

All the applications received against the ~~advt~~ advertisement in the local dairies inviting applications for the posts in the Health Wing along with compiled information in respect of these applications in a CD ~~is~~ are placed in the file. The same may now be sent to the convenor-member of the Selection Committees for taking further actions in this respect. No. of applications received are given below:

1. Asst. Project Officer - 2
2. MIES Officer - 235
3. Finance Officer - 108
4. Accounts Assistants - 327
5. Computer Assistants - 1084
6. Clerk cum Storekeeper - 929

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

26/03/08

Union  
26/3/08

State Urban Development Agency, Health Wing, West Bengal

**Sub: Finalization of selection criteria and date for selection of the personnel to be engaged under CBPHC at SUDA.**

Following notification of the Department of Municipal Affairs bearing no. 1179/MA/C-10/3S-55/2005 Part dt. 28.09.07. Advertisement were floated in the local dailies i.e. Andabazar Patrika, The Telegraph and Ganashakti on 15<sup>th</sup> January, 2008 for the post of APO, FO and MIES Officer. Appointment will be made initially for 1 (one) year on contract basis with monthly remuneration of each of Rs.15,000/-. The last date of receipt of applications was 31.01.2008.

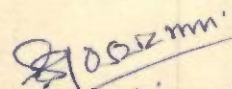
The required number, age, educational qualification and experience for each of the posts are as under:

Sl. No.	Name of Post	Required Number	Age (yrs.)	Educational Qualification	Experience (yrs.)
1.	Assistant Project Officer	4	25-35	M.B.B.S., DPH	3
2.	Finance Officer	2	25-40	M.Com/C.A/ ICWA. Knowledge of handling tally accounting package.	2
3.	MIES Officer	1	Do	Graduate, Dip. in Comp. preferably BCA / Hons. in Comp. Sc.	2

Number of applications received for each of the post are:

Sl. No.	Post	Number of applications received
1.	Assistant Project Officer	2
2.	Finance Officer	238
3.	MIES Officer	108

The committee is to finalize screening procedure of applications received and to fix up a date for conduct of interview for the post of APO, FO and MIES Officer.

  
Project Officer, Health, SUDA  
(Member Convenor)

**Sub: Finalization of selection criteria and date for selection of the personnel to be engaged under CBPHC at SUDA.**

Following notification of the Department of Municipal Affairs bearing no. 1179/MA/C-10/3S-55/2005 Part dt. 28.09.07. Advertisement were floated in the local dailies i.e. Andabazar Patrika, The Telegraph and Ganashakti on 15<sup>th</sup> January, 2008 for the post of Accts. Asstt., Computer Asstt. and Clerk-cum-Storekeeper. Appointment will be made initially for 1 (one) year on contract basis with monthly remuneration for each of Rs.6000/-. The last date of receipt of applications was 31.01.2008.

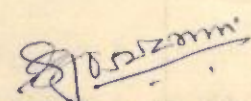
The required number, age, educational qualification and experience for each of the posts are as under:

Sl. No.	Name of Post	Required Number	Age (yrs.)	Educational Qualification	Experience (yrs.)
1.	Accounts Assistant	3	25-30	B.Com	2
2.	Computer Assistant	5	Do	H.S with certificate course in Comp.	2
3.	Clerk-cum-Storekeeper	2	Do	Madhyamik or equivalent	2

Number of applications received for each of the post are:

Sl. No.	Post	Number of applications received
1.	Accounts Assistant	327
2.	Computer Assistant	1084
3.	Clerk-cum-Storekeeper	929

The committee is to finalize screening procedure of applications received for the post of Accounts Assistant, Computer Assistant and Clerk-cum-Storekeeper, to prepare questionnaire for written test, to fix up date for written test, to examine answers papers as also interview date.

  
**Project Officer, Health, SUDA  
 (Member Convenor)**

1st meeting of selection Committee for finalisation of selection criteria and date for selection of APO, PO & MIES officer was held on 02.04.2008 under the chairmanship of P.D, CMU & e.o spl. secretary, MAD. Minutes of the meeting is enclosed.

Similarly, 1st meeting of Selection Committee was held on 02.04.2008 for selection of Accts. Asst., Computer Asst. and clerk cum store-keeper. Minutes of the meeting is enclosed.

As decided, we are to approach three different organisations towards scrutiny and shortlisting of candidates for the posts of Accts. Asst., Computer Asst. and clerk cum SK.

Draft specimen copy of letter in this regard to agencies is enclosed for approval. Submitted.

Director, SUOD

*[Signature]*  
30.4.08

Draft letter for interview for the post of APO is enclosed for signature, if approved.

Director, SUOD

*[Signature]*  
30.4.08

t. - Pl. review as discussed.  
B - copied.

*[Signature]*  
9/4/08

A - Revised draft letter is enclosed as instructed. After getting approval, letter to other organisations will be prepared & placed for signature.  
B - Letter sent to office for despatch.

Director, SUOD

*[Signature]*  
09.05.08

*[Signature]*  
14/5/08

PO (H)

(i) Letter bearing no. SUDA-Health/63 ULB/08/18  
30.4.2008/9.5.2008 was issued to Dr. Debansu  
Chatterjee for appearing before Selection  
Committee for the post of APO on 23.5.08  
at 1 pm. But he did not turn up.

Under the circumstances, he may  
re-advertise for the said post for 4 nos.  
Draft matter for advertisement is  
enclosed for insertion in local dailies  
by the office of SUDA, if approved.

(ii) For the posts of Accounts Assistant, Computer  
Assistant and clerk-cum Store Keeper,  
152, 1150301 and Municipal Service  
Commission were requested through letters  
if they are in position  
for providing necessary assistance  
towards screening and short listing  
of the applications by 30th May, 2008.

But no response has yet been received  
from any of the said organisations.  
We may send reminder letter to  
each of them.

B / Draft letters are placed for signature,  
if approved.

gus22mm  
11.06.08

t - as proposed.

B - slightly amended.

Chin  
13/6/08

'a' - may be processed through office  
of SUDA.

'b' - amended letters are enclosed for  
signature.

gus22mm  
13.6.08.

liked letters. The file  
be sent again after issue for  
initiating action as at 't' above.

Chin  
13/6/08

~~U.O. NO. SUDA-1444  
63 ULB/08/13  
Dt. 11.06.08.  
Director, SUDA~~

~~PO (H)~~

~~Director, SUDA  
PO (H)~~

Instruction at pre-page.

The Letters sent for despatch.  
The file is returned for initiating  
action as at 'A'.

~~Director, SWBM~~

~~Goswami~~

we may arrange for paper  
advertisement.

Chinn  
13/6/00

~~EX~~

Order above.

Drafts Advertisement matter along  
with the request letter for arrangement  
of advertisement in Ananda Bazar and  
Telef Telegraph (combined) and Gramashakti  
are placed for perusal pt.

~~Dist.  
Sandip~~

⑧  
15/06/08

Chinn  
17/6/00

Action taken  
17/6/08

NSP-4, dt. 11.6.08.

ISSWBM and ISD expressed their  
inability towards short listing of  
the candidates as we proposed.  
Mpl. Service Commission did not respond  
inspite of reminder.

The matter was discussed with Director, SUDA.  
Preliminary scrutiny & sheet listing is  
to be done by Health Wing, SUDA.  
Additional man-power may be required  
in this regard.

Submitted

*[Signature]*  
24.07.08

Director, SUDA





-7-

Sub. : Selection of Finance Officer and MIES Officer for M & S Cell at SUDA under Community Based Primary Health Care (CBPHC) Services in 63 Non-KMA ULBs.

As per decision taken in the 1<sup>st</sup> meeting of Selection Committee held at SUDA on 02.04.2008, applications received for the post of Finance Officer and MIES Officer have been scrutinized and short listed wherein the no. of eligible candidates are 64 and 74 respectively, for which two stage selection process comprising of written test and interview are to be undertaken for finalization. The required nos. are 2 in respect of Finance Officer and 1 in respect of MIES Officer.

A | For the post of Finance Officer - Shri A.S. Mukhopadhyay, MFE, CMU, KUSP who is member of Selection Committee, may be requested for preparation of questionnaire for conduct of written examination, scrutiny of answer sheet along with marking through PD, CMU.

B | For the post of MIES Officer - Dr. Subir Roy, S.I.O. of N.I.C. who is member of Selection Committee, may be requested for preparation of questionnaire for conduct of written examination, scrutiny of answer sheet along with marking.

Draft letter in this regard is enclosed for signature, if approved.

Submitted.

~~Director SUDA~~

~~SPC. Lepidary~~

Suggestion at 'A' and 'B' above may be approved.

~~Goswami~~

15/7/08

A → Appd as proposed

B → Since Dr. Subir Roy is a very busy officer, we may request Health Dept. to prepare the questionnaire

16/7

14/7/08

~~Dir SUDA~~  
~~PO(H)~~

Following bills have been submitted to this office in connection with publication of Advertisement matter i.e., Employment notice for 4 Asst. Project Officers. Bills are as follows:

Sl. No.	Bill No. & Dt. for Advt.	Space	Rate	Am't.	Remarks.
①	497302 dtd. by 30/6/08 submitted by ABP RA dtd. against our work order No. SUDA-Health/63ULB's/08/392 dtd. 17.6.08 (Flag 'X')	47.40 sq. cm. [7.9cm x 6cm]	Rs. 528.48/-	Rs. 25,050/- (Rounded off)	Advertisement matter as per work order published on Anandebazar and Telegraph respectively.
②	497303 dtd. 30/6/08 submitted by ABP RA dtd. against our work order No. SUDA-Health/63ULB's/08/392 dtd. 17.6.08 (Flag 'X')	47.40 sq. cm. [7.9cm x 6cm]	Rs. 572.52/-	Rs. 27,137/- (Rounded off)	
By ①+② total		Bill of 1% ABP RA dtd.		52,187/-	
③	DK/08/01783 dtd. 20/6/08 by Ganashakti against our work order No. SUDA-Health/63ULB's/08/392 dtd. 17.6.08 (Flag 'Y')	8cm.	425/-	3400/-	Advertisement matter as per work order published in Ganashakti

TOTAL Bill of Ganashakti: 3400/-

Rate mentioned in Sl. ① & ② separately actually add up to the cumulative rate is chargeable for the Advertisement published simultaneously in Anandebazar and Telegraph respectively. (Rs. 528.48/- + Rs. 572.52/- = 1 as approved by I & CA Deptt, GOWB. Rate chart also enclosed for your ready reference. Necessary Certificates endorsed on the body of the bill. To

So, if approved, payment of Rs 52,187/- and Rs 3,400/- may kindly be released to M/s ABP Pvt. Ltd. and M/s Garasthakti respectively as detailed prepage.

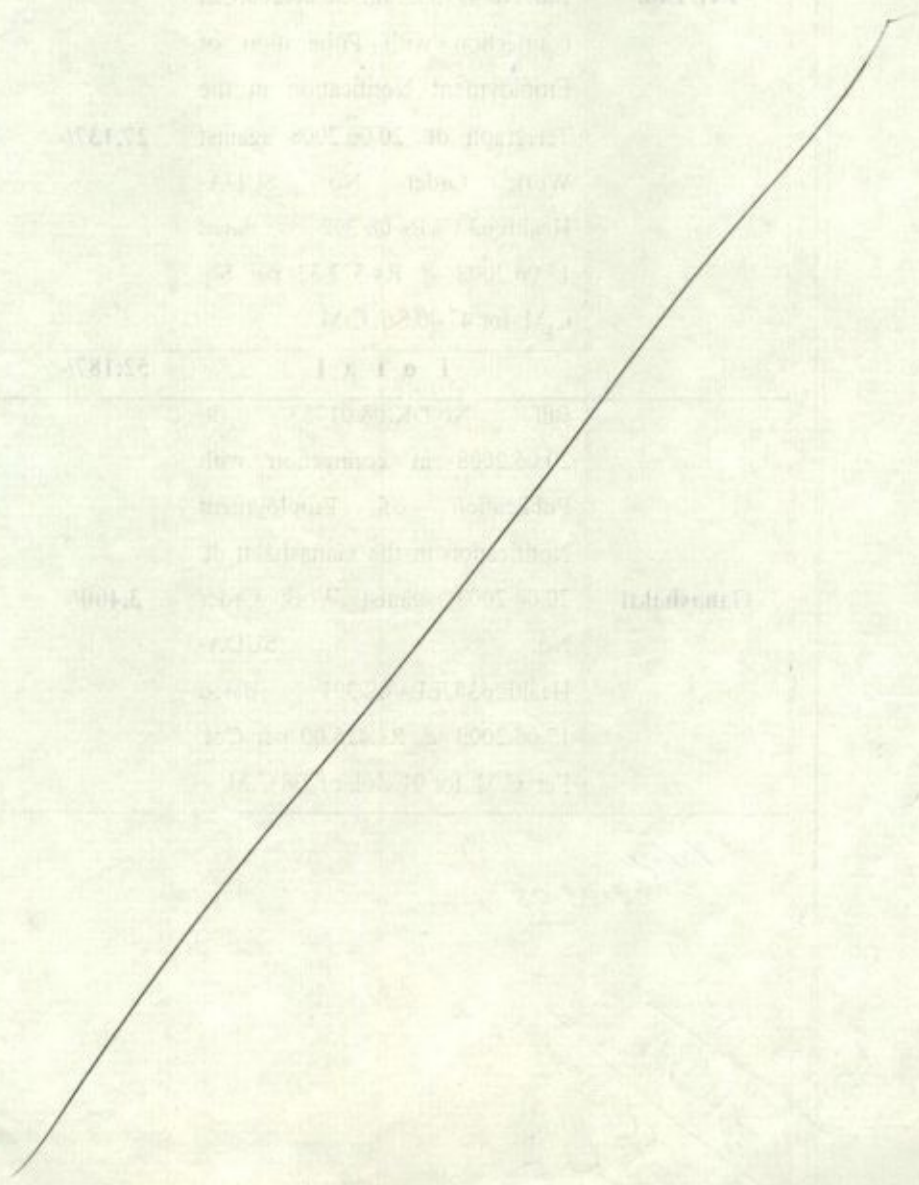
~~AO~~

3 (Three) bills for publishing advertisement as mentioned above may pl be passed for payment.

*[Signature]*  
06/07/08

*[Signature]*  
29/07/08

~~Siw~~  
~~to~~  
~~CP~~  
~~FO~~  
~~27/07/08~~



As per notes & orders at NSP-01, 04, 05, 08 and prepage

To release the payment in favour of ABP Pvt. Ltd. and Ganashakti , two account pa SBI cheques as detailed below are prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Certificates in respect of proper publication of the advertisement in The Telegraph Ananadabazar Patrika and Ganashakti are given on the body of the Bills by Sri sandip Gupta, Comp. Programmer, SUDA. Apart from this, cuttings of aforesaid newspapers dated 20.06.2008 are placed in the file. Copy of Rate charts as approved by, I & CA Dept., Govt of West Bengal for publication of this type of advertisement are also placed in the file for ready reference.

Pay order endorsed on the body of the Bill are for signature of Director/F.O., 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.
ABP Pvt. Ltd.	Bill No.497302 dt. 30.06.2008 in connection with Publication of Employment Notification in the Anandabazar dt. 20.06.2008 against Work Order No. SUDA-Health/63/ULBs/08/392 dated 17.06.2008 @ Rs.528.48 per Sq. C.M. for 47.40 Sq. C.M.	25,050/-	258/-	24,792/-	
	Bill No.497303 dt. 30.06.2008 in connection with Publication of Employment Notification in the Telegraph dt. 20.06.2008 against Work Order No. SUDA-Health/63/ULBs/08/392 dated 17.06.2008 @ Rs.572.52 per Sq. C.M. for 47.40 Sq. C.M.	27,137/-	280/-	26,857/-	872026 dt.
	<b>T o t a l</b>	<b>52,187/-</b>	<b>538/-</b>	<b>51,649/-</b>	<b>08.08.08</b>
Ganashakti	Bill No.DK/08/01783 dt. 20.06.2008 in connection with Publication of Employment Notification in the Ganashakti dt. 20.06.2008 against Work Order No. SUDA-Health/63/ULBs/08/391 dated 17.06.2008 @ Rs.425.00 per Col. Per C.M. for 01 Col. of 08 C.M.	3,400/-	-	3,400/-	872027 dt. 08.08.08

~~Dir SUDA~~  
~~Jt. Secy, M.A. Deptt~~  
 1/1cu  
 08.08.08  
~~Dis. SUDA~~  
 11/08/08

11/08/08  
 8/8/08

नमूना (6) कोय कइन्दी बे परमैद.

Manpower was hired as per minimum wages rate approved under order no. 4567-F dated 3/6/07 of finance Dept. (tag marked "A") in connection with sorting & compilation of the application received under community based health care services (CBPHC) in 63 remote U.P., as approved by Director, SUDA.

Details pertaining to engagement of manpower (3 nos.) is detailed below :-

<u>List of Dates</u>	<u>No. of days</u>
25-2-08 to 28-2-08	→ 4 days
3-3-08 - 7-3-08	→ 5 days
10-3-08 - 14-3-08	→ 5 days
17-3-08 - 21-3-08	→ 5 days
24-3-08 - 31-3-08	→ 8 days
<b>Total</b>	<b>→ 27 days</b>

In this context, M/s Quick data Services submitted a bill vide invoice no. QD8/08-09/032 dated 13/6/08, for Rs. 11,745/- in connection with sorting and compilation work. Now, as per under the provision of minimum wage Act, the daily wages for Typist/LDC is Rs. 132.60/- per day. Considering this, total bill value of Rs. 10,741/- (Ten thousand seven hundred and forty one) may kindly be paid to M/s Quick data Services against the bill. Necessary certificates endorsed on the body of the bill.

Placed for approval.

payment of Rs. 10,741/- may be approved.

17/2/09

17/2/09

17/2/09

AO

Director  
(SUDA)

For pl. [Signature]  
23/2/09

[Signature]  
23/2/09

**As per notes and orders at NSP-06 and prepage**

Quick Data Services was entrusted with the job of Data Entry, Sorting and Compilation in connection with recruitment of various personnel at the the Health wing of SUDA under Community Based Primary Health Care Services Programme as per Employment Notice No.02/2008 dated 20.06.2008.

After completion of their job, Quick Data Services submitted an Invoice bearing no.QDS/08-09/032 dated 13.06.2008 for Rs.11,745/- for payment. The bill has subsequently been checked and corrected by Sri Sandip Gupta, Computer Programmer, SUDA on the basis of allowable daily rate to Data Entry Operators as referred by Finance Department in its order No.4567-f dated 13.06.2007. After correction of the aforesaid bill, gross amount of the bill comes to Rs.10,741/- only instead of Rs.11,745/- as claimed by them.

Now to release the payment, an account payee SBI cheque as detailed below is prepared and placed herewith for signature of Diurector, SUDA and Joint 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.	TDS Amt.	Net Amt.	SBI Ch. No. & Date
Quick Data Services	Payment of Man Power Costs in connection with the job of Data Entry, Sorting and Compilation in connection with recruitment of various personnel at the the Health wing of SUDA under Community Based Primary Health Care Services Programme as per Employment Notice No.02/2008 dated 20.06.2008 against Invoice No.QDS/08-09/032 dated 13.06.2008.	10,741/-	221/-	10,520/-	164379 Dt. 27.02.09

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

*[Signature]*  
 24-02-09

*[Signature]*  
 24/2/09  
*[Signature]*  
 27/2/09  
*[Signature]*  
 27/02/09