

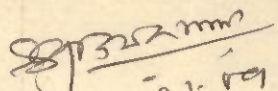
Sub: orientation training of Health officers and other personnel of M&S cell under CBPHCS

This is to state that HO is in position in 19 ULAs, out of 63 ULAs implementing CBPHCS. The other staff of M&S cell have also joined in those 19 ULAs. It is ~~felt~~ felt essential to impart orientation training to all the personnel for smooth implementation of the programme.

Initially a batch of 6 ULAs may be undertaken for such training to be held on 27.1.09 centrally at SUDA.

Accordingly a draft intimation letter is enclosed for signature, if approved.

Submitted.


15.01.09

Director, SUDA

Sub: -Orientation training programme of Health Officer including other personnel of M & S cell under CBPHC scheme

As directed by Secretary, MA department, Govt of WB, Health Officers of 63 ULBs and other staff of M&S cell under CBPHC scheme are required to be trained on CBPHC scheme centrally at SUDA.

The tentative budget for the said training programme is as under: -

Item of Expenditure	Unit rate	Total Cost (Amount In Rs.)
A) Training Material containing one folder, one writing pad, one ball pen and module.	Rs. 70.00 Per Participant	45 nos. X Rs. 70.00 = Rs. 3,150.00
B) Lunch, Tea, Biscuit, Water	Rs. 75.00 Per Participant	60 nos. X Rs.75.00 =Rs. 4,500.00
C) Contingency	Rs. 200.00	Rs. 200.00
<u>TOTAL</u>		<u>Rs. 7,850.00</u>

It is expected that there will be 11 to 12 batches to complete the training for 63 ULBs. Hence the total cost involvement for 12 batches will be Rs. 94,200.00 (Ninety four thousand two hundred only).

It is noted from this office record that there are Nineteen (19) HOs in position for the present. Hence, the first batch of day long training programme is scheduled on 27.01.2009 at ILGUS Conference hall wherein six (06) ULBs i.e Habra, Taki, Jaynagar-Mazilpur, Santipur, Nabadwip and Baduria, will participate.

Training material i.e folder, writing pad, ball pen @ one each for 45 (Forty five) nos. may be provided by office of SUDA by 21.01.2009 to health wing.

Forwarded for kind sanction and approval please.

Submitted.

[Signature]
16/01/2009

P.O
Director, SUDA

The budget may be approved.
The expenditure is to be booked under the A/C head - "Training - M&S cell"
Submitted.

[Signature]
16.01.09

[Signature]
16/1/09

FO, CBPHC c.

All the concerned officials may be informed for participation and prepare documentation for training.

[Signature]
19.1.09

a) 2nd & 3rd batch of training for personnel of M2S cell including HO are scheduled on 12.2.09 and 13.2.09 respectively. We may intimate the chairmen of the ULBs. Draft letters are enclosed for signature.

b) On both the training days, personnel of distantly located ULBs will take part. They may require hostel accommodation, ~~and~~ breakfast as well as dinner (if train is not available in the evening). For the purpose, additional expenses for breakfast & dinner are to be provided by canteen as per approved rate of ILAUS. The same practice may be followed for the next training programmes also.

Submitted for signature in respect of (a) and approval in respect of (b).

Director, SWA

B(H)

Goswami
28.01.09.

Chind
27/1/09

State Urban Development Agency, Health Wing, West Bengal

Sub 1 - Quotations obtained in respect of xeroxing & spiral binding of training manual for personnel of M & S cell of ULB, under CBPHC.

3 Quotations have been obtained and opened by the undersigned, Dr. Bose, APO and Computer assistant as instructed by PO, Health, SUDA.

Comparative statement is annexed herewith for ready reference.

It is seen from the statement that M/S Bipre Traders D 12/2, Suron Sarkar Road, Kol-10 is the lowest quotationer.

Hence, the job for xeroxing and spiral binding of training manual may be entrusted with the said firm.

Submitted for approval.

[Signature]
FO, CBPHC
17/01/2009

We may agree with the above proposal at "x" Submitted.

[Signature]
19.01.09

Agreed.
[Signature]
19/01/09

[Signature]

N.a may be taken for the ensuing trg. prog. to be held on 12 & 13 Feb, 09.

P.O (H)

~~Director, SUDA~~

~~PO (H)~~

~~FO, COOPHS~~

State Urban Development Agency, Health Wing, West Bengal

In continuation of day long orientation programme held on 27/01/2009 (1st Phase), 2nd & 3rd batch of Personnel of M&S cell under EB PHEC, will be held on 12th & 13th Feb, 2009.

For this purpose training materials i.e folder writing pad, ball pen @ one each for 90 (ninety) nos. may kindly be provided by Office of SUDA by 11/02/2009 to Health wing

Forwarded for necessary action please.
Submitted.

FO, EB PHEC
03/02/2009
Goswami

P.O. (H)
Director, SUDA
to
9/2/09
Bansal
C.P.
9/2

Notes & orders above.

As per order, the following articles have been delivered to Health Wing, SUDA and quantities thereof as noted again each -

Pen - 40 nos.
Plastic Folder - 90 "
Writing Pad - 90 "

i) Folder - 90 (ninety) nos.
ii) Writing pad - 90 (ninety) "
iii) Ball pen - 40 (forty) "

Submitted for confirmation and post facto approval.

A.O.
P.O. (H)

Subash
17/03/09

Allowed.
02/17/09/09

After conducting day long orientation programme for Personnel of M&S cell under EB PHEC on 27/01/2009, 12/02/2009 & 13/02/2009, we have received bills from M/S Bira Traders for supply of 135 nos. of training manuals & from M/S Jana Enterprise for supply of lunch, breakfast, dinner, Tea, biscuits & water on the date of training. The undersigned checked their bills and following table shows the exact amount -

State Urban Development Agency, Health Wing, West Bengal

that may be released in favour of M/s Bipra Traders & M/s Jana Enterprise, if approved.

<u>Sr. No.</u>	<u>Name of Party</u>	<u>Purpose of Claim</u>	<u>Amount may be released</u>
1.	Bipra Traders.	Supply of 45 nos of boots for 27/01/09 bill no. BT/01(02)2009 dt. 21/01/09	2745.00
2.	Bipra Traders.	Supply of 90 nos of boots for 12/02/09 & 13/02/09 bill no. BT/03(01)2009 dt. 05/03/09.	5490.00
3.	Jana Enterprise.	Supply of lunch, breakfast, tea, tiffin etc Bill - JB/2083/SUDA/Health/09 dt. 03/02/09	3065.00
4.	Jana Enterprise	Supply of lunch, breakfast, tea, tiffin, dinner, water etc. Bill - JB/2091/SUDA/Health/09 dt. 25/02/09.	7869.00
			<u>18669.00</u>

For 2nd & 3rd batch of training programme, 05 ULBO participated. ~~the~~ Came from remote location for which they availed guest house facility and we also provided dinner, lunch, tea & tiffin for 11/02/09 & 12/02/09. It was approved at Pre-page No 13, A note sheet is enclosed opposite wherein the rate of food & no. of persons were mentioned and it was accepted by M/s Jana Enterprise.

All above bills are checked by undersigned and found to be in order. Placed for kind approval so that a sum of Rs 8235.00 may be released in favour of M/s Bipra Traders, and Rs 10434.00 may be released in

Form of M/s Jana Enterprise from
the head "Training - M&S cell."
Submitted.

~~D.O (Health)~~

~~27/03/09~~

Notes of FO, CBPICS at pg 5-7.
Payment may be released to M/s Bipra Trading
and Jana Enterprise accordingly.
Submitted.

~~28.03.09~~

~~Director, SUD~~

Approved.
Mim
7/4/09

~~FO~~

~~CCA~~

~~27/3/09~~

- 08 -
State Urban Development Agency, Health Wing, West Bengal

As per notes & orders at NSP-01 to 06 and prepage

As suggested by F.O., (CBPHCS) and subsequently approved by Director, SUDA at prepage, to release the payment in favour of Jana Enterprise & Bipra Traders, 02 (two) account payee PNB cheques as detailed below have 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 / F.O., SUDA please.

Name of the Payee	Purpose of Payment	Gross (Rs.)	TDS (Rs.)	Net (Rs.)	SBI No. Date
Jana Enterprise	Supply of Tea, Biscuits, Water, Tiffin, Lunch etc. for the participants of orientation training programme of Health Officers and other personnel of M & S Cell under CBPHCS held on 27.01.2009 at SUDA Conference Hall against Bill No.JE/2083/SUDA-Health/09-10 dated 02.02.2009.	Rs.3,065/-	Rs.63/-	Rs.3,002/-	1644 dt. 07.04
	Supply of Tea, Biscuits, Water, Tiffin, Lunch, Dinner etc. for the participants of orientation training programme of Health Officers and other personnel of M & S Cell under CBPHCS held on 12.02.2009 & 13.02.2009 at SUDA Conference Hall against Bill No.JE/2091/SUDA-Health/09-10 dated 25.02.2009.	Rs.7,369/-	Rs.152/-	Rs.7,217/-	1644 dt. 07.04
	T o t a l	Rs.10,434/-	Rs.215/-	Rs.10,219/-	581 ch. no. 1644 dt. 07.04-2009
Bipra Traders	Preparation and Supply of 45 Nos. of Training Manual for the participants of orientation training programme of Health Officers and other personnel of M & S Cell under CBPHCS held on 27.01.2009 at SUDA Conference Hall against Bill No.BT/01(02)2009 dated 21.01.2009.	2,745/-	-	2,745/-	1644 dt. 07.04
	Preparation and Supply of 90 Nos. of Training Manual for the participants of orientation training programme of Health Officers and other personnel of M & S Cell under CBPHCS held on 12.02.2009 & 13.02.2009 at SUDA Conference Hall against Bill No.BT/03(01)2009 dated 05.03.2009.	5,490/-	-	5,490/-	1644 dt. 07.04
	T o t a l	8,235/-	-	8,235/-	581 ch. no. 1644 dt. 07.04-2009

F.O.
 Dir, SUDA
 Jt. Secy M.A Deptt
 Dis. SUDA
 07-04-09

7/4/09
 16/04/09

→ 89 ←
State Urban Development Agency, Health Wing, West Bengal

Sub: - Comparative statement of 04 quotations received for Printing and spiral binding of training manual for personnel of M & S cell under CBPHCS scheme.

4 quotations (Original quotations are enclosed opposite) received from different firms with their rates. The quotations were opened by Shri S. Pal, F.O, SUDA-Health, Shri Achintya Saha, MIES officer, Health, SUDA Dr. Gargi De, APO, and Shri Dipankar Chowdhury, F.O, CBPHCS, SUDA on 18.05.2009.

Competitive statement is given below: -

(Rates are inclusive of Tax)

Sl. No.	Name of Agency submitted quotation	Printing & Spiral Binding of book.
1/4	Bipra Traders 12/1, Suren Sarkar Road, Kolkata - 700 010	Rs. 19.80/ book
2/4	Balaji Offset Printers 14, Ramnath Biswas Lane, Kolkata - 700 009	Rs. 37.00/ book
3/4	Printers Corner 26/1B, Sashi Bhusan Dey Street, kolkata - 700 012	Rs. 31.00/ book
4/4	Printers Concern 4A, Santi Institute Row, kolkata - 700 012	Rs. 33.00/ book

From above quantitative statement it may be seen that M/S Bipra Traders of 12/1, Suren Sarkar Road, kol- 10 is the lowest quotationer. Hence job may be entrusted to the above mentioned firm, if approved.

Forwarded for kind information and necessary action please.

Submitted.

D.O (Health)
Director, SUDA

11/06/2009

Goswami
11-06-09

Further discussion held with Director, SUDA the undersigned negotiated M/S Bipra Traders of 12/1, Suren Sarkar Road, Kol-10 for revision of Rs 0.80 per pc of book and they have agreed to the proposal for printing each book @ Rs 19.00. Hence, approval may be accorded. ~~Submitted~~
Submitted

Director, SUDA
PO (H)

11/06/09
Approved.
Chim
11/06/09

P.O (Health)

A draft letter is enclosed opposite for work order for signature pl. Submitted.

11-06-09

In continuation of day long training programme held on 12/02/2009 & 13/02/2009, of 90 nos. participants of M&S cell in different ULBs under CBPHCS, one day training programme will be held on 07/08/2009. About 40 nos. of participants, ~~are~~ are going to attend that ~~meeting~~ ^{programme} of 06 ULBs, namely, Jhargram, Jaintia, Chandrakona, Ekmal, Memari, Birhat,

for this purpose training material i.e folder Pen, pad @ each for participants may kindly be provided from SUDA office by 05/08/2009, to Health wing.

Forwarded for kind approval pl.
Submitted.

Notes of FO, Health wing etc approved.
Draft letter to the ULBs is enclosed for signature

03/08/2009

[Signature]
03.08.09

Re. - Adm. officer may take n.a.
03/08/09

Training of Personnel ~~for~~ of M&S cell under CBPHCS are scheduled on 17/08/2009, 21/08/2009, 24/08/2009 & 28/08/2009 at ILGUS Conference Hall. For this purpose on each day participants from 06 ULBs will attend.

For this purpose training material i.e folder Pen, pad @ each for 160 nos. of participants may kindly be provided from SUDA office to Health wing.

Forwarded for kind approval pl.
Submitted.

P.O (Health)
Director, SUDA

[Signature]

05/08/2009

[Signature]

[Signature]
17/8/09

The dates of training prog. for M.S cell have been announced.

S.No	Date	Venue	Participating U.B.s
①	18.08.09	Basirhat	Basirhat, Baduria, Bangson, Gobardanga.
②	19.08.09	Haldra	Haldra, Kharak, Tamkul, Centai
③	21.08.09	Chakdah	Chakdah, Kand 1, Cropper's Camp, Ranajhat
④	24.08.09	Rampulhat	Rampulhat, Nalhati Raniganj.
⑤	26.08.09	Soramukhi	Soramukhi, Jhalde
⑥	04.09.09	ILHS Conference Hall	Dhupguri, Mal, Mekligani, Kalimpang, Kursang, Dakshin Ganga Sankar.

A | Draft letters for sl. no ① - ⑤ are enclosed for signature. Letter at sl. no. ⑥ has already been signed.

B | Training materials i.e. plastic folder, pen and writing pad - 160 nos. each may be procured by office of SVDA and handed over to health wing by 17.08.09 to run the prog. smoothly.

Submitted.

A - signed

B - to may pl. arrange to procure.

FO to follow-up with AO.

[Signature]
11.08.09

[Signature]
12/8/09

~~Director, SVDA~~

~~PH/H~~

~~Banarjee~~
02/11/09

[Signature]

State Urban Development Agency, Health Wing, West Bengal

Notes & orders at prepage bottom may kindly be perused.

Training materials (i.e. ① Plastic Folder; ② Pen & ③ Writing Pad) 160 nos. each in the first phase may be procured from M/s. Barrackpore Central Zone Wholesale Consumers' Co-operative Society Ltd., Barrackpore and handed over to the Health Wing, SUDA in order to run the training programme smoothly.

Submitted for approval. If approved, draft placed below may kindly be signed.

Order. May kindly be approved and signed.

Abanik
18/08/09

A2
18/8/09

Chak
15/8/09

gossam

Order above.

M/s. Barrackpore Central Zone Wholesale Consumers' Co-operative Society Ltd., P.O. - Talpukur Dist. North 24 Parganas was asked to supply the 3 (three) items of 160 nos. each under T.O. Memo No. SUDA-Health/67/08/1592, dt. 20.08.2009.

Accordingly, they have supplied the said items in good condition.

On receipt of the same, according to the Challan No. 48124, dt. 21.08.2009, that were delivered to the P.O. (H), SUDA entirely.

Stock entry certificate has already been furnished on the body of the Bill in question from Health Wing SUDA (Vide stock ledger Page No. 63 UCB's - Page - 59, 57 & 50 respectively).

In view of above, an amount of Rs. 3,994/- (Rupees three thousand nine hundred & ninety four) only may kindly be passed for payment, if approved.

Submitted.

The payment of the above requisition amounting to Rs. 3,994/- may be approved if M/s Barrackpore Central Zone Wholesale Consumers' Co-operative Society Ltd.

Abanik
01/09/09

A2
01/09/09

Chak
11/9/09

~~A/O.~~
~~Director~~
~~(SUDA)~~

~~190. (H)~~
~~A2~~
~~21/6~~

~~A/O.~~
~~Director~~
~~(SUDA)~~
~~FO~~
~~CCA~~
~~21/9/09~~

As per notes & orders at NSP-10, 11 and prepage

As approved by Director, SUDA at prepage, to release the payment in favour of Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd., one account payee SBI cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Certificate in respect of proper supply and stock entry of the supplied articles is given on the body of the Tax Invoice by Sri Sasanka Sekhar Marik, Data Entry Operator, CBPHCS.

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

Name of the Payee	Purpose of Payment	Amt. in Rs.	SBI Ch. No. & Dt.
Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd.	Tax Invoice No.15052 dated 25.08.2009 towards supply of Pens, Pads and Plastic Folders to the Health wing of this office in connection with training of M & S Cell under CBPHCS during the period from 18.08.2009 to 04.09.2009 against Office Order No.SUDA-Health/67/08/1592 dated 20.08.2009.	3,994/-	958658 dt. 02.09.09

~~F.O.~~
~~Dir/SUDA~~
~~JKSesg; M.A. Deptt.~~
~~Dir. SUDA.~~

Sasanka Sekhar Marik
 02/09/09

27/8/09
3/9/09
04/09/09

Notice at Pre page NO - 9 may kindly be noted. Where, it was approved by Authority to place a work order to M/s Bipra Traders for printing and spiral binding of training manual for personnel of U/S cell under CBPHCS scheme who attended daylong training for several days at the rate of 19.00/book. though the original rate was 19.00/book. As per direction the U/S negotiated with the vendor for remission of Rs 0.80/book. They agreed and send another quotation (Flag - 'A').

all have received 500 copies of books and distributed them to different personnel attended meetings.

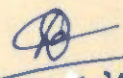
Now, they have submitted a bill for an amount of Rs 9500/- (Nine thousand five hundred only). Due to paucity of fund we were not in a position to release fund to the supplier. Now, as we have an unspent balance under the head training for SUDA, we may agree to release the amount to M/s. Bipra Traders for Rs 9500/- (Nine thousand five hundred only) for the amount to be booked under the head "Training" under CBPHCS head.

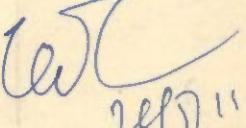
Submitted for kind approval so that payment may be released.

P.O/(H)
Director, SUDA.

P.O/(H)
FO

CC of 26/05/11


25-05-2011
Goswami
26-05-11


26/5/11
Goswami
26-05-11

As per notes & orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of Bipra Traders, an account payee SBI cheque 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 F.O., SUDA please.

Name of the Payee	Purpose of Payment	Gross (Rs.)	SBI Ch. No. & Date
Bipra Traders	Preparation and Supply of 500 Nos. of Training Manual for the participants of orientation training programme of Health Officers and other personnel of M & S Cell under CBPHCS against Bill No.BT/07(02)2009 dated 01.07.2009.	9,500/-	454039 dt. 26.05.11

No.
[Signature]
26-05-11

Dir. SUDA
27-05-11

Director SUDA

May please be signed.
[Signature]
30/05/11
[Signature]
30/5/11
[Signature]
11/6/11