 03-12-2012 to 07-12-2012 at Health wing, SUDA. This will be the 13th no. of batch. Number of participants will be two (02).

It is worthwhile to say that with the selection of two FTSs, 04 personnel, ~~also~~ <sup>had been</sup> also selected at that time.

It is observed that, SI needs training and his part of job matches with the working of health functionaries. So, it is proposed to call SI of Minik municipality for taking training.

For the above purpose, following arrangements may be made:-

① For Hostel facility - Letter may be issued to Jt. Director, ILGUS for allotment of 03 rooms at ILGUS Guest House for 05 days.

② For Foody → Arrangement may be made with M/s Jana Enterprise for supply of tea, breakfast, lunch, dinner etc.

③ Training kits (pen, pencil, pad etc) may be provided from stock of SUDA Health office.

④ External Faculty → Sri S. K. Sahin, B.A. - M.B.B. Officer. may be contacted for taking classes for two days.

Estimated cost will be as follows:-

① cost of lunch, dinner etc for 06 heads. @ Rs 150 (NSP-1) for 05 days.	4500.00
② Faculty Fees (Rs 500 x 2)	1000.00
TOTAL.	5500.00

The amount will be provided out of CBPHCS Fund after submission of bill. The expenditure may be booked under the head of 'Training'.

Submitted for kind approval.

30-11-12

P.O/(H)

Notes of FO(H) <sup>at page 2</sup> above.

Residential training for 5 days at SUDA will be conducted for newly selected 2 nos. of FTS and 1 SD under CBPHCS, as was done before for other ULBs.

Estimated cost of Rs. 5500/- (Rupees five thousand five hundred) only may kindly be approved.

Submitted.

30.11.12

FA, SUDA  
Director

foregoing notes

We may agree to the proposal for advance payment of ₹ 5500/- to defray the expenditure for ensuring F. T. S. training to be held for a period from 03.12.12 to 07.12.12.

30/11/12

30/11/12

PO (H)

-64-

After successfully conducting 13th batch, 05 days. Job placement Training Programme to the participants of Mirik Municipality during the period from 03/12/2012 - to 07/12/2012, bills for supplying food (lunch, breakfast, dinner etc) & external. ~~for~~ Faculty Fees bill. is enclosed opposite for onward payment. Details of bills are given below -

Sl. No	Name	Purpose of Claim	Amount (₹)
A.	Jana Enterprise	Supply of Lunch, Breakfast, dinner & tiffin.	3,136/- [marked "X"]
B.	Sri Lalit Kr. Lahiri	Faculty Fees.	1,000/- [marked "Y"]

All the above bills ~~are~~ were checked properly and found OK. Necessary certificate has been endorsed on the back side of the bills.

It may also be mentioned here that the total amount of bills is within the budget approved at NSP-63.

Now, it is proposed that the cheque may be issued in favour of M/S Jana Enterprise & Rs 1,000/- (one thousand only) may be released in favour of Sri S.K. Lahiri in cash out of EBPHES Fund. The total amount may be booked under the heading Training - FTS.

Submitted for kind approval.

28/12/12

P.O/H

Notes of FO(M) above. The expenditure incurred as per approval of Director, SUDA at NSP-63.

Payment may be released in favour of M/s  
 Jara Enterprise for an amount of Rs. 3136/-  
 (Rupees three thousand <sup>one hundred thirty six</sup>)  
 only through A/C <sup>for supply of food</sup> ~~check~~ and  
 Rs. 1000/- to Sri S.K. Lahiri in cash  
 as trainer's fee.  
 The expenditure may be incurred out  
 of CBPES fund and booked under  
 the A/C head - "FTS - training".  
 Submitted.

~~Director, SUDA~~

~~28.12.12~~

3/12/12

~~FO~~

(i) Bills may be properly be detected and  
 received by the receiving section with receiving  
 Regd. page number and date.

(ii) Trainers fee — 'Received in full' with  
 dated signature of Mr. S.K. Lahiri is needed  
 on the respective bill.

~~F.O (H)~~

3/12/12

As desired,

(1) Stock entry made and the no. of page  
 is written at the body of the bill.

(2) In case of bill of Sri Lahiri, Mr.  
 Lahiri has submitted bill. He will receive  
 the amount of Rs. 1000 as and when it is  
 available in Cash Section of SUDA.

Submitted.  
Complied with.

N. Lalge vice of 3/12/12

~~P.O (H)~~  
~~F.O CCA~~

~~31-12-12~~  
~~28.12.12~~  
~~28.12.12~~

As per notes and orders at NSP-64 and prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "Jana Enterprise", an account payee SBI cheque as detailed below has been prepared and placed herewith for signature for Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the Bill is for signature of F.O., SUDA please.

Name of the Payee	Purpose of Payment	Gross Amount	TDS Amount	Cheque Amount	SBI Ch. No. & Dt.
Jana Enterprise	Release of payment towards supply of participants of FTS training during the period from 03.12.2012 to 07.12.2012 against Bill No.JE/SUDA/17 dated 10.12.2012.	3,136/-	63/-	3,073/-	505883 dt. 31.12.12

02. Apart from the above, to release the Trainers' Fees in favour of Shri Salil Kumar Lahiri, pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

~~For~~  
31-12-12

Director  
Jt. Secretary

new  
7/1/13

WT  
1.1.13

A  
11/10