

Placed herewith comm. of the Commissioner (H&PH) & AMS, NHM, Health & FW Department bearing no. HFW/NVHM-580/2015/3944 dt. 20.12.16 with a request to provide present status of FHS & HHWS as per format. The said format may be sent to the ULS implementing NVHM for obtaining present status.

Draft letter is placed herewith for signature, if approved.

~~SD, SUDA~~
~~Director, SUDA~~

~~S. S. Kumar~~
23.12.16

Draft placed CP side may be sig approved and signed.

[Signature]
24/12

As proposed

[Signature]
24/12

SD (SD) *[Signature]*
P.D (H)

NOTE SHEET

SUDA

Sub. : Details of existing FTS & HHW who are utilized under NUHM.

As per communication bearing no. HF^W/NUHM-469/2016/4287 dt. 24.01.2017 of the Mission Director, NHM, DHFW (copy placed at **Flag – A**), the existing HHW & FTS engaged under various Scheme in different ULBs will continue to function under NUHM framework. A detailed job responsibility for frontline workers has been prepared. According to job responsibility the existing HHW will draw activity based incentive over and above the present honorarium after obtaining training on Module 6 & 7.

New ASHA will be recruited where the no. of existing HHW is less than the sanctioned no. of ASHA under NUHM.

Hence, the ULBs were requested to send the detailed list of existing HHW & FTS as per prescribed proforma by DHFW vide this office communication bearing no. SUDA-Health/NUHM/434/16/199(88) dt. 23.12.2016 (copy placed at **Flag – B**).

On obtaining data from the ULBs, sanctioned no. of HHW & FTS under the Programme and present position has been prepared (Placed at **Flag – C & D** respectively). Total no. of existing HHW is 5522 including 167 no. of HHW engaged by 18 ULBs since the year 2011 without obtaining approval by the ULB from the Department / SUDA and 05 no. of excess HHWs of 04 ULBs in comparison to sanctioned no. Total no. of existing FTS is 1096.

From the list of HHW, it is observed that Diamond Harbour, Chakdah, Nabadwip and Rampurhat Municipality engaged excess no. of HHW in comparison to sanctioned no. Hence, the said ULBs may be informed regarding freezing of no. of HHWs as per sanctioned no.

It is also observed that 18 no. of ULBs have engaged 167 no. of HHWs since 2011 without obtaining approval from the Department / SUDA but the total no. of HHWs is within the limit of sanctioned no. ULB-wise details are given in the table below :

Sl. No.	ULB	Year							Total
		2011	2012	2013	2014	2015	2016	2017	
1	Alipurduar	-	-	-	-	2	-	-	2
2	Asansol	2	3	1	35	2	-	-	43
3	Durgapur	-	-	2	11	9	-	-	22
4	Bankura	-	-	1	-	-	-	-	1
5	Darjeeling	-	5	3	1	-	-	-	9
6	Siliguri	1	4	-	-	-	-	-	5
7	Rishra	-	-	-	1	9	1	-	11
8	Dhuliyani	-	-	-	1	1	-	-	2
9	Kalyani	-	-	-	-	-	1	-	1
10	Bongaon	-	-	-	-	2	-	-	2

Sl. No.	ULB	Year							Total
		2011	2012	2013	2014	2015	2016	2017	
11	Dum Dum	-	-	1	4	-	-	-	5
12	Habra	-	-	2	-	-	-	-	2
13	Kamarhati	-	-	-	-	-	-	30	30
14	Kanchrapara	-	-	1	-	-	-	-	1
15	Madhyamgram	-	-	3	18	6	-	-	27
16	Kharagpur	-	-	2	-	-	-	-	2
17	Medinipur	1	-	-	-	-	-	-	1
18	Raiganj	-	-	1	-	-	-	-	1
	Total=>	4	12	17	71	31	2	30	167

Furthermore, a communication may be made to all the 88 ULBs w.r.t. freezing of existing no. of HHWs so that no HHWs be engaged by the ULB without obtaining approval from the Department / SUDA.

The soft copy of detailed database w.r.t. existing HHWs & FTSs may be sent to NUHM, DHFW as early as possible. In the meeting held with NUHM on 07.06.2017, it is gathered that ToT of District Health Officials will be done on training Module 6 & 7, followed by 8 days residential training for the existing HHWs & FTSs will be held within June, 2017 in 1st phase and 5 days training in 2nd phase after a gap of one month from the 1st phase. On completion of training of both the phases, the existing HHW & FTS will be entitled to draw incentive as mentioned at Flag - A. The training for existing HHWs & FTSs will be arranged & imparted by District Health Officials.

To summarize the following action may be taken :

- Instruction is sought for as to whether 167 no. of HHWs engaged by 18 ULBs without obtaining approval From Department / SUDA will be treated as HHW.
- Communication to 04 ULBs w.r.t. freezing of no. of HHWs as per sanctioned no.
- A communication may be made to all the 88 ULBs w.r.t. freezing of existing no. of HHWs so that no HHWs be engaged by the ULB without obtaining approval from the Department / SUDA.
- The soft copy of detailed database w.r.t. existing HHWs & FTSs may be sent to NUHM, DHFW shortly.

Submitted.

[Signature]
08.06.17

As discussed and instructed by the Director the matter may be placed for decision.

[Signature]
14/06/17

*Add. Director,
SUDA*

PO(H)



NOTE SHEET



Instruction at NSP-3 bottom.

ULB-wise sanctioned no. of HHW, present no. of HHWs submitted by the ULBs and fund released for payment of honorarium to no. of HHWs by SUDA is placed at **Flag - E.**

It may be seen that Diamond Harbour, Chakdah, Nabadwip and Rampurhat Municipality have engaged additional HHW over and above the sanctioned no., but SUDA released fund for payment of honorarium of HHW on the basis of sanctioned no. only.

18 ULBs have engaged HHW to fill up the vacancy caused due to retirement, but the present no. of HHW is within the limit of sanctioned no. This is to state that work domain of HHW has increased many fold. During early years of project implementation the HHW is to cater to the population for reproductive & child Health care services only. Presently the National Health Programmes i.e. Pulse Polio, Routine Immunisation, RNTCP, Leprosy Control Programme, Blindness Control Programme, HIV / AIDS, Iron Supplementation Programme, Integrated Diarrhoea Control Programme, Prevention & Control of Dengue / Chikunguniya, Senior Citizen Health Camp, Non-communicable disease control, etc. are also being implemented by the HHWs for vulnerable population of the ULB. It is not possible to cover total population of the ULB even with sanctioned no. of HHW.

Under the circumstances stated above, the following suggestions are as under :

- Present no. of HHWs submitted by the ULBs within the limit of sanctioned no. may be allowed and inform the ULBs w.r.t. freezing of existing no. of HHWs.
- The ULBs may be requested to follow the order of Department of Municipal Affairs w.r.t. retirement of manpower and to inform SUDA accordingly.
- Further engagement of HHW by the ULB to fill up the vacancy without obtaining prior approval from the Department / SUDA shall not be allowed.
- Communication may be made to 04 ULBs w.r.t. freezing of no. of HHWs as per sanctioned no.
- Soft copy of detailed database w.r.t. existing HHWs & FTSS may be sent to NUHM, DHFW.

X

Addl Director,
SUDA

Submitted. *note above.*

X: may be approved.

20.06.17

May be Considered for approval.

20/06/17

Director

J. O. No. SUDA: *259/17*

20.06.17

Dated *20-06-17*

Dr. Goswami\NHM\Notesheet.doc

Secretary
UDMA Deptt

20/6/17

Para - 1 on H/4 may be agreed upon.

21.06.17

~~HMIC MAEUD~~

~~Dis/SUDA~~

MUNICIPAL AFFAIRS DEPT
NO. NO. 308 DT 22/06/17

~~MUNICIPAL AFFAIRS DEPT
NO. NO. DT~~

~~P.O. (Health)~~

23/6/17

Letter to ULB, with copy to NUTM & Dept. is placed herewith for signature of Director, SUDA, if approved.

~~Add. Director, SUDA~~

30.06.17

may be approved and signed.

30/06/17

3/7/17

03/07/17

~~Director~~

~~Add. Director~~

PO (#)

Sent to all the Hpl. concerned, APOs, SPMU. Through e-mail on 03.7.17.

4.7.17

NOTE SHEET



Placed here with comm. bearing no. 63/F-100/16-17/
M & S cell /NM dt. 05.07.17 wth details of
existing FTS & HHW.

In the list submitted by UCB, there was an
error wth designation of Suresh Mondal
(Ahsah) which was mentioned as HHW
instead of FTS, thus resulting one
excess no. of HHW in comparison to
sanctioned no. which was not allowed
in the freezing list.

As it is an inadvertent error, a
corrigendum may be issued.

Draft letter is placed here with
signature, if approved.

Adm. Director
SUDA

PO (Health)

[Signature]
08.07.17

[Signature]
06/07/17

Despatched thro e-mail. 02.06.17

[Signature]
08.07.17

Approval of HMC, U & MA wth continuation of
16 no. of HHWs who were discontinued from
service at File no. SUDA-Health / N 61144 /
434 dt. 11/17.

A letter may be issued to the chairman,
Krishnagar Mpe with regard to freezing
no. of HHW to 35 instead of 19.
Draft letter is placed here with
signature, if approved.

[Signature]
31.8.17

[Signature]
01/9/17

Director, SUDA



NOTE SHEET



Sub. : Filling up the vacant post of HHW under Urban Primary Health Care Services (UPHCS).

Urban Health Programmes namely CUDP III; CSIP; RCH Sub-Project, Asansol; IPP-VIII and IPP-VIII (Extn.) implemented in phases in 52 ULBs since 1985-86 with fund assistance from World Bank / DFID. On completion of tenure of outside funding agency, the entire Programme is being funded by the Department of Municipal Affairs. The said Programmes have been renamed as "Urbana Primary Health Care Services" w.e.f. 01.04.2012 vide communication of the bearing no. 786/MA/C-10/3S-18/2011 dt. 10.08.2012 (copy is placed at Flag - A). At present, UPHCS is being implemented in 50 ULBs due to amalgamation of the Rajarhat Gopalpur Municipality with Bidhannagar and Bally Municipality with Howrah.

In all the Health Programmes, Honorary Health Worker (HHW) is the field worker at community level for the slum / vulnerable population. A HHW takes care off 200 to 250 families covering 1,000 to 1,500 population, on the basis of which the ULBs are provided with sanctioned no. of HHW under the previous Health Programmes.

As per order bearing no. 1154/MA/C-10/3S-30/2012 dt. 09.12.2013 (copy is placed at Flag - B) of the Department of Municipal Affairs, the retiring age of HHW has been fixed to 60 years, resulting in a no. of vacancy to the post of HHW. ULB-wise sanctioned no. of HHW vis-à-vis existing no. of HHWs and vacancy thereof is placed at Flag - C. Population coverage of the ULBs at community level by the HHW is progressively reducing due to vacancy of HHW.

With implementation of NUHM since 2014, 49 ULBs out of 50 implementing UPHCS have been covered under NUHM. Guideline for utilization of existing HHW against the sanctioned no. of ASHA under NUHM has been issued by the Mission Director, NHM vide memo no. HFW/NUHM/553/2015/2903 dt. 15.09.2016 (copy is placed at Flag - D).

During the years, horizon of Health care services e.g. RCH, Public Health, Prevention & Control of Dengue, National Health Programmes etc. by the ULB has increased many fold, wherein HHW has immense role.

Under the circumstances stated above, filling up the vacant post of HHW may be considered and approved by the Department, if deemed appropriate.

This issue was discussed in the meeting of the Secretary, UD & MA Department held on 11.11.2017.

If approved, the following actions may be undertaken :

- The ULBs may be asked to prepare map relating to slum / vulnerable / ward-wise existing HHWs as well as vacancy for HHWs limiting to the sanctioned no., so that during filling up the vacant post of HHW all the required areas are covered.
- Selection criteria for HHW.
- Selection by the ULB through Health & Family Welfare Committee.
- Training on ASHA module as is being done under NUHM.
- On successful completion of such training the selected candidates may be allowed to join to the post of HHW.

Advt. Director

Submitted.

[Signature]
13.11.17

The matter may be placed in the file where ASHA & HHW are dealt in as well. point of engagement of HHW further may be mentioned.

[Signature]
13/11/17

PO(H)



NOTE SHEET



As per instruction, the matter on filling up the vacant post of HHW under UPHCS is placed at File No. SUDA-Health/NUHM/434/16 wherein ASHA and HHW issue are dealt.

Refer to NSP 4 & 5. It may be seen that 85 ULBs have been informed w.r.t. freezing no. of HHW vide communication bearing no. SUDA-Health/NUHM/434/16/70(85) dt. 30.06.2017 at Flag - E1, as per approval of the authority. The freezing no. was fixed on the basis of existing no. of HHW which is less or equal to the number of sanctioned HHW under previous Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.) and RCH Sub-Project which has been renamed as UPHCS. The data w.r.t. sanctioned no. of HHW under UPHCS, freezing no. of HHW done and sanctioned no. of ASHA under NUHM is placed at Flag - F.

This is to state that under NUHM, the no. of ASHA has been approved on the basis of slum population submitted during Project Implementation Plan. But the ASHA under NUHM is for the total population.

The ULBs are to provide Health services to the total population with focus to slum and under privileged population. In that case, freezing no. of HHW will cover very less population of each of the ULBs. Coverage of more population by HHW through filling up the vacant post of HHW on the basis of sanctioned no. may be thought of and decided by the Authority.

Submitted.

Addl. Director

[Signature]
16.11.17

note above and over.

As communicated, engagement of HHW is stopped in different ULBs for consideration of engagement of ASHA in the ULBs. Now decision is required to be taken for engagement of HHW.

Director

Submitted.

[Signature]
16/11/17

Ashish Saha pl. discuss

[Signature]
22/11/17

NOTE SHEET

SUDA

Sub. : Proposal for filling up the vacant post of HHW under Urban Health Programmes i.e. UPHCS and CBPHCS & HHW Scheme.

Honorary Health Worker (HHW) is the field worker at community level for the slum / vulnerable population covering 1,000 to 1,500 population, on the basis of which the ULBs are provided with sanctioned no. of HHW under the Urban Health Programmes.

As per order bearing no. 1154/MA/C-10/3S-30/2012 dt. 09.12.2013 (copy is placed at Flag - B¹) of the Department of Municipal Affairs, the retiring age of HHW has been fixed to 60 years, resulting in a no. of vacancy to the post of HHW. Other causes of vacancy are due to death, resigning from the job and the like.

With implementation of NUHM since 2014, in 89 ULBs (49 - UPHCS, 38 - CBPHCS & HHW Scheme and 2 not covered under previous Health Programmes). Guideline for utilization of existing HHW against the sanctioned no. of ASHA under NUHM has been issued by the Mission Director, NHM vide memo no. HFW/NUHM/553/2015/2903 dt. 15.09.2016 (copy is placed at Flag - D¹). On the basis of the said guideline, the freezing no. of HHW has been fixed to the ULBs implementing NUHM, as approved by the Hon'ble MIC at NSP 4 & 5.

ULB-wise Sanctioned vis-à-vis Existing no. of HHW under Urban Health Programmes, freezing no. of HHW as well as sanctioned no. of ASHA is tabulated hereunder :

Under UPHCS						
Sl. No.	ULBs	Sanctioned No. of HHW	Existing no. of HHW	Vacancy for HHW on the basis of Sanctioned No.	Freezing No. of HHW	Sanctioned No. of ASHA under NUHM
1	Alipurduar	39	34	5	34	3
2	Asansol MC	387	364	23	372	174
3	Baidyabati	83	33	50	34	23
4	Balurghat	65	52	13	52	38
5	Bansberia	99	58	41	59	63
6	Baranagar	65	14	51	19	29
7	Barasat	230	150	80	157	70
8	Barrackpore	83	47	36	48	51
9	Baruipur	24	2	22	-	16
10	Bhadreswar	115	61	54	64	64
11	Bhatpara	188	106	82	107	160
12	Bidhannagar MC	222	132	90	136	167
13	Budge Budge	84	54	30	56	12
14	Burdwan	136	111	25	111	46
15	Champdany	94	48	46	48	87
16	Chandannagore MC	93	48	45	48	46
17	Darjeeling	78	64	14	64	27
18	Dum Dum	53	38	15	38	49
19	Durgapur MC	229	222	7	222	156
20	English Bazar	71	53	18	53	37

Under UPHCS						
Sl. No.	ULBs	Sanctioned No. of HHW	Existing no. of HHW	Vacancy for HHW on the basis of Sanctioned No.	Freezing No. of HHW	Sanctioned No. of ASHA under NUHM
21	Garulia	98	47	51	47	36
22	Gayeshpur	65	43	22	43	41
23	Halisahar	99	51	48	53	73
24	Hooghly Chinsurah	153	109	44	109	44
25	Howrah MC	515	254	261	257	252
26	Jalpaiguri	46	41	5	41	38
27	Kalyani	35	24	11	24	52
28	Kamarhati	140	120	20	121	71
29	Kanchrapara	93	73	20	74	29
30	Kharagpur	112	92	20	92	121
31	Khurdah	132	89	43	90	25
32	Kolkata MC	760	270	490	293	1200
33	Konnagar	65	28	37	28	10
34	Madhyamgram	96	84	12	85	34
35	Maheshtala	205	115	90	116	144
36	Naihati	100	93	7	93	48
37	New Barrackpore	75	55	20	55	24
38	North Barrackpore	111	75	36	76	30
39	North Dum Dum	129	77	52	77	61
40	Panihati	200	92	108	97	116
41	Pujali	35	22	13	-	-
42	Raiganj	70	55	15	55	74
43	Rajpur Sonarpur	173	109	64	112	79
44	Rishra	121	117	4	117	50
45	Serampore	170	135	35	135	60
46	Siliguri MC	244	199	45	201	173
47	South Dum Dum	200	127	73	128	65
48	Titagarh	105	74	31	75	82
49	Uluberia	135	88	47	89	166
50	Uttarpara Kotrung	130	71	59	72	14
Sub Total=>		7050	4520	2530 ✓	4577	4530

Under CBPHCS & HHW Scheme						
Sl. No.	ULBs	Sanctioned No. of HHW	Existing no. of HHW	Vacancy for HHW on the basis of Sanctioned No.	Freezing No. of HHW	Sanctioned No. of ASHA under NUHM
1	Arambag	18	18	0	18	24
	Asansol (Jamuria)	29	29	0	29	61
	Asansol (Kulti)	76	0	76	76	55
	Asansol (Raniganj)	36	35	1	36	39
2	Ashokenagar	37	37	0	37	74
3	Baduria	17	17	0	17	19
4	Bangaon	34	33	1	33	40
5	Bankura	28	28	0	28	42
6	Basirhat	38	35	3	35	45
7	Beldanga	14	14	0	14	-
8	Berhampur	40	40	0	40	68
9	Birnagar	14	14	0	14	-
10	Bishnupur	19	14	5	14	21
11	Bolpur	18	17	1	17	28
12	Chakdah	20	20	0	20	40
13	Chandrakona	12	12	0	12	-
14	Contai	26	26	0	26	31
15	Cooch Behar	20	19	1	19	25
16	Coopers Camp	12	12	0	12	-
17	Dainhat	14	14	0	14	-

Under CBPHCS & HHW Scheme						
Sl. No.	ULBs	Sanctioned No. of HHW	Existing no. of HHW	Vacancy for HHW on the basis of Sanctioned No.	Freezing No. of HHW	Sanctioned No. of ASHA under NUHM
18	Dalkhola	14	12	2	14	-
19	Dhulian	19	17	2	19	66
20	Dhupguri	16	16	0	16	-
21	Diamond Harbour	16	16	0	16	15
22	Dinhata	16	16	0	16	-
23	Dubrajpur	16	16	0	16	-
24	Egra	14	14	0	14	-
25	Gangarampur	18	18	0	18	22
26	Ghatal	17	17	0	17	19
27	Gobardanga	17	16	1	17	-
28	Gushkara	16	16	0	16	-
29	Habra	40	39	1	39	54
30	Haldia	45	44	1	44	47
31	Haldibari	11	11	0	11	-
32	Islampur	17	17	0	17	31
33	Jangipur	20	18	2	18	59
34	Jaynagar Mazilpur	14	14	0	14	-
35	Jhalda	12	12	0	12	-
36	Jhargram	18	18	0	18	24
37	Jiaganj Azimganj	17	17	0	17	26
38	Kaliaganj	17	17	0	17	22
39	Kalimpong	23	21	2	23	-
40	Kalna	18	18	0	18	28
41	Kandi	17	13	4	13	20
42	Katwa	24	23	1	23	40
43	Kharar	10	10	0	10	-
44	Khirpai	10	10	0	10	-
45	Krishnagar	35	35	0	35	43
46	Kurseong	20	20	0	20	-
47	Mal	16	16	0	16	-
48	Mathabhanga	12	12	0	12	-
49	Medinipur	38	37	1	37	63
50	Mekhliganj	9	9	0	9	-
51	Memari	16	15	1	16	-
52	Mirik	9	8	1	9	-
53	Murshidabad	16	14	2	16	-
54	Nabadwip	38	38	0	38	76
55	Nalhati	16	16	0	16	-
56	Old Malda	20	20	0	20	33
57	Panskura	17	17	0	17	19
58	Purulia	29	26	3	26	46
59	Raghunathpur	13	13	0	13	-
60	Ramjibanpur	11	11	0	11	-
61	Rampurhat	17	17	0	17	32
62	Ranaghat	19	18	1	18	25
63	Sainthia	16	16	0	16	-
64	Santipur	46	46	0	46	60
65	Sonamukhi	15	15	0	15	-
66	Suri	18	18	0	18	31
67	Taherpur	13	10	3	13	-
68	Taki	16	16	0	16	-
69	Tamluk	22	22	0	22	22
70	Tarakeshwar	15	15	0	15	-
71	Tufanganj	12	12	0	12	-
Sub Total =>		1538	1422	116	1513	1535
Total =>		8588	5942	2646 ✓	6090	6065

NB : Last column of the table marked with '-' is non-NUHM ULBs, hence, no. of ASHA does not arise.

In the present context, horizon of Health care services e.g. RCH, Public Health, Prevention & Control of VBDs, National Health Programmes etc. by the ULB has increased many fold, wherein a HHW has immense role. The ULBs are to provide Health services to the total population with focus to slum and under privileged population. In that case, freezing no. of HHW will cover very less population of each of the ULBs. Coverage of more population by HHW through filling up the vacant post of HHW on the basis of sanctioned no. may be considered by the Authority.

In case of ULBs implementing CBPHCS & HHW Scheme funded by DHFW, approval of DHFW may be obtained in principle for filling up the vacancy.

Submitted.

Minutes of the meeting taken by CS may kindly be perused. A proposal "X" may be approved against the vacancy posts of 2646 of HHW if approved.

Goswami 26/12/17

26/12/17

"Y" above may be Considered for approval.

28/12/17

Secretary UDMA Deptt.

U. O. No. SUDA: 682/17

Dated: 28-12-17

Tchs (M) / NUNM / 434 / 16

95-3/2012

- We may move the higher authorities for approval on
- (1) Filling up all vacant posts of HHW, T-TS, as per sanctioned strength and norms in all ULBs.
 - (2) Recruitment may be allowed to be done by the District level Recruitment Committee formed for ASHA in ULBs.
 - (3) All posts of ASHA should also be filled, as also other NUNM staff by UDMA deptt. Put up in deptt file.

28.12.17

D: Dr. Goswami/SUDA/Notesh/17

Special Secretary (S. Ghosh)

The matter may be taken up in the concerned file of C-10 on 29.12.17

Sub. : Filling up of vacancies of HHW & FTS.

Placed herewith communication bearing no. 192/MA/C-10/3S-12/2018 dt. 19.02.2018 of the Spl. Secretary, UD & MA Dept. (at Flag - A) on the subject mentioned above.

Submitted for kind directive.

Dy. Director

Dr. Goswami
19-03-18

may kindly be perused & instructions may kindly be solicited.

W 19/3/18

Director

File returned today without any comments. Discussed in telephone with Director, SUDA. Dr. Goswami to (H) Mr. with proposed actions.

D
05/3/18

Dr. Goswami

Sub. : Filling up of vacant posts of HHW & FTS.

Instruction at NSP-14.

Communication bearing no. 192/MA/C-10/3S-12/2018 dt. 19.02.2018 of the Spl. Secretary, UD & MA Dept. (at Flag – G) on the subject mentioned above is referred to.

It may be seen that the Department has accorded approval for filling up of vacancies in respect of HHW & FTS as per existing guideline / norms and process adopted in the earlier occasion.

This is to state that HHWs & FTSs were selected & engaged latest under the “Community Based Primary Health Care Services (CBPHCS)” in the year 2006. Guideline for selection of HHW & FTS issued vide no. SUDA-Health/63 ULBs/06/181(60) dt. 07.08.2006 (at Flag – H) and SUDA-Health/63 ULBs/07/591(44) dt. 12.12.2007 (at Flag – I) respectively.

The guideline for selection of HHW with a few modification is proposed hereunder :

Guideline followed under CBPHCS	Proposed Guideline
To be selected from the BPL population of the respective ward.	To be selected from the Slum / Vulnerable population of the respective ward of the ULB where she will work as HHW.
Must be female in the age group of 25 – 35 years.	Must be female in the age group of 25 – 35 years. In case of SC / ST / OBC (A/B) candidate the upper age limit shall be as per Govt. rules.
Preferably married.	Should be married / divorced / widowed.
Minimum class –VIII pass.	Minimum Madhyamik pass or equivalent exam passed.
Having motivation / experience of rendering social services.	Having motivation / experience of rendering social services.

Documents to be submitted / shown mandatorily by the applicant :

- Proof of residence (Aadhaar Card / Voter ID Card / Ration Card)
- Original Mark sheet of Madhyamik or equivalent examination as applicable.
- The proof of SC / ST / OBC-A / OBC-B in case of SC / ST / OBC-A / OBC-B candidates.

Process for selection & engagement of HHWs :

- The issue of selection of HHWs is to be put up in the Board of Councillors meeting of the Municipality.
- Notice to be put up in the Notice Board inviting the applications from the women of Slum / Vulnerable population.

Contd.



NOTE SHEET



- Municipal Level Health & Family Welfare Committee shoulders the overall responsibility for selection of HHWs. Composition and overall responsibility of **Municipal Level Health & Family Welfare Committee relating to CBPHCS is placed at Flag – J as under :**

- (1) Chairman of the Municipality : President
- (2) Councillor-in-Charge of Health : Member
- (3) Representative of District Magistrate : Member
- (4) Representatives of local NGOs : Member
- (5) ACMOH of Sub-Divisional Hospital : Member
- (6) Health Officer of Municipality : Member – Secretary
- (7) Representative of SUDA : Specially Co-opted
- (8) Superintendent of referral hospital : Invitee

- In absence of Health Officer, Executive Officer of the ULB may be designated as Member – Secretary of Municipal Level Health & Family Welfare Committee.
- Secretary convener of Health & Family Welfare committee in consultation with the Chairman will form a 4 or 5 member **selection Sub-Committee** for preliminary selection of HHWs. The said committee will prepare the list of preliminary candidates for final selection.
- Final selection will be done by the Health & Family Welfare Committee where one representative from SUDA will be present.
- List of finally selected candidates against each ward and list of panel candidates in preference seriatim is to be prepared.
- The list of such finally selected regular and panel candidates shall be displayed in the Notice Board for information and reporting within stipulated time period for training with a copy to Director, SUDA.
- The list of panel candidates shall remain valid for one year w.e.f. date of notification.
- Induction training of the selected regular candidates for the post of HHW shall be conducted at each ULB level for 05 days followed by engagement as HHW. On job training shall be conducted as per ASHA training module under NUHM.
- The regular candidates shall be engaged to the post of HHW by the Mayor / Chairman of the Municipal Corporation / Municipality on existing consolidated pay of Rs. 3,125/- per month per HHW. The engagement shall be for the period upto 31st March, 2019 and shall be continued further on the basis of satisfactory performance and on obtaining approval for extension of the Health Programmes i.e. UPHCS and CBPHCS & HHW Scheme.

The guideline for selection of FTS with a few modification is proposed hereunder :

Guideline followed under CBPHCS	Proposed Guideline
To be selected from the existing HHWs working at least 06 months after joining in the post.	Same
Must be female in the age group of 25 – 36 years.	Must be female in the age group of 50 years & below (so that could perform as FTS at least for 10 years).
Minimum class Madhyamik pass and is able to do simple arithmetic calculation.	Same

Contd.

Process for selection & engagement of FTS :

- Municipal Level Health & Family Welfare Committee will select the suitable candidates for the post of FTS for SC (where vacancy exists) and prepare SC-wise final list for placement before the BOC meeting.
- The ratified candidates by the BOC shall be engaged to the post of FTS by the Mayor / Chairman of the Municipal Corporation / Municipality on existing consolidated pay of Rs. 3,338/- per month per FTS. The engagement shall be for the period upto 31st March, 2019 and shall be continued further on the basis of satisfactory performance and on obtaining approval for extension of the Health Programmes i.e. UPHCS and CBPHCS & HHW Scheme.

The above mentioned guideline may be approved for onward communication to the ULBs concerned.

Submitted.

~~Dy. Director~~

Goswami
06.07.18

21/5/18

Director

Before submission of the file before Principal Secretary for approval pl. submit the nos. of HHW and FTS that are required to be recruited ULB wise.

~~DD~~

28/5/18

Pr. put up as directed above

~~DD~~

28/5/18

As on 31.05.2018 No. of HHW & FTS to be recruited are 3532 & 643 respectively. ULB-wise data is placed at Flng - "K" Submitted

Goswami
01.06.18

~~Dy. Director~~


ULB wise nos. of Honorary Health worker & First-Tier

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NOTE SHEET

SUDA

Supervisors plan at CP side
stage 'x' may kindly be proposed
& if approved the matter may
be forwarded to the Deptt.


01/06/18

~~Director~~

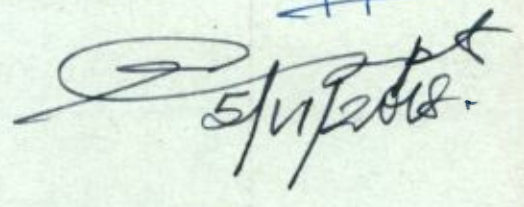
The guidelines formulated at
NSP-15,16,17 may be considered
for approval. on approval municipalities
may be suggested/requested to fill
up the posts of HHW & FTS.

Submitted for Consideration.

~~Principal Secretary
WBDA Deptt.~~


1/6/18

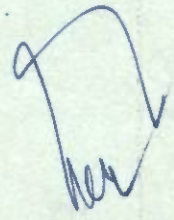
~~Air, SUDA~~


5/1/2018

U.O.No. SUDA: 342/18

Dated 02-06-18

re SUDA/434/16

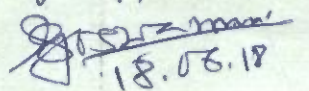


18/06/18

~~DD.
18/06/18~~

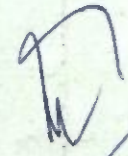
~~PO(A)
CPDA~~

Draft guideline for filling-up the vacant
posts of HHW & FTS is placed herewith for
kind perusal and signature, if approved.


18.06.18

~~18/06/18~~

~~Dy. Director~~


18/06/18

~~Director~~

~~DD.~~

As per verbal instruction of Dy. Director, SUDA follow-up action may be taken with the UCBs concerned not filling up the vacant post of FTS & HHW.

SMS may be sent to those UCBs followed by telephonic communication. The matter for SMS is as under:

cc Letter No. SUDA-Health / N UHM / 434/16 / 49 (76) Dt. 18.06.18 not filling up of vacancies of FTS & HHW already sent to you. You are requested to let this office know regarding status of recruitment process."

The above message may be approved for further action. Submitted.

Dy. Director

29.6.18 today

As per telephonic discussion held with Director, SUDA the above word reminder message/instruction at "A" may be sent to the chairman of the enlisted UCB's at CP side - via bulk messages & e-mail via the recruitment of HHW/FTS.

সূডা চার্টার্ড সার্ভিসেস লিমিটেড

29/6/18

NOTE SHEET



Sub. : Filling up of vacancies of HHW & FTS.

Placed below communication of the ULBs on the subject mentioned above along with suggested actions :

ULBs	Communication No. & Date	Content of communication	Suggested action
Mirik	70/I-38/MM/18 dt. 10.07.2018	No. of vacancy of HHW is 02 instead of 01.	Letter may be issued mentioning sanctioned no. <i>upto 02</i>
Durgapur	DMC/RCH/880 dt. 09.07.2018	No. of vacancy of HHW & FTS are 211 & 52 instead of 214 & 54 respectively.	Do
Bhadreswar	Health/5692 dt. 19.07.18	Interview for selection of FTS on 24.07.2018 at 12.30 p.m. and nomination of representative as member of MLHFW Committee.	Director, SUDA may nominate his representative to attend the interview.
Siliguri	583/NUHM/SMC/18-19 dt. 20.07.18	A meeting is schedule on 28.07.2018 and nomination of representative as member of MLHFW Committee.	Director, SUDA may nominate his representative.

Submitted.

S. Goswami
23.07.18

The n/e above may kindly be prepared & drafts nr 'A' & 'B' may kindly be signed

Dy. Director

Director
DD

20/7/18
30/7/18

For selection of HHV & FTS, letter was issued to 76 ULBs on 18.6.18. Only 5 ULBs have completed the selection. A reminder letter may be issued to the remaining 71 ULBs for ~~completing~~ ^{complete} the selection. This may be followed by SMS to the chairman / Commissioner concerned.

Draft letter is placed herewith for signature, if approved.

[Signature]
28.08.18

Reminder may be issued.

[Signature]
28/8/18

Signed

[Signature]
28/8/18

Pl. Communicate to All Concerned.

[Signature]
28/8/18

Placed herewith comm. bearing HFA-27038/7/2018-NHM SEC-Dept. of H & FA/6039 dt. 07.12.18 of the State nodal officer, NUHM, DHFA with a request to provide information w.r.t ULB-wise sanctioned no. of HHV & FTS for 89 ULBs implementing NUHM. The same draft letter is placed herewith for signature, if approved.

[Signature]
14.12.18

10/2 Dis. no.

[Signature]
14/12/18

~~Director~~


~~Director~~

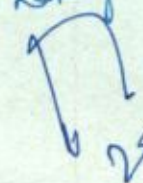
~~PO(H)~~

~~Jr. Director~~
~~PE(F)~~

Discussed.

In response to memo no. HFW-2703877/2018 - NHTM & EC - Dept. of HFW 6039 Dtd. 11/2/18 a draft letter of ULBs wise sanctioned no. of HFW & FIS is put up for signature.


20/1/18

20/1/12

20/1/15

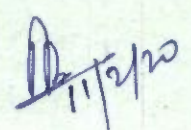
~~Discussed~~
~~20~~
~~20/1/15~~

With reference to the decision of the meeting held on 10th January, 20, the Memo no HFW/NHTM/553/2015/2903 dated 15.09.16. from the ~~Dept.~~ Mission Director, NHTM, Govt. of West Bengal regarding utilisation of existing HFW against the sanctioned numbers of ASHA under NHTM is enclosed.

As decided in that Memo,

- (i) In the ULBs where the sanctioned number of ASHA is more than existing number of HFWs, all the existing HFWs will continue against the sanctioned ASHA and the remaining area will be served by engaging new ASHA.
- (ii) In the ULBs where sanctioned no. of ASHA is less than or equal to total number of existing HFWs, no ASHA will be engaged in such ULBs at present.

Submitted for guidance.


11/2/20

Director

Final Proposal:

The resolution of the meeting between SUDA & NUTM held on the 10th January, 2020 in the Board Room of Swasthya Sathi kindly may be perused. [Page - J]

As decided in the meeting, there is a disparity in the no. of HTHs across the Municipality. In this connection, the Mission Director, NHTM, Dept of Health & Family Welfare, for not engaging further.

The Memo No HFW/NUTM/553/2015/2903 dated 15.01.16, from the Mission Director is enclosed in e.P. Side (Page - K).

The Director, SUDA informed all ULBs accordingly vide order No. SUDA-Health/NUTM/432/16/43 dated 03.01.17.

The ULBs were informed that the engagement of HTHs are frozen and for further engagement of HTHs/FTS by the ULB to fill up the vacancy relating to freezing no. if any without obtaining prior approval from SUDA vide order No. SUDA-Health/NUTM/434/16/70(85) dated 30.06.17. (Page - L)

Further Proposal for engagement:

The proposal of filling up the vacant position of HTHs under UPHTCs is placed for approval of the higher authority as noted in NSP-7 with the justification that Health Care Services e.g. RCH, Public Health, Prevention & control of Dengue, National Health Programmes, etc by the ULBs has increased in many fold, where HTHs has immense role. (Page - M)

It is also placed in NSP 4 & 5 for approval stating that under NUTM, the no. of ASHA has been approved on the basis of slum population submitted during PIP. But the ASHA under NUTM is for total population. The ULBs are to provide health services to the total population with focus to slum population & under privileged population. In the case, freezing no. of HTH will cover the population of each of ULBs. Coverage of more population by HTH through filling up the vacant post of HTH on the basis of sanctioned no. may be thought of and decided by the authorities.

The resolution of the meeting between SUDA & NUHM held on the 10th January, 20 in the Board Room of Swasthya Sathi, Swasthya Bhaban kindly may be perused. (Flag - J)

As discussed in the meeting, there is an existing disparity in the number of Honorary Health Worker across the municipalities. In this connection an advisory was issued Vide No HFW/NUHM/553/2015/2903 dated 15.09.16. by the Health & family Welfare Department for not engaging Honorary Health Worker further. (Flag - K).

It was also resolved in that meeting to rationalize the number of HHWs in the municipalities to match the population norm as per GOI. The Director, SUDA was requested to take action to the earlier order mentioned above. It was also requested to furnish information to the Dept. of Health & Family Welfare on the existing number of HHWs and the number of HHWs who will retire by 31st December, 2020.

Observations :

From the available records and orders issued from SUDA, these are noted.

(a) The ULBs were informed that the engagement of HHWs are frozen and for further engagement of HHW / FTS by the ULB to fill up the vacancy relating to freezing No; if any, without obtaining prior approval from SUDA, shall not be allowed vide Order No SUDA-Health/NUHM/434/16/70(85) dated 30.06.17. (Flag - L).

(b) The statement of sanctioned no of HHWs, sanctioned No. of ASHA under NUHM & freezing No. of HHWs was prepared . (Flag - F)

(c) A sheet of calculation of HHWs under CBPHCS & UPHCS was prepared as per **NSP - 10** .

(d) Again, the proposal of filling up the vacant position of HHWs under UPHCS is placed for approval of the higher authority in **NSP 7** with the justification that Health Care Services e.g. RCH, Public Health, Prevention & Control of Dengue, National Health

Programmes, etc. by the ULBs has increased in many fold, where HHWs has immense role.

In **NSP 4&5** ,it is placed for approval stating that under NUHM, the no. of ASHA has been approved on the basis of slum population submitted during Project Implementation Plan (P.I.P.) . But the ASHA under NUHM is for total population. The ULBs are to provide Health Services to the total population with focus to slum population and under privileged population. In the case , freezing no. of HHW will cover very less population of each of ULBs. Coverage of more

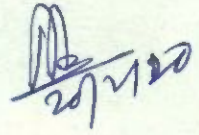
population by HHW through filling up the vacant post of HHW on the basis of sanctioned no. may be thought of and decided by the authority.

(e) Thereafter the proposal of engagement according to the previous sanctioned strength was approved by the Principal Secretary, Dept. of UD& MA on 21.06.17. (.Flag No - N).

(f) The ULBs were informed to fill up the vacancies of FTS & HHWs vide Memo No. SUDA- Health/NUHM/434/16/49(76) dated 18.06.18. and SUDA- Health/NUHM/434/16/101(71) dated 28.08.18. (Flag -)

Now as per discussion of the meeting, held on 10th January, 20, there is a huge gap between the no of HHWs engaged in different ULBs and the no. of sanctioned strength of ASHA for individual ULBs. As proposed for rationalization of the engagement of HHWs as sanctioned strength of ASHA under NUHM by the Dept. of Health & Family Welfare, the matter of approval for engagement of HHW may be seriously considered by the Authority before providing approval of engagement of HHWs to the ULBs.

Director


20/1/20

This is regarding service matters of the Honorary Health Workers (HHW) attached to different Primary Health Care schemes running in urban areas of the State that mainly includes UPHCS, CBPHCS and NUHM.

The issue, in a broader perspective, was raised in May last year, while both UD&MA Deptt and H&FW Deptt came to a consensus for re-structuring of Primary Health Care set-up in urban West Bengal. It was unanimously resolved that the service terms of HHWs would be uniformly revised keeping parity with the service terms of ASHA. The matter is presently lying with the H&FW Deptt for decision.

The present issue is dealt with recruitment of HHW only in NUHM ULBs. In a recent meeting on 10 January, 2020, convened by NHM Cell, DHFW, it was advised referring memo no HFW/NUHM/553/2015/2093 dtd 15.9.2016 not to engage HHW further in the ULBs covered under NUHM (Proceedings attached at flag X). But this advisory may not cover the remaining ULBs where HHWs have been recruited either under CBPHCs or UPHCS. Imposition of this order may destabilize the system.

Apart from these, though it was decided in the year 2016 by DHFW that existing HHWs will function against the sanctioned post of ASHA, disparity in job responsibility, service benefit including remuneration and incentive still exists for which HHWs submitted representations several times in SUDA as well as UD&MA Deptt.

In view of above, it is proposed to take up the matter with DHFW for settlement of the issues as follows:

1. Determination of area of operation for HHW/ASHA - (comparative statement at flag Y)
2. Age of recruitment and service tenure - (comparative statement at flag Y)
3. Training of HHW - It is reported that HHWs under NUHM ULBs are undergoing training but no communication has been received from DHFW indicating ULB wise training coverage of HHWs. It is also not yet decided whether HHWs not covered under NUHM would get such training.
4. Remuneration and incentive - (comparative statement at flag Y)

Submitted for instruction.

~~Pr. Secretary~~
UD & MA Deptt.

U.O. No. SUDA...652...

Dated...13.03.20...

File No. SUDA-Health/NUHM/434/16

Sept. DO.

Director, SUDA

CPHD

16.03.2020.

sd/ 12/3/20

We may seek
guidance of H&FW
Deptt. Please put up draft
DO.
13/11/2020.


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NOTE SHEET


SUDA

Director

Draft letter placed for kind approval & may be signed if approved


17/3/20

Pl. go through and suggest further input.


17.03.2020.

AHD (JC)

File No.
Dated
U.O. No. SUDA