

As per decision in the meeting of Honble CM dt. 29.1.14 and instruction of MA Dept, a meeting is to be organised at Sanjati Dasgupta on 6.2.2014 at 12 noon for preparedness relating to prevention of Dengue in the year 2014. Wherein UAs of Bankura, Bhubaneswar, Burdwan, Purulia, Paschim Medinipur, Director, SUDA, Officials of MA Dept. Dist. Administration will participate. Draft letter is placed herewith for signature, if approved.

S. Goswami
30.1.14

WJ
30/1/14

Director, SUDA
PO(H)

1) Meeting on preparedness for prevention of Vector borne diseases at Disabandha Mancha Soligan for 6 districts of North Bengal. — Draft letter is placed for signature.

2) Letter to Commission, DMC is placed herewith for signature, if approved.

S. Goswami
31.1.14

Director, SUDA

3) Draft letter vide no. SUDA-Health/65(A)/14/303 (2) dt. 07.2.14, /305 (36) and /306 dt. 07.2.14 are placed herewith for signature, if approved.

S. Goswami
10.2.14

Director, SUDA

Notes at prepage may be taken into consideration wherein it was decided to organize a meeting at different places in all over the West Bengal to take necessary action for prevention of vector borne diseases. Initial Meeting had been held at Durgapore MC wherein all ULBs from Bankura, Purulia, Burdwan and Bankura district participants. The arrangement was made by DMC as per discussion with us and it was agreed to reimburse the amount paid by the municipal corporation concerned which is still pending due to non-submission of claim by the ULB.

In second phase, the meeting was arranged at Siliguri Dinabandhu Manch with all ULBs from 06 districts namely Malda, Uttar Dinajpur, Dakshin Dinajpur, Jalpaiguri, Darjeeling and Coochbehar district. In this case it was decided that the arrangement would be made by SUDA with assistance of Uttarbanga Unnayan Parisad, Siliguri MC. In this circumstance, the U/S along with Sri Sandip Gupta, CP, SUDA went to Siliguri for making arrangement like logistics, Tiffin, other communicative arrangements at the hall.

The U/S contacted different food suppliers at Siliguri and asked for quotations. Four (04) responded and submitted their quotations and which are place below. The comparative statement is also prepared and it was revealed that Kolkata Caterer is the lowest among the four. They have also agreed to provide other decorative arrangement like supply of chair, lapto, projection machine etc which are very useful for the smooth flow of the meeting.

Now, on completion of the meeting the Kolkata caterer raised their bill which is also placed below for approval so that payment may be released electronically to the supplier from CBPHCS fund after deduction of statutory deductions.

Submitted.

[Signature]
14/02/2014

P.O (H)

Notice of FOCH) above.
The bill submitted by M/S Kolkata Caterers for an amount of Rs. 48060/- (Rupees forty eight thousand sixty) only may be admitted and release payment out of CBPHCS fund.
Submitted.

[Signature]
14.02.14

PA, SUDA

P.O (H)

F.O. (H)

Pl. Certify the expenditure and mention the source of fund

[Signature]
P.O (H)

PA, SUDA

Necessary certificate is written at the back of the original bill and as noted above, the payment may be made out of CBPHCS fund.
Submitted.

[Signature]
18/02/2014
18.2.14

Notes and query at pre-page.

We may release the payment of ₹48,060/- (forty eight thousand sixty only) to M/s Calcutta Caterers toward the cost of supplying lunch packets to the participants in the meeting on dengue on 11.02.14 in Siliguri for the U. L. B. in North Bengal.

Further notes

if approved, the proposed expenditure would be booked against the fund under C.B.P.H.C.S.

[Signature]
18/02/14

[Signature]
18/02/14

[Signature]
18/02/14

Director,

~~FO~~

As per notes and orders at prepage and above

As approved by Director, SUDA above, to release the payment in favour of Calcutta Caterers, a transfer advice as detailed below has been 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 Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
Calcutta Caterers	Release of payment for supply of Lunch Packets etc. on 11.02.2014 on the occasion of preparedness for prevention of vector borne diseases in municipal areas at Dinabandhu Manch, Siliguri against bill no.nil dated 11.02.2014.	48060	481	47579

esA

18/02/14

In memo 18-02-14 Pay order and transfer advice for RS 47,579/- may be signed.

18/02/14 *[Signature]*

- 03 -

In continuation of the orientation programme on prevention of vector borne disease, the last phase of the meeting was arranged at Ritwik Sadan at Kalyani with all ULBs from 03 districts namely Nadia, Murshidabad and North 24 Parganas district. In this case it was decided that the arrangement would be made by SUDA with assistance of Kalyani Municipality.

The U/S accordingly visited Kalyani Municipality on 13.02.2014 and made a detailed conversation with different officers and staff of the municipality concerned so that on the day all things would be smooth and methodical. Four (04) food suppliers responded and submitted their quotations and which are place below. The comparative statement is also prepared and it was revealed that DHAKESWARI PALACE of B-8/4 (C.A), Kalyani, Nadia, W.B, is the lowest among the four. All other arrangements were provided by the ULB concerned.

Now, on completion of the meeting Dhakeswari Palace raised their bill which is also placed below for approval so that payment may be released electronically to the supplier from CBPHCS fund after deduction of statutory deductions. Necessary certificate has been given in the back of the original bill. In this regard, it is also to mention that they have given their account details, PAN card photocopy, which are also attached along with the bill.

Submitted.

26/02/2014

26.02.14

P.O(H)

FA, SUDA & CO Addl. Dy. Fin.

F.O(H)

Pl. mention the amount to be paid in the notesheet

W

The ~~total~~ gross total amount of the bill submitted by M/s Dhakeswari Palace is Rs 55,500/- (Fifty five thousand five hundred only).

Submitted.

foregoing notes.

27/02/14

We may release the amount of ₹ 55,500/- (fifty five thousand five hundred) in favour of Dhakeswari Palace toward supply of meal packets for the participants in the meeting on Deyra before deduction of statutory tax.

27/02/14

28/2/14

F.A & R.O Addl. Director (Finance)

Director.

FA P.O(H)

FO SUDA & CO Addl. Dy. Fin.

28.2.14. cca 28/02/14

As per notes and orders at prepage

As approved by the Director, SUDA at prepage, to release the payment in favour of Dhakeswari Palace, a transfer advice as detailed below has been 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 Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
Dhakeswari Palace	Release of payment for supply of Lunch Packets etc. on 19.02.2014 on the occasion of preparedness for prevention of vector borne diseases in municipal areas at Ritwik Sadan, Kalyani against bill no.nil dated 19.02.2014.	55500	555	54945

F.O. & Ex-Officio J.D., Fin.

28/02/14
Pay order and Transfer advice for RS 54,945/- may kindly be signed.

28/02/14

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

WT
28/02/14
4/3/14

In continuation of the orientation programme on prevention of vector borne disease, the 2nd phase of the meeting was arranged at Sarat Sadan at Howrah with different ULBs. In this case it was decided that the arrangement would be made by SUDA with assistance of Howrah Municipal Corporation.

Accordingly, four (04) nos of food suppliers have been contacted and they have responded & submitted their quotations, which are place below for ready reference. The comparative statement is also prepared and it was revealed that BANERJEE CATERERS of 13/3, Benode Behari Halder Lane, Shibpur, Howrah-711102, is the lowest among the four. They have quoted Rs. 165/- per packet and total packet ordered was 250 numbers.

Now, on completion of the meeting, M/S Banerjee caterer raised their bill for an amount of Rs. 41,250/- (Forty one thousand two hundred fifty only) [Rs. 165 X 250 nos], which is also placed below for approval so that payment may be released electronically to the supplier from CBPHCS fund after deduction of statutory deductions. Necessary certificate has been given in the back of the original bill. In this regard, it is also to mention that they have given a cancelled cheque in which A/C number, IFS Code, Branch Name and Bank name is also available, PAN card photocopy. All copies are enclosed along with the original bill of the supplier.

Submitted.

19/03/2014
19.3.14

notes at above.

P.O (A)
F.A & C.O
Asst. Director (Finance)

Director

We may release the payment for Rs. 41,250/- (forty one thousand two hundred fifty only) towards to Banerjee Caterers for supplying 250 numbers launch packets to the participants in the meeting on prevention of Dengue in Howrah Municipality on 17.2.14.

21/8/14

21/3/14

F.O. (H)
F.O. (C.O)
A. Director (Fin)

D:\Dipankar\Note Sheet

Fund may be released out of CBPHCS fund as noted above. Submitted cca

24/03/14

25/03/14

As per notes and orders at prepage

As approved by the Director, SUDA at prepage, to release the payment in favour of The Banerjee Caterers, a transfer advice as detailed below has been 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 Director, SUDA.

Name of the Payee	Purpose of Payment	Gross Amt. (in Rs.)	TDS Amt. (in Rs.)	Net Amt. (in Rs.)
The Banerjee Caterers	Release of payment for supply of Lunch Packets etc. on 17.02.2014 on the occasion of preparedness for prevention of vector borne diseases in municipal areas at Sarat Sadan, Howrah against Tax Invoice No.TBC/52/2014 dated 18.02.2014.	41250	413	40837

F.O. & Ex-Officio J.D., Fin.

24/03/14
Dir SUDA
Jt. Secy/M.A. Dept.

Pay order and a/c payee cheque for Rs 40,837/- may kindly be signed.

24/03/14

25/03/14

Notes at Page 1 & 2 may kindly be taken into consideration wherein it was proposed to organise one day orientation Programme for making awareness about vector borne diseases. The first meeting ~~was~~ had been held at Durgapur M.C. We wrote a letter to the Mayor, D.M.C. to arrange for working lunch from their side. Accordingly, they had arranged for different types of arrangement like provision for hall booking, supply of training materials, hall arrangements & lunch.

Now, they have submitted a bill of Rs 36857/- (Thirty six thousand eight hundred fifty seven only) for reimbursement. As it was initially agreed to pay the actual amount to the facilitator, we may agree to release Rs 36857/- to D.M.C. out of CBPHES A/c head.

Original communication of Commissioner, D.M.C. is placed below and it is found that all vouchers are correctly made and it is also observed that though the original bill is Rs 41807/- but, D.M.C. is claiming Rs 36857/- for reimbursement. Submitted for kind approval; Pl.,

04/08/14
S. S. Ghoshal
04-08-14

Notes at above

As claimed by Durgapur Municipal Corporation we may reimburse an amount of ₹36,857/- (Rupees thirty six thousand eight hundred fifty seven ~~four~~ **four only**) toward the cost of meeting on eradication of Vector borne diseases which was held on 06.02.2014.

04/08/14
W. S. Ghoshal

D.P.(H)
F.A & L.O
addl. Director
(Finance)

Director
F.A
F.O
04.8.14
05/08/14



As per notes & orders at prepage

As approved by Director, SUDA at prepage, to re-imburse the cost for arrangement of a meeting on Prevention and Control of Vector Borne Diseases in favour of Durgapur Municipal Corporation, a transfer advice for Rs.36,857/- (Rupees Thirty Six Thousand Eight Hundred Fifty Seven) only is prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please for onward transmission to State Bank of India, Salt Lake Sector-I branch for electronic transfer of fund.

F.O. &
Ex-Officio J.D., Fin.

[Handwritten signature]
06-08-14

The transfer advice for
Rs 36,857/- may kindly be signed.

06/08/14

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

[Handwritten signature]
06/08/14