

three thousand seven hundred twenty only) towards HIS Eastman after deducting Security deposit @ 5% amounting to Rs 3880/- (Three thousand eight hundred eighty only). As per agreement in work order, the security deposit is to be released after completion of 01 year after the date of successful installation of all machines.

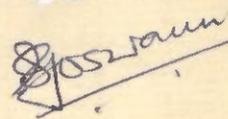
Now, as the time period of one year from 25-03-2010 has already been completed and there is no complaint received in respect of working of machines, we may release the security deposit amount of Rs 3880/- to HIS Eastman by cheque no. 26161 dt. 03-06-11 which is placed for signature & approval.

P.O (H)

FO (H)



03-06-11

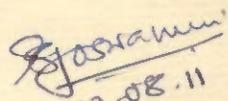


Enclosed opposite communication of "Sembranky Environmental Management Pvt Ltd" for release of Security Deposit of Rs 2429/- (Two thousand four hundred twenty nine only), NSP-21 may kindly be noted. It is mentioned there that SD money may be released after 03 months of supply of materials required for Immunization waste collection & Treatment. Container already over, we may agree to release the above sum to Sembranky Environmental Management Pvt. Ltd., it approved.

Submitted.

P.O (H)

  
02-08-11

  
02-08-11

Enclosed opposite Communication of Business Centre, Net in which they have requested to release their security deposit @ ₹. deducted from their bill at the time of payment. [Details of Payment order is at NSP-19].

The sum deducted was -₹ 8,264/-,

As per order in file no. SUDA-Health/B12(HT)/08/784 dt. 24-03-10, they have supplied all machines and installed the same on 29-03-2010 and as per terms & condition, ₹. money is to be released within 01 yr from the date of successful installation, which is 29-03-2011. No complaint received so far.

As the time is already gone, we may release the Security Deposit to the firm, i.e. Business centre, net, if approved. Submitted.

P.O(H)  
FO(CIT)

31-05-2011  
Goswami  
31-05-11

As approved Cheque is prepared accordingly and placed for signature vide ch. no 261610 dt. 03-06-2011 for an amount of -₹ 8,264/- (Eight thousand two hundred sixty four only).

Submitted.

P.O(H)

03-06-11  
Goswami  
03.06.11

Enclosed opposite Communication of Eastman, for release of security deposit @ ₹. deducted at source from bill of -₹ 77,600/- for supply of 04 nos. of Airconditioning machine at SUDA Health wing. All machines were supplied on 25-03-2010 and installed thereafter on some days. We have released a sum of -₹ 73,720/- (Security

As per our office record, we have released Rs 93,61,820 to Midnapore upl against which the ULB concerned submitted SOB up to Sep, 2010 for an amount of Rs 93,66,441/- making a negative balance of Rs 4621/- which was expended from upls own fund.

Now, the ~~ULB~~ ULB concerned requested us to release Rs 4621/- so that fund may be repaid to municipality as it was taken on temporary basis.

Submitted for kind approval so that Rs 4621/- (Four thousand Six hundred twenty one only) may be released to Midnapore Municipality by the Payee Cheque in the name of Chairman, HHW Scheme (P.D), Midnapore Municipality.

P.O (A)

02-12-10  
S. S. S. S. S.  
02.12.10

Enclosed opposite bill of M/S Shine Electricals of N.S. Road, Chakdah, Nadia, for repairing of Kelvinator fridge for an amount of Rs 5,055.00 (Five thousand four hundred and five only), the bill was raised on 23-09-2010 but due to misplace of the bill, it is now to be paid to M/S Shine Electricals.

Submitted for kind approval so that payment may be released in favour of "Shine Electricals" through the Payee Cheque and the expenditure may be booked under the head "Operating Cost" as per request of the Proprietor for not being any sh. for Shine Electricals, the Cheque may be issued in favour of "Shyam Sundar Mandal".

P.O (A)  
P.O (A)

08-12-10  
S. S. S. S. S.  
08.12.10

Notes at NSP-20

We have released a sum of Rs 19,325/- (Nineteen thousand three hundred twentyfive only) to M/s Gurusans Communication Pvt Ltd for supply & installation of BPAS system. After deducting Rs 394 (Three hundred ninetyfour only) as security deposit @ 2%. ~~with~~ The contract was to release the same security deposit after 3 months of installation which was 29-03-2010.

As requested by the firm and approved by Competent Authority at file no. SWA-Health/312(H-2) of 08, it is decided to release the same security deposit.

Submitted for signature in the bill & A/c Payee cheque etc.

P.O (Health)

19-11-10  
Goswami  
19-11-10

Enclosed opposite bill submitted by M/s ~~Silpa Banta~~ Printy Press Ltd. for supply of ~~report~~ Printy & supply of immunization of report format of 100 nos. for an amount of Rs 4368/- (Four thousand three hundred sixty eight only).

Total Bill Amount	4368.00
Less TDS @ 2%	87.00
<u>Amount to be paid</u>	<u>4281.00</u>

Submitted for kind approval so that a sum of Rs 4281/- (Four thousand two hundred eighty one only) may be paid to M/s Silpa Banta Printy Press Ltd through A/c Payee Cheque and Rs 87/- may be deposited into bank as TDS.

P.O (Health)

19-11-10  
Goswami  
19-11-10

Enclosed opposite bill submitted by  
Jai Anand Hazari, for completion and finalisation  
of Accounts and preparation of Balance sheet  
for the year 2009-10 for an amount of  
Rs 2500/- (Two thousand five hundred only)  
Submitted for kind approval pl.

11-10-10  
Goswami  
11.10.10

P.O/H)

All have received a bill from M/S  
Business Centre.net for an amount of Rs  
8434/- (Eight thousand four hundred thirty  
four only) for supply of Cartridge &  
Printer. Original bill is enclosed opposite  
for kind approval so that payment may  
be released through b/c payee cheque.  
Submitted.

11-10-10  
Goswami

P.O/Hester)

Notes at NSP-22

All have released a sum of Rs 218026/- to  
M/S ~~Shiva~~ Shiva Business machine for payment for  
supply of 06 nos of Computers & 06 UPS's after  
deducting security deposit @ 5% amounting to Rs 11475/-

As requested by the firm and approved by  
competent authority at File no. SUDA-Health/312(ot.1)/08  
it is decided to release the security deposit towards  
the said firm as the machines are working properly  
and the programme has been already closed  
Submitted for approval so that payment be released through  
ofc payee cheque and the amount is booked under  
the head "Equipment".

01/11-2010  
Goswami

P.O (Hester)

Enclosed opposite bills submitted by  
different - parties: -

- 1) Electrical Measuring Instrument - Rs 6063/- (Six thousand and sixty three only) for supply of keyboard, mouse for office use.
- 2) As per order of Director, SUDA, 105 ~~meters~~ ft. of pipes were ordered for A.C machines (04 nos) as it caused some damage in wall of SUDA. With that two (02) old A.C ~~is~~ needs some renovation for better use. We have ordered a party to install pipe with A.Cs and to fill up gas in the old A.C. A bill for Rs 6,190/- (Six thousand one hundred ninety only) was drawn by M/s Shine Electronics which needs to be paid through bearing cheque.
- 3) As from 01.10.2010, tea and other items for office use will be procured from CBPHCS Fund and SUDA have already installed a tea cum coffee machine, a sum of Rs 10,155/- (Ten thousand one hundred fifty five only) may be issued thru A/C payee cheque in favour of 4 ADR VENDING CONSUL TANTS for supply of tea and coffee to SUDA.

Submitted for kind approval, Pl

P.O Health

04-10-10

Enclosed opposite below noted bills from different suppliers / service providers.

	Bill no.		
1) Alfa Enterprise	21/2010-11	6000/-	
2) -do-	20/2010-11	6540/-	
3) -do-	29/2010-11	3146/-	15686/-
4) Trans con Electronics Pvt. Ltd.	A.M.C		4412/-
5) Business centre, net	HP Toner		4217/-
6) Desire	Service charge		250/-
			<u>24565/-</u>

Submitted for kind approval so that the cheque may be issued.

~~P.O (Health)~~

27-09-10  
P. Goswami  
27.9.10

Enclosed opposite bill of Alfa Enterprise for supply of different office stationery for an amount of Rs 5669/- (Five thousand six hundred sixty nine only)

Submitted for kind approval pl.

~~P.O (Health)~~

28-09-10  
P. Goswami  
28.9.10

Enclosed opposite bill from Trans con Electronics Pvt Ltd. for supply of Toner for xerox machine for an amount 2400/- (two thousand four hundred only).

Submitted for approval pl.

~~P.O (Health)~~

09-10-10

Enclosed opposite bill of telephone no. 033 2359,3184 for the month of June-July, 10 for an amount of Rs 1017/- . Due to non-availability of bill to till date it was not possible to pay the amount into Telephone Exchange.

Now, we may release an amount of Rs 1017/- and Rs 40.00 for delayed payment, ~~Rs 10~~, total amount of Rs (1017 + 40) = 1057/- (one thousand fifty seven only) may be withdrawn from bank for onward payment.

Submitted for kind approval.

P.O (Health)

21-09-10

25.09.10

On submission the penalty amount of Rs 40/- was not taken and it is kept under the cash box as cash in hand to be utilized for contingent expenses.

22-09-10

Enclosed opposite requirement of fund for Belpur MPL for an amount of Rs 90000/- for arrears payment.

Submitted for approval so that following two DID may be prepared :-

Midnapore	174000/-
Belpur.	90000/-
	<hr/>
	264000/-

Though payment for Midnapore was written at NSP-27 but mistakenly it was not prepared at that time. Now it is to be rectified.

23-09-10

P.O (H)

23-09-10

Enclosed opposite three nos. of bills from following suppliers / service providers.

- 1) Desine Computer repair. ₹ 550.00
- 2) Electrical measuring instrument. 3879.00
- Supply of toner.
- Total amount to be paid. 4,429.00

A/c Payee cheque may be issued if approved and the cost may be booked under the head 'operating cost'

Submitted

14-09-10

P.O. (Health)

Enclosed opposite 05 nos. of requirement of fund from different ULBs, detailed as follows 1—

1) Jangipara.	102000/-	A/c Payee cheque
2) Bankura.	148000/-	D/D
3) Krishnagar.	165000/-	A/c Payee cheque
4) Cooch Behar.	417000/-	A/c Payee D/D
5) Kalna	388500/-	A/c Payee D/D
	<u>1222500/-</u>	

Submitted for kind approval so that payment may be released.

20-03-10  
Gusman

Further more another requirement is also enclosed from Midnapore Upl. for an amount of 6,17,000/-.

Submitted so that A/c Payee D/D may be issued.

20-09-10  
Gusman

P.O. (Health)

P.O. (Health)

Enclosed opposite requirement of fund under Salary / Honorarium etc from two mpls. as detailed below

- 1) Bankura Mpl. 366,500/-
- 2) Bishnupur Mpl. 333,500/-

Submitted for kind approval pl.

26-07-10  
 [Signature]  
 26.07.10

P.O (H)

Forwarding letters are enclosed opposite regarding release of fund for signature pl.

29-07-10  
 [Signature]  
 29.07.10

P.O (H)

Enclosed opposite bill submitted by Silpa Barta Printing Press Limited for printing of Form A, B, C & GM card for 11 nos. of ULB under DAID scheme & JUDA also.

TOTAL Bill Amount 176376.00  
 Less TDS @ 2% 3528.00  
 Amount to be paid. 172848.00

Submitted for kind approval so that the payee cheque for an amount of Rs. 172848/- may be issued in respect of Silpa Barta Printing Press Limited and Rs. 3528/- may be deposited as TDS into Bank.

13-08-10  
 [Signature]  
 13-08-10

P.O (Health)

Enclosed opposite requirement of fund from Bishnupur Mpl for Rs. 5.55 lakh. Submitted for kind approval pl.

13-08-10  
 [Signature]  
 13-08-10

P.O (Health) F.O (H)

Enclosed opposite requirement of fund form Midnapore, <sup>Krishnagar</sup> 2 Purulia Mpl. Under the head Hon/Salaries, Rent, S.B.C & operating cost. The amounts that may be release if approved are given below:—

Sr. NO	Name of ULS	Amount	Payment Mode
1.	Midnapore	478,500/-	A/c Payee D/D
2.	Purulia	397,500/-	A/c Payee D/D
3.	Krishnagar	4,20,000/-	A/c Payee Cheque

Further we have received three nos. of bills from M/s Jana Enterprise and Jaro's Enterprise for supply of tea, coffee, lunch etc & Courier charges respectively. Details are given below:—

Sr. NO	Name of Party	Purpose	For the month of	Amount	Payment Mode
1.	Jana Enterprise	Tea, tiffin, coffee	June-10	1460/-	Cheque
2.	Jana Enterprise	Tea, tiffin, coffee	July-10	612/-	Cheque
3.	Jaro's Enterprise	Courier charges	June-10	106/-	Cash

Forwarded for kind approval pl.

P.O (Health)

20-07-10  
20.07-10

Enclosed opposite requirement of fund form Balaram Mpl for an amount of Rs 267,000/-, forwarded for kind approval pl.

P.O (H)

20-07-10  
20.07-10

P.O (H)

A draft is ready for Midnapore Mpl. for an amount of Rs 778,500/- instead of Rs 478,500/- . we may send the D/D and request the SBI to prepare a D/D for an amount of Rs 478,500/- . Submitted.

20-07-10

Enclosed opposite two bills as detailed below:-

- 1) Telephone Bill for Tel no. 033 23593187 1457.00
  - 2) Desine - for service charges for desktop formatting and reinstallation 250.00
- 1,707.00

Forwarded for kind approval pl. so that payment may be released.

P.O (Health)

22-06-07  
[Signature]

Enclosed opposite one requirement of fund from Chairman, Jangipm Mpl. under the head, Salaries, Honorarium, Rent, IBE & property cost for an amount of Rs. 29100. We may agree to release a sum of Rs. 28800 towards the ULB ignoring their claim for IBE it approved.

One bill was submitted by Electrical Messing. Investment for supply of 02 nos. of House for office work for an amount of Rs. 364/-.  
Placed for kind approval pl.

P.O (H.)  
P.O (C.A.)

15-07-10  
[Signature]

Forwarding letter is enclosed opposite for signature pl. for release of fund to Jangipm Mpl.

19-07-10  
[Signature]

P.O (H.)

Enclosed opposite three bills as detailed below :-

- |                                     |                                 |        |              |
|-------------------------------------|---------------------------------|--------|--------------|
| ① Transcom Electronics<br>Part. Ltd | Supply of<br>Toner              | 2400/- | By<br>Cheque |
| ② Jana Enterprise                   | Supply of<br>teag coffee<br>etc | 1384/- | By<br>Cheque |
| ③ Bablu Biswas                      | Electrical<br>repairing.        | 563/-  | By<br>Cash   |

Submitted for kind approval so that payment may be released.

P.O (Health)

Fg (11)

08-06-10

*[Signature]*  
08.06.10

Enclosed opposite two bills from different suppliers for the items mentioned.

- |                                       |  |             |                      |
|---------------------------------------|--|-------------|----------------------|
| ① Electrical.<br>Measuring Instrument | Supply of<br>Key board,<br>Ink cartridge | 2522/-      | Mode<br>By<br>Cheque |
| ② Shiva Business<br>Machines          | HP Ink<br>Cartridge -                    | 4050/-      | By<br>Cheque         |
| Total                                 |  | <u>6572</u> |                      |

P.O (Health)

17-06-10

*[Signature]*  
17.06.10

Enclosed opposite bill produced by  
Shiva Business Machines, 22 M.P. Lane, Kal-90  
for supply of 06 nos. of HP Business Desktop  
PC & 06 nos. of 725 VA Smart Power. UPS with  
minimum backup 15 minutes for an amount  
of Rs 229,501/-

Bill Amount	229,501/-
<u>Am</u> S.D at 5% (deducted) which will be released in due course	11,475/-
Amount to be released in Cheque now.	<u>218,026.00</u>

TOTAL amount to be booked under  
the head "Equipments"

Submitted for kind approval pl.

D.O (Health)

31-05-10  
31-05-10

Enclosed opposite 02 (two) bills from  
different suppliers as mentioned below:-

Sl. no.	Name of Supplier	Amount	Item	A/c head
1.	Desire	950/-	Supply of Kaspersky Internet Security.	Operatg Cost
2.	Barkatan	73720/-	Supply of A.C Machine	Equipmt

Submitted for kind approval so  
that payment may be released

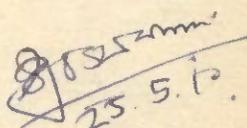
D.O (Health)

04-06-10  
04-06-10

Enclosed opposite following bill from suppliers

<u>Sl. NO</u>	<u>Name of Party</u>	<u>Purpose</u>	<u>Amount</u>	<u>Payment mode</u>
1.	Jana Enterprise.	Supply of tea, coffee lunch et c -	1171.00	Cheque
2.	Jana Enterprise	courier charge	338.00	Cash
3.	Jana Enterprise	- do -	390.00	Cash
4.	Alta Enterprise	Supply of Stationery items	2514.00	Cheque

Submitted for kind approval so that Payment may be released.

  
25-05-10  
  
25.5.10

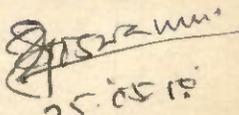
P.O (Health)  
 P.O (H)

Enclosed opposite bill from Sembranky Environmental Management Pvt Ltd for supply of material for Immunization waste to 10 nos of U-Bo. After supply their bill is as follows -

Bill Amount	48573.00
5% S.D at 5% on Bill -	2429.00
Amount to be released right now	<u>46144.00</u>

Rs 2429/- may be released after 3 month of last delivery date as per agreement with them.

Submitted for kind approval pl.

  
25-05-10  
  
25.05.10

P.O (Health)

Enclosed opposite Bills from different suppliers as detailed below -

Sl. NO	Name of supplier	Amount of Bill	SD Deducted	Net Amount	Head of Ac
1	Asistco. - Supply of chair (250/09-10 dt. 31-03-10)	67500/-	3375/-	64125/- <u>64125</u>	Furnitment
2.	Electrical Measuring Instruments, Speaker - <del>Water Purifier</del> (EMI/03(03) 2010 dt. 30-03-10)	3822/-	-	3822/-	Equipment of
3.	Electrical Measuring Instrument Supply of Extension pipe for ceiling fan (EMI/03(04) 2010 dt. 30.03-10)	506/-	-	506/-	Furnitment
4	Electrical Measuring Instrument - Supply of ceiling fan & Water Purifier. (EMI/03(02) 2010 dt. 30-03-10.	18169/-	-	18169/- <u>22497/-</u>	Furnitment
5.	Guersons Communication Pvt Ltd for Installation of BPO System (42PL/10-11/K/L/001 dt. 22-04-10)	19719/-	394/-	19325/- <u>19325/-</u>	Equipment

Forwarded for kind approval so that payment may be released.

P.O (Health)

20-05-10

20-05-10

Enclosed opposite bill is u/s Business Centre.net for supply of 03 nos. Dell Studio 15 Laptop and 01 no. of HP Free Jet Pro 8000 Printer vide order no. SUDA-Health/312(At-IV)/08/734 dt. 24.03/10.

Though the order includes 02 nos of Laser Printer, but the firm failed to supply due to non-availability of the specified printer. Copy from HP also enclosed.

TOTAL Bill amount-(incl. VAT)	16,5280/-
<u>5%</u> as Security Deposit	<u>8,264/-</u>
Amount to be paid.	<u>15,7016/-</u>

We may agree to release a sum of Rs 157016/- (one lakh fifty seven thousand and sixteen only) now, and the security deposits of Rs 8264/- (Eight thousand two hundred sixty four only) may be kept out standly and may be release after a period of 01 year from the date of installation date i.e. 29/03/2010 as per agreement between SUDA & Business Centre Net.

Submitted

P.O / (H)

17-05-10  
*[Signature]*  
12-05-10

Enclosed opposite requirement of fund from 02 ~~and~~ ULB's namely Baram & Berhampore Upl. We may agree to release only salaries/ honorarium of operating cost towards them. The fund that may be released is given below

↳ Baram Upl.	248000/-
↳ Berhampore Upl.	495000/-
	<u>7,43,000/-</u>

P.O / (H)

Forwarded for kind approval Pl  
*[Signature]*

12-05-10



"A" [ The payment may be released in 2 phases as the form has submitted 4 bills ]

P.O. H.

"B" [ The telephone bill may be paid. ]

*[Signature]*  
19.02.10

As directed, the bill of Saroo Enterprise will be paid in cash in 03 phases. As per decision the first payment of Rs 782/- was paid on 19-02-10. The next one of Rs 975/- may be paid on 23-02-10. It is approved.

P.O. (Health)

Submitted

*[Signature]*  
23-02-10

Enclosed opposite two bill placed by M/s Jana Enterprise and Electrical Measuring Instrument for supply of tea, lunch etc & Ink Cartridge respectively. The bill amount is detailed below:

Sl. No	Name of Party	Purpose	Amount (Rs)
1	Jana Enterprise	Supply of tea, tiffin etc	1103/-
2	Electrical Measuring Instrument	Supply of Ink Cartridge.	4108/-
TOTAL			<u>5211/-</u>

Placed for kind approval so that payment may be released and the amount may be booked under operating cost. Submitted.

P.O. (Health)

*[Signature]*  
10-03-10

*[Signature]*  
10.03.10

Enclosed opposite two fund requirement from Suri and Bankura upl. Details are given below:

① Suri Municipality -	3,25,100/-
② Bankura Municipality.	63,900/-
TOTAL	<u>3,89,000/-</u>

Forwarded for kind approval so that fund may be

Placed opposite bill of JANA Enterprise for Rs 1506/- for the month of Jan-2010 for supply of Tea, Coffee, Lunch etc. for kind approval so that payment may be released.

Submitted.

P.O (Health)

04-02-10  
Goswami

Enclosed opposite requirement of fund from Midna Dore Hpl for an amount of Rs 414880/- consisting of Sal/Hon for 03 months i.e. Feb. to April, 2010. They have a fund balance of Rs 1134 lakh. In this circumstance we may agree to release a sum of Rs 2.80 lakh consisting Sal/Hon for 02 months i.e. Feb - March, 2010.

Forwarded for kind approval pl.

P.O (Health)

16-02-10  
Goswami  
16.02.10

Enclosed opposite 04 nos. of bill from SAROJ Enterprise for the month of Jan-2010. Proprietor of SAROJ Enterprise, Sri SAROJ Roy requested us, by writing a letter to make his payment through cash as he has no bank a/c. We have already issued 04 nos. of cheques in his favour and it is not released from our a/c. That cheques were not encashed to till date. So we may agree to release his payment by cash instead of cheque. The detail is given below:-

Form 02 Jan to 11th Jan, 2010.	288.00
Form 12th Jan to 12th Jan, 2010	494.00
Form 12th Jan to 25th Jan, 2010	495.00
Form 25th Jan to 28th Jan, 2010	428.00
TOTAL amount-	<u>1705.00</u>

Enclosed opposite Telephone bill for Rs 1265/- for Jan-2010. Forwarded for kind approval pl.

P.O (Health)

19-02-10

We have received two requirement of fund from two mpls for the 4th qtr, 2009-10. "Food studies" requirement of fund and SOE submitted upto the month of [unclear] are given below for ready reference:-

<u>Name of ULB</u>	<u>Available Fund</u>	<u>SOE Submitted</u>	<u>amt. to be released</u>
① Bolpur Mpl.	0.21	Dec-09	246,000/-
② Bankura Mpl.	4.33	Oct-09	329,000/-
			<u>Rs 5,75,000</u>

In respect of Bankura Mpl. a sum of Rs 2,38,000/- is lying under the head "Drug" J.O. as per their requirement we may agree to release them Rs 3,29,000/- under the head "Salaries and honorarium" & "Rent" head and also may request them to utilize the balance lying with them under "Drug" head and submit it as early as possible.

Forwaded for kind approval so that D/D may be prepared in favour of the above mentioned ULB's.  
 Submitted.

P.O. (Health)

27/01/2010  
 [Signature]  
 27.01.10

We have received three nos. of requirement of fund from three mpls namely Cooch Behar, Bishnupur & Berhampur Mpl. for 4th qtr. of F.Y 2009-10.

<u>Sl. No</u>	<u>Name of ULB</u>	<u>Amount to be released</u>
1	Cooch Behar Municipality.	725,000
2	Bishnupur Municipality.	396,000
3	Berhampur Municipality	73,800
	<u>TOTAL</u>	<u>11,94,800</u>

Forwaded for kind approval so that payment may be released thru A/c Payee D/D.  
 Submitted.

P.O. (Health)

03-02-10  
 [Signature]  
 03.02.10

Enclosed opposite to bill from different Supplier / service Provider. Details are given below-

① Sanyo Enterprise.	Courier service -	124.00
② Jana Enterprise.	Supply of Tea, coffee, Atkin, Lunch etc.	1478.00
		<u>1602.00</u>

Forwarded for kind approval so that the Payee Cheque may be made in favour of the above-mentioned service providers.

Submitted.

P.O (Health)

19/01/10

[Signature]  
19-01-10

Enclosed opposite three requirement of fund from three municipalities. The details are given belows -

<u>Name of URB</u>	<u>SOB Submitted upto</u>	<u>Available Fund</u>	<u>Fund to be released</u>
Kidnapore Mpl.	Oct-09.	1.36	2,86,000 ₹
Proudia Mpl.	Nov-09.	2.83.	3,00,000 ₹
Suri Mpl.	Dec-09.	0.81	2,00,000 ₹
			<u>7,86,000 ₹</u>

Forwarded for kind approval so that letter may be issued to SBI for preparation of A/c Payee D/D in favour of the above mentioned URBs.

Submitted.

P.O (Health)

21/01/2010

[Signature]  
21-01-10

Enclosed opposite bill of M/S Business centre, net for supply of HP Toner Black Cartridge for Rs 3659/-  
Placed for kind approval so that payment may be released.

P.O (Health)

[Signature]  
21/01/10

21/01/10

Forwaded for kind approval ~~so~~ so that 03 nos of A/c Payee cheque may be issued for a <sup>total</sup> sum of Rs 53524 and letter may be issued to SBI for preparation of the Payee D/D in favour of Midnapore Upl.

Submitted -

P.O (Health)

21-12-09  
Goswami  
21.12.09.

We have received two bills, as detailed below:-

<u>Name of Supplier</u>	<u>Amount</u>	<u>Purpose</u>
1) Jana Enterprise-	1461.00	Supply of tea, Cofee, Biscuit, lunch for the month of Nov-09.
2) Electrical measuring Instruments.	468.00	Supply of Resonance D 2 GR
<u>Total</u>	<u>1,929.00</u>	

Placed for record approval so that the payee cheque in favour of two parties detailed above, with expenditure may be booked under the head 'operating cost'.

Submitted.

P.O (Health)

06-01-10

Goswami  
06.01.10.

We have received a requirement of fund from Jangipur Upl. for the 4th Qtr. of F.Y. 2009-10. They have requisitioned for an amount of Rs 318,000. As per our record they have a balance fund of about Rs 1,00,000. So, we may agree to release a sum of Rs 2,00,000 to Jangipur Upl if approved.

Submitted.

P.O (Health)

08-01-10



We have received a requirements of fund from following ULBs for the month from Oct - Dec, 09.

<u>Name of ULB</u>	<u>U.C. Submitted upto</u>	<u>Amount to be released</u>
1) Cooch Behar Mpl.	Sep-2009	310,000/-
2) Purulia Mpl.	Aug-2009.	49,500/-

Forwarded for kind approval so that payment may be released through A/c Payee Demand Draft.

Submitted.

P.O (Health)

17-11-09

S. S. Samanta  
22.11.09.

We have received bills enclosed opposite for payment for supply of Tea, coffee etc, courier service charges, and supply of xerox paper & other stationery items. Details of bills, name of parties and amount are given below:-

<u>Sl. No</u>	<u>Name of Supplier</u>	<u>Purpose</u>	<u>Amount (₹)</u>
1.	M/S Jana Enterprise.	Supply of Tea, coffee water kumb etc.	1277.00
2.	Electrical Measuring Instruments.	Supply of Keyboard, mouse, cartridge, USB -	1628.00
3.	Sarosi Enterprise	Courier Service -	44.00
4.	Alfa. Enterprise	Supply of A4 paper & other stationery items.	5099.00
<b>TOTAL Amount to be Paid</b>			<b>8048.00</b>

Enclosed opposite a requirement of ₹ 56,700/- for release of fund for drug. A sum of ₹ 56,700/- may be issued by A/c Payee DID if approved.

Submitted.

P.O (Health)

20-11-09

S. S. Samanta  
23.11.09.

P.O (Health)

Submitted.

22/10/2009

S. S. Swain  
22.10.09.

We have received a requirement of fund from Belpur Mpl for 03 months (Oct-09 to Dec, 09). They have submitted SOE & VC upto Sep-2009. A sum of Rs 308,000 is proposed to be released in favour of Belpur Mpl. if approved.

Forwarded for kind approval.  
Submitted.

P.O (Health)

26/10/2009

S. S. Swain  
26.10.09.

We have received a requirement of fund from Midnapore Mpl. for the month from July to Sep, 2009, placed opposite. We may agree to release them Rs 5.09 lakh upto Sep-2009 as they have submitted SOE & VC upto June-2009 only.

Another three bills also enclosed opposite for release of payment. The details are given below

<u>Sl. No.</u>	<u>Name of Party</u>	<u>Purpose</u>	<u>Bill amount</u>
1.	Saroj Enterprise.	Courier services.	432.00
2.	Electrical Measuring Instrument.	Supply of HP Ink Cartridge	1976.06
3.	-do-	-do-	796.00

Forwarded for kind approval so that a letter may be issued in favour of S.B. & Co for preparation of DP in favour of Midnapore Mpl. for an amount of Rs 509000/- and A/c Payee cheque may be prepared for Saroj Enterprise for an amount of Rs 432/- and for Electrical Measuring Instrument for an amount of Rs 796/- Submitted.

P.O (Health)

S. S. Swain  
29.10.09  
26/10/2009

Enclosed opposite two bills regarding telephone charges & Tea, Lunch etc provided by JANA Enterprise, for details of which are given below -

<u>Name of Party</u>	<u>Amount</u>
B.S.N.L	1888.00
M/S JANA Enterprise -	1050.00
	<u>2938.00</u>

Forwarded for kind approval so that Payment may be released towards A.O, B.S.N.L & M/S JANA Enterprise and the expenditure ~~is~~ may be booked under "Operating cost" head.

Submitted.

P.O. (Health)

20/10/2009

Goswami  
20.10.09

We have received a requirement of fund from Bishnupur Municipality (copy annexed opposite) for 3 months i.e Oct - Dec, 2009.

A sum of Rs 4.10 lakh may be released if approved thru A/c Payee DID in favour of Bishnupur Mpl.

Two bills from Tiyasha Enterprise for courier services is enclosed opposite for payment. Details of bills are given below:-

<u>Sl. No</u>	<u>For the month of</u>	<u>Amount</u>
1	July, 2009	280.00
2	August, 2009	210.00
		<u>490.00</u>

TOTAL bill amount.

Forwarded for kind approval so that an A/c Payee Cheque of Rs ~~4900~~ 490k may be prepared in favour of Tiyasha Enterprise.

Chairman, Krishnagar Municipality.  
Submitted.

P.O (Health)

15/09/09

Goswami  
15.09.09

We have received a bill from Shri Pranab Hazari, for preparation of schedule of Balance Sheet and finalization of A/c for the F.Y 2008-09, amounting to Rs 2500/-

Forwarded for kind approval so that A/c Payee Cheque may be prepared in favour of Shri Hazari  
Submitted.

P.O (Health)

23/07/2009

Goswami  
23.09.09

We have received three requirement of funds from 03 nos. of ULBs i.e. Berhampore, Suri & Purulia Mpl. Details of fund required are given below:-

<u>Name of ULB</u>	<u>Fund allotment</u>	<u>SBE Submitted upto month</u>
Berhampore Mpl.	650,000.00	Sep-2009
Suri Mpl.	285,000.00	Sep-2009
Purulia Mpl.	<del>369,000.00</del> 411,000.00	August-2009

Forwarded for kind approval so that letter to SBE may be issued for preparation of demand draft.  
Submitted.

P.O (Health)

13/10/2009

Goswami  
13.10.09

Enclosed opposite two copies of requirement of fund of two mpls name Bankura & Jangipur Mpl. Details given below:-

Bankura Mpl.	670000/-	Aug-09
Jangipur Mpl.	380000/-	Sep-09

Forwarded for kind approval so that DD may be prepared for Bankura & A/c Payee Ch. for Jangipur Mpl.

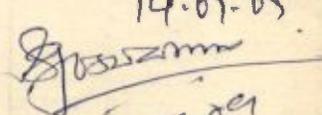
P.O (Health)

We have received bills from different suppliers / parties enclosed opposite for supply of tea, coke, tiffin, supply of key board etc & electrical fittings and sanitation & plumbing. Bills placed by them are given below for kind approval!

<u>Name of Party</u>	<u>Purpose</u>	<u>Amount</u>
1) Bablu Bisons.	Electrical repair.	675.00
2) Sonali Enterprise	Sanitation & Plumbing	505.00
3) Electrical Measuring Instruments.	Key board & Pen drive supply	738.00
	Pen drive 4GB	546.00
		<u>1284.00</u>
4) Jana Enterprise.	Bill for the month of	
	July-09	1349.00
	Aug-09	1180.00
		<u>2529.00</u>

A/c Payee Cheque may be prepared for Electrical Measuring Instrument & Jana Enterprise (Sl. 3 & 4) and Bearer Cheque may be made for Bablu Bisons & Sonal Enterprise if approved. Forwarded for kind approval Pl. Submitted.

P.O. (Receipt)

14.07.09  
  
 14.09.09

We have received a requisition of Rs 430000/- from Krishnagar Upl. for the month from Oct-07 to Dec-07 vide memo no. 100/DPID/1B-1 (A) 09. In the meantime a G.O is released for Bonus from DHPW. So, an additional sum of Rs 56000/- (56 heads @ Rs 1000) is added with their requisition. Forwarded for kind approval so that Rs 486000/- may be released through A/c Payee Cheque towards

We have received three (03) nos. of requirement of fund under honorarium / salaries, drug, IBC, operating cost & Training from Kalna, Cooch Behar & Belgaon Municipality; details of amount, are given below, -

- |                     |            |
|---------------------|------------|
| 1) Kalna Mpt        | 3,85,000 ₹ |
| 2) Cooch Behar Mpt. | 360,000 ₹  |
| 3) Belgaon Mpt.     | 110,000 ₹  |

Forwarded for kind approval so that A/c payee Cheque may be issued to Kalna Mpt & Draft letter to SBI may be placed for Cooch Behar & Belgaon Mpt. Submitted.

P.O (Health)  
Anindya  
FO

A  
31/08/09  
Goswami  
31-08-09

We have received a bill from Electrical measuring Instruments for supply of 01 unit earthing & three (03) USB extension cables for office use, which is enclosed opposite.

Forwarded for kind approval so that payment may be released through of payee Cheque.

Submitted -

P.O (Health)

A  
01/09/09  
Goswami  
01-09-09

Draft letters are enclosed opposite for signature

Pl.

Submitted

P.O (Health)

23-02-09

S. S. Ram  
07-08-09.

We have received two requirement of fund under drug head (enclosed opposite) from Jangipur Municipality & Bishnupur, <sup>& Purulia</sup> municipality. Details of amounts are given below:-

- |                   |           |
|-------------------|-----------|
| 1) Jangipur Mpl.  | 305000.00 |
| 2) Bishnupur Mpl. | 177000.00 |
| 3) Purulia Mpl.   | 208000.00 |

Forwarded for kind approval so that A/c Payee Cheque may be made for Jangipur Mpl & Draft letter to SBI may be placed for Bishnupur Mpl & Purulia Mpl.

Submitted

P.O (Health)

07/08/09

S. S. Ram  
07-08-09.

Enclosed opposite are bills, Details are as follows:-

- |                                    |         |
|------------------------------------|---------|
| 1. Tiyasha Enterprises             | 942.00  |
| 2. Transcon Electronics, Port Atd. | 2400.00 |
| 3. BSNL for telephone bill-        | 1706.00 |

Forwarded for kind approval so that A/c Payee Cheque may be prepared for payment of.

P.O (Health)

19/08/09

S. S. Ram  
19-08-09

H/O.

Since P.O (Health) is on tour, the forwarding letters are signed by the undersigned.

20/08/09

Enclosed communication of Chairman, Kristoggar Municipality bearing no. 81/DFID/18-1(A) 09 dt. 04/07/09 regarding release of fund for the month of Aug - Sep 09 for an amount of Rs 2.95 lakh which may be released through the payee cheque.

Submitted

10/07/09

GOSWAMI  
10.07.09

P.O. (Health)

Enclosed opposite requisition of fund from Chairman, Jangipur Municipality for an amount of Rs 3,20,000 for three months (from July-09 to Sept-09) which may be released if approved through the payee cheque.

Submitted

13/07/09

GOSWAMI  
13.07.09

P.O. (Health)

Enclosed opposite requirement of fund from 04 ULB's. The following table shows the amount that may be released to undermentioned ULB's after considering their balance in hand.

Sl. No.	Name of ULB	Amount of release
1.	Sui Municipality	255,000.00
2.	Bankura Municipality	447,000.00
3.	Purulia Municipality.	355,000.00
4.	Berhampore Municipality.	610,000.00
TOTAL		<u>1667,000.00</u>

Forwarded for kind approval so that draft advice may be placed to SBI for preparation of A/c Payee Draft.  
Submitted.

21/07/09  
GOSWAMI

P.O. (Health)

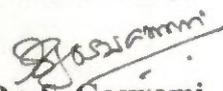
**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. ....  
**SUDA-Health/313/08/83**Date **22.05.2009**.....**To : The Manager  
State Bank of India  
Salt Lake City  
Kolkata- 700 064****Sub : Issue of Demand Draft in connection with  
DFID assisted Honorary Health Worker Scheme****Sir,**

We would request you to prepare Account Payee Demand Draft debiting our Current Account  
HHW Scheme - DFID, SUDA (A/C No. 030255770088) as mentioned below :

Sl. No.	In favour of	Payable at	Amount (In Rs.)
1.	Chairman, HHW Scheme, DFID Kalna Municipality	Kalna	4,00,000.00
2.	Chairman, HHW Scheme, DFID Cooch Behar Municipality	Cooch Behar	3,58,000.00
3.	Chairman, HHW Scheme, DFID Berhampur Municipality	Berhampur	65,000.00
4.	Chairman, HHW Scheme, DFID Purulia Municipality	Purulia	3,12,000.00
	<b>Total</b>		<b>11,35,000.00</b>
<b>(Rupees Eleven lakhs thirty five thousand) only</b>			

  
**S. Pal**  
**Finance Officer**  
**HHW Scheme - DFID, SUDA**  
**Health Wing, SUDA**

Yours faithfully,

  
**Dr. S. Goswami**  
**Project Officer**  
**HHW Scheme - DFID, SUDA**  
**Health Wing, SUDA**

Tel/Fax No.: 359-3184

**DELIVERED**

**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

Ref No SUDA-Health/313/08/134

Date .....22.06.2009

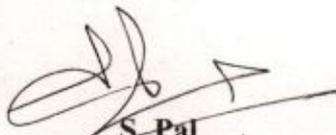
**To : The Manager  
State Bank of India  
Salt Lake City  
Kolkata- 700 064****Sub : Issue of Demand Drafts in connection with  
DFID assisted Honorary Health Worker Scheme**

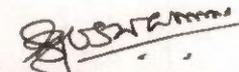
Sir,

We would request you to prepare Account Payee Demand Drafts debiting our Current Account  
HHW Scheme - DFID, SUDA (A/C No. 30255770088) as mentioned below :

Sl. No.	In favour of	Payable at	Amount (in Rs.)
1.	Chairman HHW Scheme, DFID Suri Municipality	Suri	52,000.00
2.	Chairman HHW Scheme, DFID Medinipur Municipality	Medinipur	4,90,000.00
3.	Chairman HHW Scheme, DFID Bolpur Municipality	Bolpur	1,63,000.00
<b>TOTAL</b>			<b>7,05,000.00</b>
<b>(Rupees Seven lakhs five thousand) only</b>			

Yours faithfully,

  
S. Pal  
Finance Officer  
HHW Scheme - DFID, SUDA  
Health Wing, SUDA

  
Dr. S. Goswami  
Project Officer  
HHW Scheme - DFID, SUDA  
Health Wing, SUDA

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

The following URBs under DFID Assisted JHw Scheme are pressing for release of further fund during F.Y. 2009-10.

The fund as proposed may be released to the following URBs.

Sl. no.	Name of URB	Fund to be released (Rs)	Remarks
17	SURI	52,000/-	88% [For June, 09]
27	Medinipur	4,90,000/-	[For April to June, 09] 77%
37	Balpur	1,63,000/-	[For June & July, 09] 74%
47	Krishnagar	2,15,000/- *	[For July, 09 & arrears payment.
Total Rs		9,20,000/-	* Already released on 19.6.09.

Out of Rs. 9,20,000/- an amount of Rs. 7,05,000/- through A/c Payee Demand Draft <sup>my pt. to debit</sup> and Rs. 2,15,000/- through A/c Payee cheque <sup>already</sup> ~~may please~~ be released urgently for smooth functioning of URBs.

Bankura Municipality submitted a requisition for Rs. 4,47,366/- for the period from July, 09 to Sept. 09 including arrears payment of Rs. 67,000/-. Record shows that a balance of Rs. 3,08,647/- is lying with them after submission of SOE for May, 09. Hence, further fund will be released on receipt of SOE for June, 09. The URB will be intimated accordingly.  
Submitted.

P.O. CEE, SUDA-

*[Signature]*  
19/6/09.

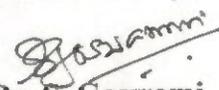
Goswami  
22.6.09  
22-06-09

**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. ....  
**SUDA-Health/313/08/83**Date **22.05.2009**.....**To : The Manager  
State Bank of India  
Salt Lake City  
Kolkata- 700 064****Sub : Issue of Demand Draft in connection with  
DFID assisted Honorary Health Worker Scheme****Sir,**

We would request you to prepare Account Payee Demand Draft debiting our Current Account  
HHW Scheme - DFID, SUDA (A/C No. 030255770088) as mentioned below :

Sl. No.	In favour of	Payable at	Amount (In Rs.)
1.	Chairman, HHW Scheme, DFID Kalna Municipality	Kalna	4,00,000.00
2.	Chairman, HHW Scheme, DFID Cooch Behar Municipality	Cooch Behar	3,58,000.00
3.	Chairman, HHW Scheme, DFID Berhampur Municipality	Berhampur	65,000.00
4.	Chairman, HHW Scheme, DFID Purulia Municipality	Purulia	3,12,000.00
	<b>Total</b>		<b>11,35,000.00</b>
	<b>(Rupees Eleven lakhs thirty five thousand) only</b>		

  
**S. Pal**  
**Finance Officer**  
**HHW Scheme - DFID, SUDA**  
**Health Wing, SUDA**

Yours faithfully,  
  
**Dr. S. Goswami**  
**Project Officer**  
**HHW Scheme - DFID, SUDA**  
**Health Wing, SUDA**

Sub: Release of fund to URBs for 1st Qr. under  
HWR Scheme, DFID.

~~As per records available for 1st Qr.~~  
~~2009-10, the following URBs are pressing for~~  
~~release of fund during F.Y. 2009-10 (1st Qr).~~

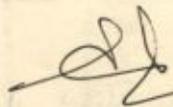
The following URBs are pressing for  
release of fund during F.Y. 2009-10 (1st Qr).

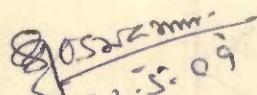
The fund as proposed may be  
released for 1st Qr. The details are  
shown below:-

Sl. No.	Name of URB	Fund to be released (Rs)	Remarks
1.	KALNA	4,00,000/-	86%
2.	Cooch Behar	3,58,000/-	98%
3.	Berhampore	65,000/-	For procurement of Dmg. work order enclosed.
4.	Purulia	<del>3,28,000/-</del> 3,12,000/-	- Do + Arrear payment & opening list.
	Total Rs	11,51,000/- 11,35,000/-	

Submitted.

P.O. CCE, SUDA-

  
22/5/09.

  
22.5.09

Sub:- Release of fund to ULBs under  
MHR Scheme, DFID.

As per records available fund  
lying with Health Wing, SUDA as on 01-04-2009  
is Rs. 174.71 lakhs.

The following ULBs are pressing for  
release of further fund during the F.Y.  
2009-10 (1st Quarter).

The details are as under:-

Sl. No.	ULB	P.F. as on 1-4-09	Fund to be released (Rs. in lakhs)	Fund Available with Health (Rs. in lakhs)	Balance (Rs. in lakhs)
1.	SURI	6,266/-	2.10	174.71	172.61
2.	BANKURA	31,269/-	5.44	172.61	167.17
3.	BOLPUR	16,780/-	2.11	167.17	165.06
4.	PURULIA	53,794/-	3.17	165.06	161.89

Submitted for approval please.

*[Signature]*  
22/4/09

DD may be prepared and released  
to the above mentioned ULBs.

*[Signature]*  
22.4.09

P.O. cell, SUDA

FO, 14





KOLKATA URBAN SERVICES FOR THE POOR  
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/306

Dt. ... 18.05.2006

From : Arnab Roy  
Project Director, CMU

To : The CMOH  
Nadia

Sub. : Workshop on Community Led Health Initiative (CLHI) - Sharing experiences of CLHI pilot in Kalyani Municipality on 26<sup>th</sup> May, 2006 at 10.00 A.M.

Dear Sir,

We are glad to inform you that a Community Led Health Initiative (CLHI) Pilot has been initiated in a few selected slums of Kalyani Municipality. The major objectives of this pilot is to study and learn lessons from a community led development initiatives with special reference to public health such as environmental sanitation, elimination of open defecation, solid waste disposal and other public health issues.

Since its initiation in February 2006, already the communities of few slums have successfully eliminated and stopped open defecation. Most families have constructed their own toilets with their own resources and are using them. A population of around 1500 from nearly 500 households in four slums could liberate them from hazardous environment of open defecation. Very good examples of collective local action have been demonstrated in a number of slums. This pilot is already generating many useful and important learning lessons which need to be shared with all other municipalities under KUSP.

On 26<sup>th</sup> of May, a KMA level sharing workshop in Kalyani is being organized to disseminate the emerging lessons from the CLHI piloted in Kalyani Municipality and seek ideas for developing a comprehensive Urban Sanitation Strategy. Lessons from experience in Maharashtra and Bangladesh of other similar programs will also be shared. Field visits to the pilot slums and interaction with the communities and Natural Leaders are included. The workshop will be held at the Lake Hall auditorium of Bidhan Chandra Agricultural University in Kalyani. The workshop schedule is being sent shortly.

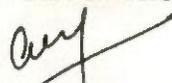
We would like to request you to please participate in the sharing workshop on 26<sup>th</sup> May at 10.00 a.m. at Kalyani.

Please confirm your participation in the said workshop by sending a letter to Dr. Shantanu Jha, Chairman of Kalyani Municipality by 23<sup>rd</sup> May (Fax no. of Kalyani Municipality - 033 2582 8630 and mobile no. of Chairman, Kalyani Municipality - 0 94330 11529).

We look forward to your participation on 26<sup>th</sup> May at Kalyani.

Thanking you.

Yours sincerely,

  
Project Director, CMU

TP. Balance .

142,40,544

200,00,000

ADD

342,40,544

San A.O. Exp.

905,649.00

Fund Released to ULBs

Apr - 10,16,000

May - 13,25,000

June - 8,00,000

July - 18,27,000

Aug - 16,18,098

Sep - 9,19,000

Oct - 28,10,000

Nov - 12,08,000

Dec - 39,20,000

Jan - 34,36,000

Feb - 38,50,000

Mar - 13,00,000

158,64,098.00

Cl. Balance

167,69,747

1,74,70,797