

## DFID assisted HHW Scheme

### Suri Municipality

As on 1.12.2004

|  |   |
|--|---|
| <b>Date of Launching of the Scheme</b>   | 01.02.2004  |
| <b>Duration of the scheme</b>  | 31.01.2005 , likely to be extended upto June , 2005   |
| <b>Budget for 1 st year</b>  | Rs 17.10 Lakhs  |
| <b>Formation of Municipal Level Health &amp; FW Committee</b>                                    | Already formed  |
| <b>No. of BPL population covered under the Scheme</b>  | 13620   |
| <b>Health Facilities identified for providing services ( There will be no new construction )</b> | Health Post -1<br>Sub Health Post-3   |
| <b>Municipal Management Cell (MMC) for implementation &amp; monitoring of service activities</b> | Already in position , headed by the Project Director ( SDO )  |
| <b>Grass root level Health Man Power:</b>  |   |
| <b>a) Honorary Health Worker (HHW)</b>   | <ul style="list-style-type: none"> <li>• 14 nos of HHW selected .</li> <li>• Job orientation training for 45 days completed on 16.10.2004</li> <li>• HHWs engaged on 18.10.2004</li> <li>• HHWs are doing base line survey of each household at present which will be completed soon</li> <li>• HHWs are involved in rapport building with the community through interpersonal communication</li> </ul> |
| <b>Man power for Health Post i.e Part time Medical Officer , ANM , clerk cum store keeper</b>    | <ul style="list-style-type: none"> <li>• Will be engaged by December , 2004</li> </ul>  |
| <b>Operationalisation of Services At Sub Health Post ( SHP)</b>                                  | <ul style="list-style-type: none"> <li>• Will start from January , 2005</li> </ul>  |
| <b>Fund released by Central Coordinating Cell (CCC) , SUDA</b>                                   | <ul style="list-style-type: none"> <li>• Rs 2.82 Lakhs</li> </ul>   |
| <b>U C submitted by the ULB to CCC</b>   | <ul style="list-style-type: none"> <li>• Rs 1.72 Lakhs</li> </ul>   |

**SUDA**

*O/e*

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

SUDA-Health/DFID/04/338  
Ref No. ....

Date 07.12.2004

From : Project Officer  
Health Wing, SUDA

To : The Chairman,  
Suri Municipality

Sub : HHWs training under DFID assisted Honorary Health Worker Scheme.

Sir,

This is to inform you that Sri S.K. Lahiri, MIES officer, CCC, SUDA will be visiting to your ULB during 13 - 14 December, 2004 for providing guidance on the subject of Family Schedule and HMIS to the HHWs.

You are requested kindly to make necessary arrangement for his accommodation during the above mentioned period.

Yours faithfully

*[Signature]*

Project Officer  
07.12.2004

SUDA-Health/DFID/04/338(1)

CC

Project Director, DFID assisted Honorary Health Worker Scheme, Suri Municipality for information and necessary action please.

*[Signature]*  
Project Officer



# Suri Municipality: Birbhum.



Memo No. /SM/2004/Date

**ORDER**

**4 NOV 2004**

After successful completion of Training, the following candidates are hereby directed to join as Honorary Health Workers in the HHW Scheme, ( DFID assisted ) under Suri Municipality, w.e.f. 18.10.2004.

| Serial No. | Name                        |
|------------|-----------------------------|
| 1          | Dipti Sarkar                |
| 2          | Basanti Biswas ( Sarkar )   |
| 3          | Dipika Datta Roy            |
| 4          | Sujata Kesari               |
| 5          | Sarama Mahara               |
| 6          | Ganga Datta                 |
| 7          | Manimala Mitra              |
| 8          | Chhabi Mahara (Das )        |
| 9          | Ratna Majumder              |
| 10         | Chaina Begam                |
| 11         | Pampa Sinha ( Chakraborty ) |
| 12         | Madhuchhanda Choudhury      |
| 13         | Ishani Ghosal               |
| 14         | Mintu Sinha                 |

*U. Mukherjee* 16.10.04

Memo No. 1078/1(4)/SM/2004/Date 16.10.2004 Chairman, Suri Municipality.

Copy to:

- 1) The Project Officer, Health, Health wing, SUDA, ILGUS Bhavan, Bidhannagar, Kolkata- 91, for favour of his kind information. This has a reference of his letter bearing no. SUDA-Health/DFID/04/264/dt 05.10.2004.
- 2) The Project Director, HHW scheme (DFID assisted) under Suri Municipality for favour of his kind information.
- 3) The Health Officer, Suri Municipality, for favour of his kind information.
- 4) The Executive Officer and Special Finance Officer, Suri Municipality for favour of his kind information.



*U. Mukherjee* 16.10.04

Chairman,  
Suri Municipality, Birbhum.

# Suri Municipality: Birbhum.

Memo No. /SM/2004/Date

## ORDER

After successful completion of Training, the following candidates are hereby directed to join as Honorary Health Workers in the HHW Scheme, (DFID assisted) under Suri Municipality, w.e.f. 18.10.2004.

19 OCT 2004

| Serial No. | Name                        |
|------------|-----------------------------|
| 1          | Dipti Sarkar                |
| 2          | Basanti Biswas ( Sarkar )   |
| 3          | Dipika Datta Roy            |
| 4          | Sujata Kesari               |
| 5          | Sarama Mahara               |
| 6          | Ganga Datta                 |
| 7          | Manimala Mitra              |
| 8          | Chhabi Mahara (Das )        |
| 9          | Ratna Majumder              |
| 10         | Chaina Begam                |
| 11         | Pampa Sinha ( Chakraborty ) |
| 12         | Madhuchhanda Choudhury      |
| 13         | Ishani Ghosal               |
| 14         | Mintu Sinha                 |

Memo No. 1078/4/SM/2004/Date 16.10.2004

Chairman, Suri Municipality.

Copy to:

- 1) The Project Officer, Health, Health wing, SUDA, ILGUS Bhavan, Bidhannagar, Kolkata-91, for favour of his kind information. This has a reference of his letter bearing no. SUDA-Health/DFID/04/264/dt 05.10.2004.
- 2) The Project Director, HHW scheme (DFID assisted) under Suri Municipality for favour of his kind information.
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- 4) The Executive Officer and Special Finance Officer, Suri Municipality for favour of his kind information.



Chairman,  
Suri Municipality, Birbhum.



**Suri Municipality**  
**DFID assisted HHW Scheme**  
**Details of Budget - February, 04 to January, 05**

| Sl. No. | Item of Expenditure   | Rate                |
|---------|---|---------------------|
| 1       | <b>Sensitisation of Stakeholders</b>  |                     |
|         | a) For All Councillors  | 10,000.00           |
|         | b) NGO, CBO, IMA, ACMOH, Supdt. of Hospital   | 10,000.00           |
|         | c) For women representatives from community   | 12,000.00           |
|         | d) Capacity Building of FTS   | 10,560.00           |
|         | e) Capacity Building of HP personnel  | 4,180.00            |
|         | f) Capacity Building of MMC personnel   | 12,650.00           |
|         | g) NGO involvement  | 50,000.00           |
|         | h) Block Level meeting by HHWs @ Rs. 250/- p.m. - 14 blocks for 4 months  | 14,000.00           |
|         | <b>SUB - TOTAL</b>  | <b>123,390.00</b>   |
| 2       | Training of Trainers  | 5,000.00            |
| 3       | Training of HHWs  | 102,630.00          |
| 4       | Participatory need assessment and project proposal writing  | 20,000.00           |
|         | <b>SUB - TOTAL</b>  | <b>127,630.00</b>   |
|         | <b>Procurement</b>  |                     |
| 5       | Furniture   | 259,000.00          |
| 6       | Equipment   | 417,000.00          |
| 7       | IEC and Training Materials (All IEC Materials will be supplied by CCC)  | -----               |
| 8       | Drug, accessories and supplies  | 376,654.00          |
| 9       | Refurbication   | 102,000.00          |
|         | <b>SUB - TOTAL</b>  | <b>1,154,654.00</b> |
|         | <b>Recurring</b>  |                     |
| 10      | Municipal Management Cell (Salary) @ 33300/- p.m. for 8 months (June, 04 to Jan., 05)   | 266,400.00          |
| 11      | <b>Honorarium</b>   |                     |
|         | 14 HHWs @ 750/- p.m. for 4 months (Oct., 04 to Jan., 05)  | 42,000.00           |
|         | 2 PTMOs @ Rs. 1600/- p.m. for 8 months  | 25,600.00           |
|         | 2 ANMs @ Rs. 1250/- p.m. for 8 months   | 20,000.00           |
|         | 1 Clerk cum SK @ Rs. 850/- p.m. for 8 months  | 6,800.00            |
|         | 1 Attendant @ Rs. 650/- p.m. for 8 months   | 5,200.00            |
|         | 1 Sweeper @ Rs. 450/- p.m. for 8 months   | 3,600.00            |
|         | 1 Night Guard @ Rs. 450/- p.m. for 8 months   | 3,600.00            |
|         | <b>SUB - TOTAL</b>  | <b>106,800.00</b>   |
| 12      | Rent  | -----               |
| 13      | <b>O &amp; M</b>  |                     |
|         | 3 SHPs @ Rs. 750/- p.m. for 6 months (Aug., 04 to Jan., 05)   | 13,500.00           |
|         | 1 HP @ Rs. 2000/- p.m. for 6 months   | 12,000.00           |
|         | Municipal Management Cell @ Rs. 5000/- for 12 months (Meeting expenses, Office expenses like stationary, telephone, contintgent expenditure for service activity, TA / DA etc.) | 60,000.00           |
|         | <b>SUB - TOTAL</b>  | <b>85,500.00</b>    |
|         | <b>GRAND TOTAL</b>  | <b>1,864,374.00</b> |

Bank

13530

25000  
7000  
↓

91390

1,33,200

21,500  
14,000  
11,250  
2,550  
1,950  
1,350  
1,350  
53,850

3750  
9000  
6000

20,000

**SURI MUNICIPALITY : BIRBHUM**

Memo No: 915 Date: 21.09.2004

From  
Chairman,  
Suri Municipality, Birbhum.



22 SEP 2004

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
II-C Block, Sector III  
Bidhan Nagar, Kolkata 91.

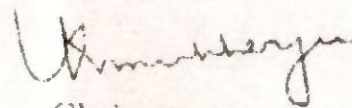
Sub: Selection of PHN-training.

Madam,

This is for your kind information that in the process of selection of PHN-training for the MMC of the HHW Scheme (DFID Assisted), only two candidates who applied for the post have only the GNM degree without any necessary training to be a PHN.

In this situation, please guide us as to whether we can proceed for selecting a candidate for the above -mentioned post, or not.

Yours faithfully,

 21.09.2004

Chairman,  
Suri Municipality, Birbhum.

Chairman  
Suri Municipality  
Birbhum



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

Ref No SUDA-Health/DFID/04/264

Date 05.10.2004

From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA

To : The Chairman,  
Cooch Behar / Jangipur / Baharampur / Suri /  
Kalna / Krishnagar / Medinipur Municipality.

Sub : Engagement of HHWs (Regular candidates only as selected by the Municipal level Health & FW Committee) in connection with DFID assisted Honorary Health Worker Scheme.

Sir,

You have already initiated HHWs training as per prescribed training schedule of 90 sessions which is nearing completion. On the last day of the above training, a post training examination and evaluation is to be conducted as per questionnaire enclosed in a separate sealed envelope which is to be opened in the examination hall five minutes prior to start of examination. The Health Officer / Asstt. Health Officer who is the course Co-ordinator may be advised to conduct the said examination and evaluation. The score sheet is to be forwarded to the undersigned as per proforma given below :-

Full Marks :

| Sl. No. | Name of the Candidate (Regular)               | Marks obtained |
|---------|---|----------------|
|         | Name of the Candidate (1 <sup>st</sup> panel) |                |
|         | Name of the Candidate (2 <sup>nd</sup> panel) |                |

Contd. to P-2.

2. After successful completion of training, the list of ..... nos. of HHWs ( regular candidates only as selected by the Municipal Level Health & FW Committee) is to be displayed in the Municipal Notice Board intimating them to join as HHWs wef the following day of completion of training. A copy of the said list including Notice is to be forwarded to the undersigned for office records and onward transmission to DHFW. Working hours of the HHWs will be from 12 noon to 4 P.M. and fixed honorarium will be Rs. 750/- (Rupees Seven hundred fifty) only per month per HHW.

3. During 1<sup>st</sup> fortnight the HHWs will collect base line information of all the BPL families of the block allotted to her as per proforma already provided to you and training in this regard already imparted to the HHWs by the MIES Officer, SUDA.

4. In the mean time you are requested to do the needful for selection and contractual engagement of manpower of HP so as to start functioning of SHPs which you have already identified. In this regard, this office communication SUDA-Health/DFID/04/250 dt. 29.09.2004 may kindly be referred to. Job chart of the man-power are enclosed at "Annexure-A"

5. The broad outline of the activities to be carried out from SHPs is enclosed at "Annexure -B"

Yours faithfully,

SUDA-Health/DFID/04/264(1)

C.C

The Project Director, HHW Scheme-DFID, ..... Municipality - for kind information and necessary action please.

Project Officer  
05.10.2004

SUDA-Health/DFID/04/264(2)

C.C

Health Officer / Asstt. Health Officer, the course co-ordinator of HHWs training for information and necessary action.

Project Officer  
05.10.2004

Project Officer



Job Responsibilities

AT HP LEVEL

Annexure - A

**Medical Officer (Part - Time) :**

- Remain in-charge of H.P. , SHPs & Blocks
- Visit / attend SHPs on rotation basis as per a prefixed schedule.
- Attend referred non-ambulatory and emergency cases by HHWs at door step.
- Conduct / supervise different service activities at the SHPs viz. M.C.H. (antenatal / postnatal/ well baby etc.) Nutrition program (Weight Monitoring, Grading of Mal-nutrition etc.), Immunization, Treatment of referred cases, F.W., and the like.]
- Undertake / supervise simple clinical tests at SHPs for determination of Anaemia, Toxaemia of pregnant women.
- Arrange collection of blood slides of fever cases and its despatch to earmarked laboratories for detection of M.P.
- Refer the cases to Govt. Hospital / Private Hospital earmarked for referral services.
- Take up in-house / on the job training programme of HHWs / FTSs and others.
- Draw the Action plans of the HP in regard to various service components under the project.
- Visit field for the purpose of checking and verification of data entry by HHWs in Family Schedule / operational Research / Miscellaneous formats. At least 10% cross check per month is desirable.
- Remain responsible for collection / compilation / transmission of HMIS - report in prescribed proforma (s) in specified time to MMC at ULB & CCC at SUDA as per instruction.
- Render guidance to Health staff of the HP in matters of Medical & allied topics.
- Plan / participate in various I.E.C. - sessions on Health & F.W. issues.
- Maintain liaison with people's Representatives, Community Leaders, C.B.Os and other concerned organizations, officials and people and mobilise services of NGOs / CBOs as and when required.
- Put up demands (indents) for Drugs, Vaccines for HP to Health Officer, & maintain stock ledger.
- Perform any other duties assigned to him / her by Authorities.

Contd. to P-2.

### **ANM :**

- Supervise and monitor the activities of sub-health post. 1<sup>st</sup> Tier Supervisors as well as Honorary Workers as required.
- To upgrade the skill and quality of services provides by the HHWs and F.T.Ss as required under the Programme.
- Immunisation of children & pregnant mothers with the help of F.T.S., and maintain register.
- Insertion of I.U.D. to the beneficiary mothers.
- Perform ante natal & post natal check-up, and maintain register.
- Maintain and supervise - cold chain of vaccines / sera, supply of medicine and equipments, and regular monitoring of date expiry of Medicines, vaccines etc.,
- Organise family planning camps,
- Organise referral services to Govt. Hospitals / Private Hospital linked for the purpose,
- Assist Health Officer in compilation and timely despatch of reports and returns, in preparing charts and diagrams for display etc. and
- Organise weighing of under 5 years children and monitor growth monitoring.
- Organise various awareness programmes with the assistance of FTSs at SHPs / blocks for the community women.
- Assist PT MOs particularly in the matter of HMIS and I.E.C.
- Perform any other duty assigned by the Health Officer or any other competent Municipal Authority.

### **Clerk cum Store Keeper :**

- To despatch and receive office (HP) correspondence and maintain office records in appropriate files
- To make list for necessary indents, collections and maintenance of stock and supply of logistics ( stationaries, vaccines. FW materials, Forms, booklets, equipments, medicines and the like)
- To assists the officials at HP and MMC level in effective functioning of project activities
- To perform any other duty as will be assigned by the competent Authority

### **Attendant :**

- Work at HP / outdoor as messenger / peon
- To perform any other duty as will be assigned by the Competent Authority



## সাব-হেতু পোষ্ট স্তরে পরিষেবা

- গর্ভবতী ও প্রসূতি মায়েদের ডাক্তার দ্বারা স্বাস্থ্য পরীক্ষা।
- গর্ভবতী ও প্রসূতি মায়েদের বিপদ সংকেত / জটিলতা সনাক্তকরণ ও তাদের রেফারেলের ব্যবস্থা করা।
- গর্ভবতী মায়েদের এবং শিশুদের রোগ প্রতিষেধক টীকাকরণ।
- ৫ বছরের নিচে বাচ্চাদের ভিটামিন - এ অয়েল খাওয়ানো।
- জন্ম থেকে ৫ বছর পর্যন্ত বাচ্চাদের ওজনের গতিরেখা লক্ষ্য করা।
- স্বেচ্ছাসেবী স্বাস্থ্যকর্মী দ্বারা প্রেরিত রোগীদের সাধারণ অসুখ বিসুখে ডাক্তার দ্বারা চিকিৎসা এবং জটিলতাপূর্ণ রোগীদের রেফারেলের ব্যবস্থা করা।
- ম্যালেরিয়া, মক্ষা, কুষ্ঠ এবং অন্যান্য সংক্রামক ব্যাধির চিকিৎসার জন্য যারা ওষুধপত্র পাচ্ছেন তাঁদের দেখাশুনা করা।
- জন্ম নিরোধক বড়ি এবং কন্ডোম বিতরণ।
- যে সব ওষুধ স্বেচ্ছাসেবী স্বাস্থ্যকর্মীরা ব্যবহার করবেন সেই ওষুধগুলো মজুত রাখা ও তাদের সময়মতো বিতরণ করা।
- বিভিন্ন বিষয়ে বিশেষত মা ও শিশুর স্বাস্থ্য সম্পর্কে সচেতনতার জন্য আলোচনা সভার আয়োজন করা।

**SURI MUNICIPALITY : BIRBHUM**

Memo No. 994 Date: 1/10/2004

**From**  
**Chairman,**  
**Suri Municipality, Birbhum.**

**To**  
**The Project Officer, Health**  
**'Health Wing' SUDA**  
**ILGUS BHAVAN**  
**H-C Block, Sector III**  
**Bidhan Nagar, Kolkata -91.**

**Sub: Result of pre-training evaluation of HHWs.**

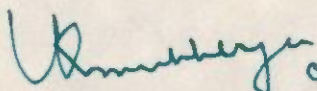
**Ref: Your letter no.SUDA-Health/DFID/04/239 date:**  
**21.9.2004**

**Sir,**

**With reference to your letter as noted above, the result-sheet of the pre-training evaluation is attached herewith.**

**enclo: as noted.**

**Yours faithfully,**

  
01.10.2004  
**Chairman, Suri Municipality.**  
**Suri Municipality**  
**BIRBHUM**



**Suri Municipality: Birbhum.**  
**HHW Scheme , DFID assisted.**

**Result of the pre-training evaluation of the HHWs**

**A. Regular candidates:**

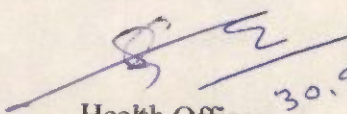
| Serial No. | Name                        | Marks obtained FM-30 |
|------------|-----------------------------|----------------------|
| 1          | Dipti Sarkar                | 20                   |
| 2          | Basanti Biswas ( Sarkar )   | 18                   |
| 3          | Dipika Datta Roy            | 21                   |
| 4          | Sujata Kesari               | 17                   |
| 5          | Sarama Mahara               | 22                   |
| 6          | Ganga Datta                 | 21                   |
| 7          | Manimala Mitra              | 25                   |
| 8          | Chhabi Mahara (Das )        | 20                   |
| 9          | Ratna Majumder              | 18                   |
| 10         | Chaina Begam                | 22                   |
| 11         | Pampa Sinha ( Chakraborty ) | 24                   |
| 12         | Madhuchhanda Choudhury      | 26                   |
| 13         | Ishani Ghosal               | 23                   |
| 14         | Mintu Sinha                 | 23                   |

**B. 1<sup>st</sup> panel candidate**

| Serial No. | Name               | Marks Obtained.FM-30 |
|------------|--------------------|----------------------|
| 1          | Sadhana Das        | 23                   |
| 2          | Chandika Mukherjee | 18                   |
| 3          | Bandana Das        | 23                   |

**C. 2<sup>nd</sup> panel candidates**

| Serial No. | Name            | Marks Obtained.FM-30 |
|------------|-----------------|----------------------|
| 1          | Parul Choudhury | 19                   |
| 2          | Mita Saha       | 22                   |

  
30.9.04  
Health Officer,  
Suri Municipality, Birbhum.  
**Health Officer**  
**Suri Municipality**

## Annex- VII

**Detail training load and detail budget for HHWs training.**

**Basic Training Course for HHWs (Both Regular and Panel Candidates)**

**Training Venue : Suri Municipal Office.**

**Course Co-ordinator : Dr. D Bandyopadhyay, H.O., Suri Municipality**

**Trainers name:**

- 1) Dr. D. Bandyopadhyay( Banerjee )
- 2) Dr. R.K. Nath
- 3) Dr. R. K. Datta
- 4) Smt. Aruna Biswas

**Total Duration : 45 days**

**Time Table :** (Revised Schedule- made on 11.9.04)

**Class room - 62 sessions, Practical - 28 sessions**

| <b>Date</b> | <b>12 Noon. to 2 P.M.</b>   | <b>Recess</b> | <b>2 -30P.M. to 4-30 P.M.</b>  |
|-------------|---|---------------|--|
| 25.8        | 1. Registration, Inauguration   |               | 2. Pre-training examination and evaluation./Dr.Banerjee                                      |
| 26.8        | 3.DFID assisted Honorary Health Worker Scheme - introduction, aims, /Dr.Banerjee  |               | 4. Organisational setup, Service strategy, Job responsibility of HHW /Dr.Banerjee            |
| 27.8        | 5. Elementary human nutrition, balance diet./DrNath   |               | 9. Concept of Health-Preventive, promotive, and curative./DrDatta                            |
| 28.8        | 6. Do~/Dr.Nath  |               | 10.Do~/DrDatta   |
| 30.8        | 7.Nutritional requirement for vulnerable groups, importance of Maternal and Child nutrition, breast feeding , colostrum & weaning practices./DrNath |               | 11.Elementary knowledge on communicable and contagious diseases, transmission factor/DrDatta |
| 31.8        | 8..Do~/DrNath   |               | 12. Do~/DrDatta  |



|       |   |  |   |
|-------|---|--|---|
| 1.9   | 13. Personnel hygiene, family and community level hygiene, environmental sanitation./DrDatta                |  | 14. Adolescent Girls' health care./MrsBiswas  |
| 2.9   | 31. ARI - Identification, management and prevention./DrBanerjee   |  | 19. Child care - Essential new born care, high risk neonates./MrsBiswas   |
| 3.9   | 15. Maternal care-antenatal care/DrNath   |  | 20. Child care- breast feeding, colostrum, weaning, vitamin A prophylaxis/MrsBiswas                                     |
| 4.9   | 16. Maternal care Contd.- high-risk pregnancy, diet in pregnancy/DrNath                                     |  | 21. Child care - Contd.<br>- Growth monitoring chart<br>- Developmental Mile stones/DrBanerjee                          |
| 7.9   | 17. Maternal care -/ intra / post natal care/DrNath   |  | 33. Diarrhoeal diseases - Definition, assessment of dehydration, management, ORS therapy, home available fluid./DrDatta |
| 8.9   | 18. Revision on Maternal Care./DrNath   |  | 23. Six Vaccine preventable diseases T.B., Polio./MrsBiswas   |
| 9.9   | 32. Roles of HHW in ARI Management/DrBanerjee   |  | 24. Six Vaccine preventable diseases- Diphtheria, Whooping Cough/MrsBiswas  |
| 10.9  | 29. Family Welfare programme - Concept of Eligible Couple, small family norm/DrNath                         |  | 25. Six Vaccine preventable diseases Tetanus and Measles./MrsBiswas   |
| 11.9  | 30. F.P. methods (spacing and terminal), MTP/DrNath   |  | 26. Routine Immunisation - Schedule, conduction of immunisation session, follow up/MrsBiswas                            |
| 13.9  | 22. Revision on child care/DrBanerjee<br><i>Minor ailments - Dr. <del>Banerjee</del><br/>Banerjee</i>       |  | 27. Routine Immunisation Contd./MrsBiswas   |
| 14.9  | 34. Video Show /slide show, Group work on important messages/DrBanerjee<br><i>1 do - Contd - Dr Nath</i>    |  | 28. Routine Immunisation - Cold Chain/MrsBiswas   |
| 15.9. | 35. RTI/UTI-Identification, mode of transmission, and prevention./DrDatta<br><i>1 do - contd - Dr. Nath</i> |  | 38. National Health Programme - RNTCP - Brief knowledge, identification of cases, linkage./*                            |
| 16.9  | 36. STDs / HIV / AIDS - Identification, mode of transmission, and prevention./DrDatta                       |  | 39. National Health Programme - NLEP - Brief knowledge, identification of cases, linkage/*                              |



|      |  |  |   |
|------|--|--|---|
| 17.9 | 37. Do <sup>^</sup> /DrDatta   |  | 40. National Health Programme - NBCP<br>- Brief knowledge, identification of cases, linkage./*  |
| 18.9 | <del>47. Minor ailments - Identification, management at HHWs level, drug therapy, dosage schedule, Revision referral./DrNath</del> on child care - Dr. Banerjee              |  | 41. National Health Programme - NMCP<br>- Brief knowledge, identification of cases, linkage./*  |
| 20.9 | <del>48. Minor ailments - Contd./DrNath</del><br>slide show / video show etc<br>- Dr. Banerjee   |  | 42. National Health Programme - NFCP<br>- Brief knowledge, identification of cases, linkage./*  |
| 21.9 | <del>49. Minor ailments - Contd./DrNath</del><br>RTI / UTI etc<br>- Dr. Datta  |  | 43. National Health Programme - AIDS Control Prog - Brief knowledge, identification of cases, linkage./*  |
| 22.9 | 50. HHWs kit - Knowledge about contents, demonstration/Dr.Banerjee   |  | 44. National Iodine Deficiency Disorders Control Programme - Brief knowledge, identification of cases, linkage./*                                 |
| 23.9 | 51. First Aid and role of HHWs/DrDatta   |  | 45. Pulse Polio Immunisation (PPI) Control Programme - Brief knowledge, involvement with linkage./MrsBiswas                                       |
| 24.9 | 52. First Aid - Continued./DrDatta   |  | 46. Revision on National Health Programme./*  |
| 25.9 | 53. Information, Education & Communication (I.E.C.) - Principles, General and specific, materials and media, HHW's role - inter personnel communication./DrNath Dr. Banerjee |  | 62. Allotment of Blocks to HHWs./DrBanerjee/(in presence of Chairman)   |
| 27.9 | 66. Practical session on First Aid./DrNath   |  | 63. Weighing of under 5 children and plotting in the growth monitoring chart./DrDatta   |
| 28.9 | 64. Demonstration on nutritious food (recipe with locally available cheap food items) / conduction of nutrition awareness programme/DrDatta                                  |  | 56. Family Schedule - Contd/DrBanerjee  |
| 29.9 | 54. Family Schedule - Filling up./Mr.Lahiri,SUDA off   |  | 57. Family Schedule - Contd./Mr.Lahiri,SUDA <sup>67.</sup> Diarrhea<br>Sun<br>Don - Dr  |
| 30.9 | 55. Family Schedule - Contd./MrLahiri,SUDA   |  | 58. Report and returns proforma (HMIS) - Importance, use of statistics in Community health, collection and compilation of the data./MrLahiri,SUDA |



|       |  |  |  |
|-------|--|--|--|
| 1.10. | 67. Practical session on dosage schedule./DrNath<br><i>Mr. Kalani</i>  |  | 65. Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration./DrDatta |
| 4.10  | 71. ARI cases (Under 5 yrs. children)./DrBanerjee                      |  | .59. HMIS -Contd./DrDatta<br><i>65. Dr. Datta</i>                              |
| 5.10  | 72. Leprosy / Filaria clinic./DrBanerjee                               |  | 60. HMIS -Contd./DrDatta   |
| 6.10  | 73. STD and Malaria clinic, drawing of blood slide./ <del>DrNath</del> |  | 61. HMIS -Contd./DrDatta   |
| 7.10  | .74. Visit to field and Family Schedule filling up.                    |  | 68. MCH Clinic./MrsBiswas  |
| 8.10  | 75. Discussion on filled in Family Schedule./DrDatta                   |  | 69. FW Clinic and Post partum Unit/MrsBiswas                                   |
| 9.10  | 76. Visit to field and Family Schedule filling up.                     |  | 70. Immunisation Clinic, vaccines and cold chain system./MrsBiswas             |
| 11.10 | 77. Discussion on filled in Family Schedule./DrDatta                   |  | 80. Visit to field and Family Schedule filling up.                             |
| 12.10 | 78. Visit to field and Family Schedule filling up.                     |  | 82. Contd./DrBanerjee  |
| 14.10 | 79. Discussion on filled in Family Schedule./DrBanerjee                |  | 84. Contd./DrBanerjee  |
| 15.10 | 81. Preparation of HMIS based on filled in Family Schedule./DrDatta/   |  | 86. Contd./DrBanerjee  |
| 16.10 | 83. ^DoContd./DrDatta  |  | 87. Summarization / recapitulation on previous classes.DrDatta                 |
|       |  |  |  |
| 18.10 | 85.^Do Contd./DrDatta  |  | 88. Summarization / recapitulation on previous classes./DrNath                 |
| 19.10 | 89. Post training evaluation./DrBanerjee                               |  | 90. Valedictory session.   |

## SURI MUNICIPALITY : BIRBHUM

Memo No. 915 Date: 21.09.2004

From  
Chairman,  
Suri Municipality, Birbhum.

27 SEP 2004

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.




Sub: Selection of PHN-training.

Madam,

This is for your kind information that in the process of selection of PHN-training for the MMC of the HHW Scheme (DFID Assisted), only two candidates who applied for the post have only the GNM degree without any necessary training to be a PHN.

In this situation, please guide us as to whether we can proceed for selecting a candidate for the above -mentioned post, or not.

Yours faithfully,

 21.09.2004

Chairman,  
Suri Municipality, Birbhum.

**CAVILIN**  
**Suri Municipality**  
**Birbhum**



**SUDA****STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No SUDA-Health/DFID/04/252

Date .....  
29.09.2004From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDATo : The Chairman  
Coochbehar/ Jangipur / Suri / Kalna / Berhampur / Krishnagar MunicipalitySub : Procurement of Medicines for HP & SHPs and part of Equipment  
for SHPs under DFID assisted Honorary Health Worker Scheme.

Sir,

As you have already started HHWs' training which will be completed by October, 2004, it is appropriate time to start process for functioning of SHPs wef November, 2004.

For the purpose, the approved list of Medicines with estimated quantity for 12 months are enclosed at Annexure - A, which are to be procured by you. You are requested to assess the quantity against each item of Medicines which could be fruitfully utilised. During procurement, it is to ensure that the life span of the medicines should be sufficient enough to avoid wastage in future.

With regard to equipments for SHPs, it is stated that the main bulk of the equipments will be procured by CCC, SUDA and will be supplied to your ULB in due course. However, certain items of equipments are to be procured by you, the list of which is enclosed at Annexure-B.

Procurement for both the category of items are to be done observing State Govt.'s norms by the Procurement Committee, already constituted at MMC for the purpose vide this office letter no. SUDA-Health / DFID/ 04 / 141 dt. 24.06.2004.

Fund required for the purpose will be released to you after obtaining a copy of Work Order placed with the Firms. It is also to mention that release of fund will depend on submission of requisition as well as 70% U.C. of earlier fund released from your end.

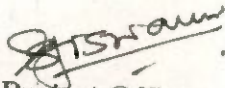
- 2 -

The expenditure incurred for the purpose is to be booked under " Procurement - Medicine" and " Procurement - Equipment " head as will be applicable.

An early action is requested for.

Encl. : As stated.

Yours faithfully,

  
Project Officer

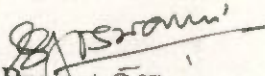
29.09.2004

SUDA-Health/DFID/04/ 252(1)

CC

The Project Director, HHW Scheme - DFID,  
information and necessary action please.

Municipality - for kind

  
Project Officer



# SUDA HEALTH WING

ANNEXURE - A

For Suri Municipality :

| Sl. No. | Product                            | Strength   | Formulation Unit                   | Annual Quantity |
|---------|------------------------------------|--|------------------------------------|-----------------|
| 1       | Combined Gastric Antacid           | Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500mg   | 10 Tablet / Strip (Aluminium Foil) | 4380 Strips     |
| 2       | Ranitidine                         | 150 mg   | Do                                 | 2190 Strips     |
| 3       | Dom peridone                       | 10 mg / Tab  | Do                                 | 550 Strips      |
| 4       | Bromhexine Hydrochloride           | 8 mg / Tab   | Do                                 | 2190 Strips     |
| 5       | Chlorpheniramine maleate           | 4 mg / Tab   | Do                                 | 1100 Strips     |
| 6       | Folifer ( large)                   | Ferous Suphate 180 mg. & Folic Acid 0.5 mg /Tab  | Do                                 | 4380 Strips     |
| 7       | Folifer (Small)                    | Ferous Suphate 60 mg. & Folic Acid 0.1 mg /Tab   | Do                                 | 4380 Strips     |
| 8       | Albendazole                        | 400mg /Tab   | 1 Tab / Strip                      | 3460 Tabs       |
| 9       | Metronidazole                      | 400mg /Tab   | 10 Tabs / Strip                    | 4380 Strips     |
| 10      | ORS Citrate                        | Each sachet of 28.5 gm containing Sodium Chloride 12.3 %, Dextrose 70.2 %, Pot. Chloride 5.3 %, Sodium Citrate 10.2 %. | Sachet                             | 5152 Sachets    |
| 11      | Dicyclomine                        | 20 mg /Tab   | 10 Tabs / Strip                    | 550 Strips      |
| 12      | Paracetamol                        | 500 mg /Tab  | Do                                 | 4380 Strips     |
| 13      | Ibuprofen                          | 400 mg / Tab   | Do                                 | 485 Strips      |
| 14      | Co Trimoxazole ( Adult)            | Sulphamethoxazole 400mg & Trimethoprim 80mg /Tab   | Do                                 | 2190 Strips     |
| 15      | Co Trimoxazole (Paediatric)        | Sulphamethoxazole 200mg & Trimethoprim 40mg /Tab   | Do                                 | 2190 Strips     |
| 16      | Chloramphenicol Eye Aplicap        | 1% w/w in aplicap. Each aplicap to contain 250 mg of oint.   | Aplicap                            | 3030 aplicap    |
| 17      | Absorbent Cotton                   | 100 gm each  | 1 pkt of 100 gm.                   | 300 pkts.       |
| 18      | Absorbent Gauze Sterilised in pkts | Containing 10 pcs of 10cm x 10cm separately in polypack  | 1 set of 10 pcs of gauze           | 485 pkts.       |
| 19      | Benzyl Benzoate lotion             | 25 % / 100 ml  | 100 ml bottle                      | 242 bottles     |
| 20      | Povidone Iodine oint.              | 5%   | 5 gm tube                          | 2636 tubes      |
| 21      | Microspore                         | ½" Width   | 1 reel                             | 242 reels       |

Estimated Cost : Rs. 3.77 lakhs

For Suri Municipality :

ANNEXURE - B

Equipment for Sub -Health Post (SHP) :

| Sl. No. | Brief Description of Item                | Technical Specification                                   | Reqd. No / SHP | Total Qty. required for 3 SHPs |
|---------|--|---|----------------|--------------------------------|
| 1       | Saucepan with lid and handle             | Made of Aluminium, 10" dia, approx. weight 1.4 Kg.        | 1              | 3                              |
| 2       | Emergency Light (Chargeable battery set) | Rechargeable pack battery set with two tubes, size : 10". | 1              | 3                              |
| 3       | Kerosene Stove                           | Ribbon system, Aluminium body, 6 wicks.                   | 1              | 3                              |
| 4       | Bucket plastic with cover and handle     | Good quality plastic. 30 ltr. Capacity.                   | 2              | 6                              |
| 5       | Mug plastic                              | Capacity : 1 ltr.   | 2              | 6                              |
| 6       | Jug with handle                          | SS, capacity 2 ltr.                                       | 2              | 6                              |
| 7       | Plastic bucket with lid                  | Good quality plastic, without handle, capacity 20 ltr.    | 1              | 3                              |
| 8       | Padlock (navtal)                         | 7 lever.  | 2              | 6                              |
| 9       | Thermometer clinical (Hicks)             | 108 degree F.   | 3              | 9                              |

Estimated Cost : Rs. 4,100/-



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

Ref No SUDA-Health/DFID/04/252

Date .....  
29.09.2004From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDATo : The Chairman  
Coochbehar/ Jangipur / Suri / Kalra / Berhampur / Krishnagar MunicipalitySub : Procurement of Medicines for HP & SHPs and part of Equipment  
for SHPs under DFID assisted Honorary Health Worker Scheme.

Sir,

As you have already started HHWs' training which will be completed by October, 2004, it is appropriate time to start process for functioning of SHPs wef November, 2004.

For the purpose, the approved list of Medicines with estimated quantity for 12 months are enclosed at Annexure - A, which are to be procured by you. You are requested to assess the quantity against each item of Medicines which could be fruitfully utilised. During procurement, it is to ensure that the life span of the medicines should be sufficient enough to avoid wastage in future.

With regard to equipments for SHPs, it is stated that the main bulk of the equipments will be procured by CCC, SUDA and will be supplied to your ULB in due course. However, certain items of equipments are to be procured by you, the list of which is enclosed at Annexure-B.

Procurement for both the category of items are to be done observing State Govt.'s norms by the Procurement Committee, already constituted at MMC for the purpose vide this office letter no. SUDA-Health / DFID/ 04 / 141 dt. 24.06.2004.

Fund required for the purpose will be released to you after obtaining a copy of Work Order placed with the Firms. It is also to mention that release of fund will depend on submission of requisition as well as 70% U.C. of earlier fund released from your end.

- 2 -

The expenditure incurred for the purpose is to be booked under " Procurement - Medicine" and " Procurement - Equipment " head as will be applicable.

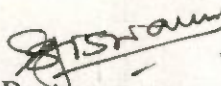
An early action is requested for.

Encl. : As stated.

SUDA-Health/DFID/04/ 252(1)  
CC

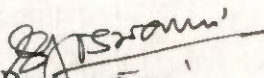
The Project Director, HHW Scheme - DFID,  
Information and necessary action please.

Yours faithfully,

  
Project Officer

29.09.2004

Municipality - for kind

  
Project Officer



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. **SUDA-Health/DFID/04/250**Date **29.09.2004**

From : **Dr. Shibani Goswami**  
**Project Officer**  
**Health Wing, SUDA**

o/c

To : **The Chairman**  
**Coochbehar/ Jangipur / Suri / Kalna Municipality**

**Sub : Selection & engagement of man-power for HP under**  
**DFID assisted Honorary Health Worker Scheme.**

Sir,

As the training of HHWs has already been started in your ULB, it is now appropriate time to go ahead for selection and engagement of man-power for HP. In this regard , this office communication bearing no. SUDA-Health /DFID/04/ 111 dt. 02.06.2004 may kindly be referred to.

However, the man-power for HP for your ULB and their honorarium is as under :-

| Sl. No. | Man power for HP          | No. | Honorarium per month (In Rs.) |
|---------|---------------------------|-----|-------------------------------|
| 1.      | Part Time Medical Officer | 2   | 1600/- each                   |
| 2.      | ANM                       | 2   | 1250/- each                   |
| 3.      | Clerk cum Store Keeper    | 1   | 850/-                         |
| 4.      | Attendant                 | 1   | 650/-                         |
| 5.      | Sweeper                   | 1   | 450/-                         |
| 6.      | Night Guard               | 1   | 450/-                         |

If the HP is within the premises of Municipal Office, the post for Night Guard is not to be filled in.

*Contd. to P-2.*

- 2 -

The process for selection and engagement of the said man-power is reiterated as under :-

(a) Notification, (b) Receipt of applications , (c) Interview and selection by Health & FW Committee, (d) Placement in the agenda of meeting of Board of Councillors for information (e) Engagement order to be issued by the Chairman of the Municipality and (f) joining letter of the candidates.

A copy of each of the items of the processes mentioned above are to be sent to the undersigned for office records and onward transmission to DHFW for documentation.

The man -power are to be engaged on contractual basis at the rate of fixed honorarium spelled out in the first page for the period upto 31.01.2005. Their working hours will be for four hours from 12 noon to 4 pm .

You are requested kindly to take necessary action accordingly, so that the SHPs under the scheme could function wef November , 2004.

Yours faithfully,

  
Project Officer

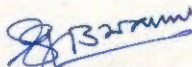
29.09.2004

SUDA-Health/DFID/04/ 250(1)  
CC

The Project Director, HHW Scheme - DFID,  
information and necessary action please.

Kolha

Municipality - for kind

  
Project Officer



**STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091

West Bengal

Ref No SUDA-Health/DFID/04/250

Date .....  
29.09.2004

From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA

To : The Chairman  
Coochbehar/ Jangipur / Suri / Kalna Municipality

Sub : Selection & engagement of man-power for HP under  
DFID assisted Honorary Health Worker Scheme.

Sir,

As the training of HHWs has already been started in your ULB, it is now appropriate time to go ahead for selection and engagement of man-power for HP. In this regard , this office communication bearing no. SUDA-Health /DFID/04/ 111 dt. 02.06.2004 may kindly be referred to.

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| Sl. No. | Man power for HP          | No. | Honorarium per month (In Rs.) |
|---------|---------------------------|-----|-------------------------------|
| 1.      | Part Time Medical Officer | 2   | 1600/- each                   |
| 2.      | ANM                       | 2   | 1250/- each                   |
| 3.      | Clerk cum Store Keeper    | 1   | 850 -                         |
| 4.      | Attendant                 | 1   | 650 -                         |
| 5.      | Sweeper                   | 1   | 450 -                         |
| 6.      | Night Guard               | 1   | 450 -                         |

If the HP is within the premises of Municipal Office, the post for Night Guard is not to be filled in.

Contd. to P-2.

- 2 -

The process for selection and engagement of the said man-power is reiterated as under :-

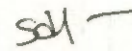
(a) Notification, (b) Receipt of applications , (c) Interview and selection by Health & FW Committee, (d) Placement in the agenda of meeting of Board of Councillors for information (e) Engagement order to be issued by the Chairman of the Municipality and (f) joining letter of the candidates.

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You are requested kindly to take necessary action accordingly, so that the SHPs under the scheme could function wef November , 2004.

Yours faithfully.



Project Officer

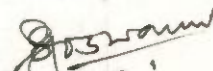
29.09.2004

SUDA-Health/DFID/04/ 250(1)  
CC

The Project Director, HHW Scheme - DFID,  
information and necessary action please.

*Katka*

Municipality - for kind

  
Project Officer



**SUDA****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal****SUDA-Health/DFID/04/239**

Ref No. ....

Date **21.09.2004** .....**From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Suri Municipality****Sub : HHWs training under DFID assisted Honorary Health Worker Scheme.**

Sir,

Reference is invited to this office communication no. SUDA-Health/DFID/04/184 dt. 20.08.2004.

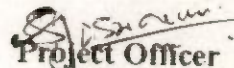
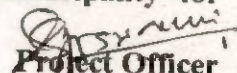
As you have already initiated HHWs training during the month of August, 2004, hope you have completed pre-training examination and evaluation. You are requested kindly to submit the evaluation sheet as per proforma given below :

| Sl. No. | Name of the Candidate (Regular)               | Full Marks :   |
|---------|---|----------------|
|         |   | Marks obtained |
|         | Name of the Candidate (1 <sup>st</sup> panel) |                |
|         | Name of the Candidate (2 <sup>nd</sup> panel) |                |

You are also requested to forward the training schedule along with scheduled dates for each day long sessions, name of the course co-ordinator, name of the trainer for each session and training venue.

In this connection this is to inform you that Sri S.K. Lahiri, MIES officer, CCC, SUDA will be visiting to your ULB during 30<sup>th</sup> September - 1<sup>st</sup> October, 2004 for providing guidance on the subject of Family Schedule and HMIS to the trainee HHWs.

Yours faithfully

  
**Project Officer**  
 21.09.2004
**SUDA-Health/DFID/04/239(1)  
CC****Project Director, DFID assisted Honorary Health Worker Scheme, Suri Municipality for  
information and necessary action please.**
  
**Project Officer**

C:\Dr. Goswami\DFID\DFID - ULBS.doc

Tel/Fax No.: 359-3184

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. .... SUDA-Health/DFID/04/212

Date ..... 30.08.2004

From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA

To : The Chairman,  
Suri Municipality

Sub : Procurement of Furniture for SHP, HP & MMC and Equipment for MMC  
under DFID assisted Honorary Health Worker Scheme.

Sir,

As you have already established the office of MMC, identified the accommodation of HP and SHPs and submitted Project Proposal to DHFW through CCC, SUDA, you may now initiate the process of procurement of the following :

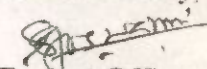
(A) Furniture for MMC, (B) Equipment for MMC, (C) Furniture for HP, (D) Furniture for SHPs.

The list of furniture and equipment for MMC and furniture for HP and SHPs along with specification and reqd. no. of each item are enclosed.

The Procurement Committee already constituted for the purpose at your ULB (vide this office communication no. SUDA-Health/DFID/04/141 dt. 24.06.2004) will be responsible for the said procurement. State Govt. procurement norms are to be followed.

The expenditure incurred for the purpose are to be booked under the appropriate head as indicated in the format for "Statement of Expenditure", already provided to you.

Yours faithfully,

  
Project Officer  
30.08.2004

SUDA-Health/DFID/04/212(1)

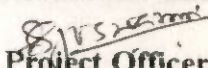
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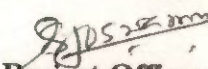
The Project Director, HHW Scheme - DFID, Suri Municipality - for kind information and necessary action.

SUDA-Health/DFID/04/212(2)

CC

Finance Officer, Health Wing, SUDA.

  
Project Officer  
30.08.2004

  
Project Officer



A. List of Furniture along with specification and reqd. no. for Municipal Management Cell at ....Suzi..... Municipality

| Sl. No. | Brief Description of Item | Technical Specification  | Reqd. No. |
|---------|---------------------------|--|-----------|
| 1.      | Half Secretariat Table    | Half Secretariat Table ( steel) - size 54" (L) x 30" (W) x 30" (H) with 3 drawers & a Tea slate at right side and on cupboard at left side having automatic locking device , stainless steel keys in duplicate and foot rest structure with 1" ( Dia) x 18 SWG steel square Tubular frame and body will made out of 20 SWG steel CRC sheet, fitted with 3/4 " thick pre laminated board having PVC shoes provided at the bottom of each leg , finished with anti corrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 C oven baked stove enamel pint. Drawer made of CRC. Drawer shelf size 13 3/4" (W) x 16 1/2" (H) x 22" (D) having three drawers each of size 5" (H) x 8" (D) . Cupboard made of CRC , size 18 3/4 " (B) x 16 1/2" (H) x 22 " (D) having one shelf. | 1         |
| 2       | Office Table Steel        | Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top & having PVC shoes provided at the bottom of each leg., finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade , oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" (B).   | 7         |
| 3.      | Chair                     | Having P.U. arm rest foam cushion seat & back seat cushion should be made of 1.5"thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of sent & back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process if hot-bath phosphate coating in seven tanks system and stoving enamel paint.<br>Seat size : 460 mm W x 460 MM D<br>Back size : 440 mm H x 460 MM W<br>Overall size : 640 mm D x 570 mm W<br>Seat height : 520 mm<br>Back height : 890 mm   | 8         |



Furniture for Municipal Management Cell at ULB Level (Contd.) :

| Sl. No. | Brief Description of Item | Technical Specification   | Reqd. No / MMC |
|---------|---------------------------|---|----------------|
| 4       | Chair for visitors        | <p>Without arm rest foam cushion seat &amp; back seat cushion should be made of 1.5" thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of seat &amp; back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process of hot-bath phosphate coating in seven tanks system and stoving enamel paint.</p> <p>Seat size : 460 mm W x 460 MM D<br/>                     Back size : 440 mm H x 460 MM W<br/>                     Overall size : 640 mm D x 570 mm W<br/>                     Seat height : 520 mm<br/>                     Back height : 890 mm</p>  | 30             |
| 5       | Almirah without Locker    | <p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre- treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Passivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p> | 4              |
| 6       | File Cabinet              | <p>Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom , sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish.</p> <p>Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)</p>   | 6              |



**Furniture for Municipal Management Cell (Contd.) :**

| Sl. No. | Brief Description of Item                 | Technical Specification   | Reqd. No. |
|---------|---|---|-----------|
| 7.      | Table for Computer                        | Steel frame structure. Size : 48" (L) x 24" (B) x 30" (H), having one sliding key board tray, one bottom shelf with one partitioned space for placing CPU and other accessories along with one drawer of 12" (B) x 18" (D) x 8" (W), fitted with sunmica top of ¼" thickness.   | 2         |
| 8.      | Chair for Computer                        | Without arm, 5 castor wheel (PVC), powder coated frame, 3" cushion seat, 2" low back cushion covered by PP cloth.   | 2         |
| 9.      | Liter Bin                                 | Made of good quality plastic  | 4         |
| 10.     | Notice Board                              | 4' - 0" x 3' - 0" made of 19 mm thick good quality soft board as panel fixed within a frame of 60 mm x 35 mm on all sides jointed by tong & group system. Finely dressed and painted , having two hanging facilities at top.  | 1         |
| 11.     | Display Board ( Documentation Soft Board) | Size: 8' x 4' made of 19 mm thick insulation board, tightly and fully covered in front and 100 mm wide at four borders and back side by soft blue felt. The board at the back side including the felt is further covered by a frame made of good quality hard wood of 100 mm x 25 mm section , (1 at top , 1 at bottom, 2 at 2 sides and 1 in central portion.), tightly fixed. The board at front is further bordered and tightly fixed t front with 100 mm x 20 mm good quality wood with water around at inner edge, traced and finished properly with varnish, the back side finished with one coat of painting over one coat of primer, having suitable hanging arrangement with hook and screw. | 1         |
| 12.     | Water Purifier                            | Voltage 230 V -AC, 20 w UV Lamp, Water flow rate not less than 3 ltrs. / min, water pressure within the range of 0.4 kg/sq.cm to 2.0 kg/sq.cm   | 1         |

\* Estimated cost of Furniture for MMC - 1.15 lakhs

B. List of Equipment along with specification and reqd. no. for Municipal Management Cell at Suzi Municipality.

| Sl. No. | Brief Description of Item       | Technical Specification  | Reqd. No. |
|---------|---------------------------------|--|-----------|
| 1.      | Computer, Monitor, UPS, Printer | <p><b>Computer &amp; Monitor :</b></p> <p>Intel Pentium 4<br/>2.66 GHZ<br/>256 MB DDR<br/>40 GB HDD<br/>48X CD ROM<br/>1.44 FDD<br/>Keyboard &amp; Mouse<br/>15" Colour Monitor<br/>In built Audio</p> <hr/> <p><b>UPS :</b></p> <p>Capacity : 500 VA<br/>Supply Input Voltage : 150V - 265 V, 50 Hz +/- 3%<br/>Out Voltage (Nominal) : 230C AC +/- 7%, 50 Hz +/- 3%<br/>Output Voltage (Inverter) : 230C AC Single Phase +/- 3%<br/>Output Frequency (Inverter): 50 Hz +/- 1%<br/>Over Voltage Protection : Transfer to inverter, when supply voltage is 10% above nominal voltage. Retransfer to line at 5% of nominal voltage.</p> <p>UPS System : Line interactive type.<br/>Back Up Service : 20 Minutes.</p> <p><b>Printer : 24 pin Dot Matrix</b></p> | 2 each    |
| 2.      | FAX Machine ( if not existing)  | Memory transmission & reception, Fax recognition system, Automatic document feeder, automatic paper cutter, Anti curl system, Poling, LCD display for easy programming, Polling function, Extension line transfer, Hands free speaker phone, Voice time , day stamp, Fax activity reporting.   | 1         |

\* Estimated cost of Equipment for MMC - 1.37 lakhs.



List of Furniture along with specification and reqd. no. for HP  
at .....S.w.u!.... Municipality.

| Sl. No. | Brief Description of Item    | Technical Specification  | Reqd. No |
|---------|------------------------------|--|----------|
| 1.      | Steel Almirah without locker | <p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre-treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Pausivation ( Chromic Acid ), Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic driplless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p> | 2        |
| 2       | Metal Shelving Racks         | <p>2130 x 910 x 450 mm, closed from three sides with five compartments of equal dimension. Build of CRCA sheet of 1.0 mm for back, shelves, top and sides with 0.8 mm thick sheet. M.S angles of 40 x 40 x 2 mm. All other specifications including pre treatment of steel and painting, finish etc. should be as specified for steel Almirah. Colour - T A Grey</p>   | 2        |
| 3       | Steel Chair without arms     | <p>Without arm rest foam cushion seat &amp; back seat cushion should be made of 1.5"thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of sent &amp; back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process if hot-bath phosphate coating in seven tanks system and stoving enamel paint.</p> <p>Seat size : 460 mm W x 460 MM D<br/>Back size : 440 mm H x 460 MM W<br/>Overall size : 640 mm D x 570 mm W<br/>Seat height : 520 mm<br/>Back height : 890 mm</p>  | 10       |

**List of Furniture for Health Post (HP) (Contd.) :**

| Sl. No. | Brief Description of Item         | Technical Specification  | Reqd. No |
|---------|-----------------------------------|--|----------|
| 4       | Plastic Molded Chair without arms | Moulded chair without arms, size - 540 mm x 540 mm x 770 mm . made of good quality synthesis of polypropylene with co-polymer, colour - white / red / blue.  | 20       |
| 5       | Steel Office Table                | Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top & having PVC shoes provided at the bottom of each leg., finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade , oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" (B).                               | 6        |
| 6       | Revolving Stool Steel             | Operation stool revolving ( to raise and lower ) made of 25 mm O.D x 2.65 tubular steel legs, welded joints , white enamelled with 3 mm dia. Spinal screw with full thread socket and 1.6 mm brass nickel plated or stainless steel perforated set - range 462.5 mm to 687.5 mm.   | 2        |
| 7       | File Cabinet                      | Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom , sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish.<br>Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D) | 2        |
| 8       | Refrigerator                      | 165 Litres capacity with in built stabiliser to cover minimum voltage fluctuations between 140 - 280 Volts.  | 1        |

\* Estimated cost of Furniture for HP - 0.61 lakhs.



List of Furniture along with specification and reqd. no. for SHPs

at ....Sivri..... Municipality.

| Sl. No. | Brief Description of Item    | Technical Specification  | Reqd. No / SHP |
|---------|------------------------------|--|----------------|
| 1       | Steel Almirah without Locker | <p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Steel pre-treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Pausivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p> | 1              |
| 2       | Steel Office Table           | <p>Size : 36" (L) x 24" (W) x 27" (H) or 48" (L) x 24" (W) x 30" (H) with 3 drawers on the right side having automatic locking device, s.s keys in duplicate. Foot rest structure with 1" Dia x 18 SWG steel square Tubular Frame and body will made out of 20 SWG steel CRC sheet fitted with 3/4" thick pre-laminated board at the top &amp; having PVC shoes provided at the bottom of each leg., finished with anticorrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 degree centigrade , oven baked stove enamel paint. Drawer shelf made of CRC size 13" (B) x 18" (L) x 19" (D) having three drawers each of size 5" (H) x 15" (D) x 12" (B).</p>  | 2              |

Furniture for Sub Health Post (SHP) (Contd.) :

| Sl. No. | Brief Description of Item          | Technical Specification   | Reqd. No / SHP |
|---------|------------------------------------|---|----------------|
| 3       | Steel Chair without arms           | Without arm rest foam cushion seat & back seat cushion should be made of 1.5" thick pin hole premium quality rubber foam and 1" thick H.D. foam and back cushion should be made of 1" thick H.D. foam covered with special quality P.P. cloth lining, having PVC bidding around the edge of seat & back, structured with 1" dia x 14 SWG M.S. round steel tubular frame, finished with anticorrosive treatment by the process of hot-bath phosphate coating in seven tanks system and stoving enamel paint.<br>Seat size : 460 mm W x 460 MM D<br>Back size : 440 mm H x 460 MM W<br>Overall size : 640 mm D x 570 mm W<br>Seat height : 520 mm<br>Back height : 890 mm | 3              |
| 4       | Plastic moulded Chair without arms | Moulded chair without arms, size - 540 mm x 540 mm x 770 mm . made of good quality synthesis of polypropylene with co-polymer, colour - white / red / blue.   | 10             |
| 5       | Revolving Stool Steel              | Operation stool revolving ( to raise and lower ) made of 25 mm O.D x 2.65 tubular steel legs, welded joints , white enamelled with 3 mm dia. Spinal screw with full thread socket and 1.6 mm brass nickel plated or stainless steel perforated set - range 462.5 mm to 687.5 mm.  | 2              |
| 6       | Sataranji (Dari)                   | Size : 9' x 12'   | 2              |

\* No. of SHPs under the scheme - 3

\* Estimated approximate cost @ 0.17 lakhs per SHP - Total ....0.51..... lakhs.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No: SUDA-Health/DFID/04/182

Date: 17.08.2004

From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA

To : The Chairman,  
... ~~Kankarbagicha~~ ... Municipality  
Suda

Sub : Release of Training material for ensuing HHW's training under  
DFID assisted Honorary Health Worker Scheme to 11 municipalities.

Sir/ Madam,

The following Training materials are provided to your ULB to be used by the trainers during  
HHWs training.

A. Slides :

1. HIV / AID Infection - 1 set,
2. Management of Cough - 1 set,
3. Diarrhoea management - 1 set,
4. New born care - 1 set,
5. Immunisation - 1 set,
6. Weaning food and energy - 1 set,
7. Communication in Health - 1 set,
8. Breast feeding - 1 set,

B) Chart : - 4 Nos.

- C) Pre-evaluation Questionnaire for HHWs -2nos. These are to be xeroxed according to  
the nos. of regular and panel HHWs and distributed to the candidates in the pre-evaluation  
session which are to be evaluated by the HO/ AHO and ACMOH or his representative.  
Each question carries 1 (one) mark. The evaluation sheet indicating name of the candidates  
and marks obtained may kindly be forwarded to the undersigned for documentation by  
DHFV .

*Recd  
Suda  
17/8/04*

SUDA-Health/DFID/04/182(1-11)

Yours faithfully,  
*S. Goswami*  
Project Officer  
17.08.2004

CC

Project Director, ..... Municipality for favour of kind information and necessary  
action please.

*S. Goswami*  
Project Officer

# SURI MUNICIPALITY: BIRBHUM

Memo No. 723/SM

Date: 20.8.2004



24 AUG 2004


To

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).
2. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality,  
Member, MLHFWC.
3. Sri R.P. Roy Choudhury, DPO, SHSDP-II, Birbhum, Representative, DM, Birbhum.  
Member, MLHFWC.
4. Dr. R.K. Nath, Lions' Club, Suri.  
Member, MLHFWC.
5. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.
6. ACMOH, Sadar, Suri, Birbhum.  
Member, MLHFWC.
7. Representative of Health Wing, SUDA,  
Member, MLHFWC.

Sir,

You are requested to attend an urgent meeting of the Municipal level Health & Family Welfare Committee to be held on 23.8.2004 at 3-00 PM at the Suri Municipal Office.

Yours Faithfully,

  
(Dr. D. Bandyopadhyay)  
Health Officer, Suri Municipality  
&  
Secretary-Convenor, Municipal  
Level Health & Family Welfare  
Committee.  
Suri Municipality, Birbhum.

Agenda :

1. To read and confirm the proceedings of the last meeting.
2. Inclusion of a wait-listed candidate in panel of HHW, in place of deceased Panna Roy.
3. Training of HHW
4. Selection of PIIN-training.
5. Misc.- if any.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Date 20.08.2004

Ref No. SUDA-Health/DFID/04/184

From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA

To : The Chairman,  
Coochbehar / Jangipur / Baharampur / Suri /  
Purulia / Kalna / Krishnagar / Medinipur Municipality.

Sub : HHWs training under DFID assisted Honorary Health Worker Scheme.

Sir,

Since the trainer's training has already been completed on 18.08.2004 in respect of your ULB, you are requested to start HHWs (selected as regular, 1<sup>st</sup> and 2<sup>nd</sup> panel candidates) training as per prescribed schedule for HHW training course (vide enclosure).

1. The following training materials are to be provided to each HHW :

(a) Suitable folder - 1, (b) Exercise book no. 12 - 1, (c) Ball pen - 1, (d) Pencil - 1, (e) Eraser - 1, (f) Sharpener - 1, (g) Scale - 1, (h) Nirdeshika for HHWs and Family Schedule (both in Bengali), which are to be Xeroxed from the Training Material Booklet already provided to the trainers. For Nirdeshika Xeroxing will cover 70 pages. Additionally Form No. A-1, A-2 and Growth monitoring graph are also to be xeroxed. For Family Schedule - xeroxing will cover 13 pages.

2. The rates of expenditure to carry out the said training are detailed below :

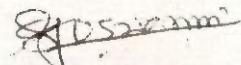
- Training material per HHWs not exceeding Rs. 300/-.
- Tea and Tiffin @ Rs. 30/- per HHW per day.
- Mobility support @ Rs. 20/- per HHW per day.
- Trainer's fee @ Rs. 150/- per trainer for two hour session.
- Contingency not exceeding 10% of the total expenditure.

Contd. to P-2.

3. You are requested to conduct a **pre-training examination and evaluation** as per questionnaire already provided to you under this office memo no. SUDA-Health/DFID/04/182 dt. 17.08.2004.

The Schedule dates for each daylong session are to be indicated along with training venue, course co-ordinator, trainer's name in the prescribed training schedule and a copy of the same may kindly be forwarded to the undersigned.

Yours faithfully,



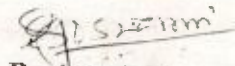
Project Officer

20.08.2004

SUDA-Health/DFID/04/184(1)

C.C

The Project Director, HHW Scheme-DFID, ..... Municipality- for kind information and necessary action.



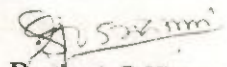
Project Officer

20.08.2004

SUDA-Health/DFID/04/184(2)

C.C

Finance Officer, CCC, SUDA



Project Officer



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

SUDA-Health/DFID/04/183  
Ref No. ....

Date 17.08.2004

**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA**

**To : The Chairman  
Suri Municipality**

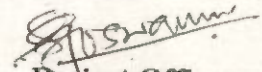
**Sub : Selection of PHN-training under DFID assisted  
Honorary Health Worker Scheme .**

Sir,

Reference is invited to your communication bearing memo no. 501/SM dt. 21.07.2004 on the above subject.

A fresh notification for selection and engagement in the post of PHN training at Municipal Management Cell may be floated and processed by Municipal Level Health & FW Committee.

Yours faithfully,

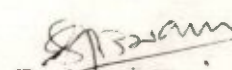
  
Project Officer

17.08.2004

SUDA-Health/DFID/04/183(1)

C.C

The Project Director, HHW Scheme-DFID, Suri Municipality- for kind information and necessary action.

  
Project Officer

**SURI MUNICIPALITY : BIRBHUM**

Memo No. 501/SH Date : 21-7-04

**From**  
Chairman,  
Suri Municipality, Birbhum.

**To**  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91

**Sub: Selection of PHN-training.**

Madam,

I have the honour to inform you that as per guideline, an interview for the purpose of selection of candidates in respect of the post of CDO, Accounts Assistant and PHN-training has been made by our end on 18.7.2004 with prior intimation to you.

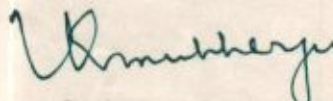
Regarding selection, I like to inform you that the eligible candidates for the post of CDO and Accounts Assistant have been selected maintaining all formalities. But, as regards the post of PHN-training, other than one candidate with ANM training, no eligible candidate has applied for.

In view of the above perspective, kindly let me know:

- i) Whether any advertisement for the post of PHN is required afresh,
- ii) Whether candidate with GNM training is eligible for the post,
- iii) Whether the candidate with ANM training who applied for the post and appeared in the interview can be absorbed in the post of PHN-training?

An early reply in this regard is highly solicited.

Yours faithfully,

 21.7.04

Chairman, Suri Municipality, Birbhum  
&

President, Municipal Level Health and F W Committee.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

Ref No. ...**SUDA-Health/DFID/04/177**

Date ...**16.08.2004**

**From : Dr. Shibani Goswami  
Project Officer**

**To : The Chairman  
Suri Municipality**

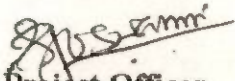
**Sub : Expenditure of the fund already released in favour of the Municipality.**

**Sir,**

Reference is invited to your communication bearing memo no. 680/SM dt. 11.08.2004 on the above subject.

The fund released to your ULB may be utilised for the purpose of any kind of expenditure to be incurred with regard to implementation of DFID assisted Honorary Health Worker Scheme.

**Yours faithfully,**

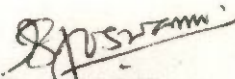
  
**Project Officer**

**16.08.2004**

**SUDA-Health/DFID/04/177(1)**

**C.C**

**The Project Director, HHW Scheme-DFID, Suri Municipality- for kind information and necessary action.**

  
**Project Officer**



## SURI MUNICIPALITY : BIRBHUM

Memo No. 680/SM Date : 11.8.2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



16 AUG 2004

Sub: Expenditure of the fund already released in favour of this Municipality.

Madam,

Apropos your communication bearing no. SUDA-Health/DFID/04/40 dated 30.03.2004, you have released a fund amounting to Rs. 82,000/- to meet up the expenditure of DFID assisted HHW Scheme.

In this regard, please let us know whether we can give remuneration to the newly appointed CDO and Accounts Assistant, from the fund so released to us.

Yours faithfully,

*U. M. Chatterjee* 11.8.04

Chairman,  
Suri Municipality, Birbhum.

**Chairman**  
**Suri Municipality**  
**SURI | BIRBHUM**



# SURI MUNICIPALITY

**Sri Ujjwal Mukherjee**

CHAIRMAN

SURI MUNICIPALITY, BIRBHUM



SURI OFFICE : 255-534 / 257-308 (Fax)

RESIDENCE : 255-606 / 255-702

Memo No. .... *678/S.M.* .....

Date. *11/08/04* .....

To,  
The Project Officer,  
Health Wing, SUDA,  
H.C. Block,  
Sector-III,  
Bidhan Nagar,  
Kolkata-91.



16 AUG 2004

Madam,

The undersigned is sending herewith the joining report of C.D.O. and Accounts Assistant under DFID assisted H.H.W. Scheme duly appointed as per Memo No.-647/SM & No.-649/SM, Dt.07.08.2004 for favour of your information.

Yours faithfully,

*Ujjwal Mukherjee* 11.8.04

Chairman,  
Suri Municipality,  
Birbhum.

Encl :- As stated.

*Ujjwal Mukherjee*  
Chairman  
Suri Municipality,  
Suri, Birbhum





To  
The & Chairman,  
Suri Municipality,  
Suri Birbhum.

G-3712  
Dr. 7-8-04

Sub :- Joining report to the post of  
C.D.O under D.F.I.D assisted H.M.W.  
Scheme.

S i r,

With ref. to your letter No.647/SM/2004 dt.  
7-8-2004 I am joining to the post of C.D.O. under D.F.I.D.  
assisted H.M.W. scheme to-day i.e. on 7-8-2004 forenoon  
for duty.

So, I request ex you kindly to accept my  
joining report and oblige.

Dated, Suri, the  
07-08-2004.

Yours faithfully,

Susanta mitra 7-8-04  
( Susanta Mitra )  
Community Development Officer.

Accepted  
Chairman,  
SURI MUNICIPALITY  
Suri, Birbhum  
07-08-04

2/8/04



To,  
The Chairman,  
Suri Municipality.

4-3713  
8.7.04

Sub :- Joining Report to the Post of Accounts Assistant under D.F.I.D. assisted HHW Scheme under Suri Municipality.

S i r,

With due respect I beg to state that I am joining in the Post of Accounts Assistant under D.F.I.D. assisted HHW Scheme under Suri Municipality as per your Letter No.649/SM/2004 dt. 7-8-2004 to-day i.e. on 7-8-2004 forenoon for duty.

So, I request you kindly to accept my joining letter and oblige.

Dated, Suri, the  
7-8-2004.

Yours faithfully,  
Pabitra Das 07-08-04  
( Pabitra Das )  
Accounts Assistant.

Accepted  
07.08.04  
Chairman,  
SURI MUNICIPALITY  
Suri, Birbhum

2/8/04





**Suri Municipality: Birbhum.**  
**DFID assisted Honorary Health Worker Scheme.**

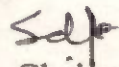
Memo No. : /SM/2004/ Date:

**16 AUG 2004**

Sri Susanta Mitra S/O Late Atul Chandra Mitra of Keot Para, P.O. – Suri, Dist.- Birbhum who has been selected by the Health & FW Committee, Suri Municipality, District- Birbhum, is hereby engaged on contract basis as Community Development Officer at Municipal Management Cell for DFID assisted HHW scheme for a period upto 31.01.2005 with effect from the date of his joining the post.

His terms of engagement are terminable on one month's notice on either side.

His consolidated pay on contract has been fixed at Rs.8000/- ( eight thousand) only per month.

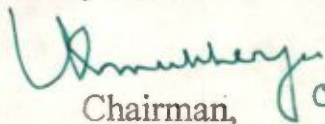
  
Chairman,  
Suri Municipality, Birbhum.

Memo No. 648 (1-3)/SM/2004/ Date: 7.8.2004

Copy for information and necessary action to the:

1. Project Director, DFID assisted HHW Scheme, Suri Municipality.
2. Project Officer, Central Co-ordinating Cell, SUDA.
3. Sri Susanta Mitra S/O Late Atul Chandra Mitra of Keot Para, PO – Suri, District- Birbhum. He is requested to report for duty to the Chairman, Suri Municipality within 15 ( Fifteen )days, failing which the offer of engagement stands automatically cancelled.



  
Chairman,  
Suri Municipality, Birbhum.  
**Suri Municipality**  
SURI ; BIRBHUM

07-08-04



**Suri Municipality: Birbhum.**  
**DFID assisted Honorary Health Worker Scheme.**

Memo No. 649 /SM/2004/ Date: 7.8.2004

Sri Pabitra Das S/O Sri Paritosh Das of Hatan Bazar, PO- Suri, District - Birbhum, who has been selected by the Health & FW Committee, Suri Municipality, District- Birbhum is hereby engaged on contract basis as Accounts Assistant at Municipal Management Cell for DFID assisted HHW scheme for a period upto 31.01.2005 with effect from the date of his joining the post.

His terms of engagement are terminable on one month's notice on either side.

His consolidated pay on contract has been fixed at Rs.4000 /- (four thousands) only per month.

*Sd/-*  
Chairman,  
Suri Municipality, Birbhum.

Memo No. 650 (i-3)/SM/2004/ Date: 7.8.2004

Copy for information and necessary action to the:

1. Project Director, DFID assisted HHW Scheme, Suri Municipality.
2. Project Officer, Central Co-ordinating Cell, SUDA.
3. Sri Pabitra Das S/O Sri Paritosh Das of Hatan Bazar, PO- Suri, Dist.- Birbhum. He is requested to report for duty to the Chairman, Suri Municipality within 15 ( Fifteen )days, failing which the offer of engagement stands automatically cancelled.



*Chairman*  
Chairman,  
Suri Municipality, Birbhum.  
**Suri Municipality**  
SURI ; BIRBHUM



SURI MUNICIPALITY, BIRBHUM.

Memo No. 454 (1-7) / SM.

Date 13/7 / 2004.

File  
20.7.04

To

1. Sri Pranab Kar, Counciller-in-Charge of Health, Suri Municipality. Member, Municipal Level Health & F.W. Committee (MLHFWC).
2. Sri R.P. Choudhury, DPO, SHSDP-II, Birbhumi, Representative, DM. Birbhumi. Member, MLHFWC.
3. Dr. R.K. Nath, Lions' Club, Suri, Member, MLHFWC.
4. Mr. Lakshmi Kanta Mondal, Sri Aurebinda Anubilan Society, Suri, Member, MLHFWC.
5. ACMOH, Sadar, Suri, Birbhumi. Member, MLHFWC.
6. Representative of Health Wing, SUDA. Member, MLHFWC.
7. Dr. Dilip Bandyopadhyay, Health Officer, Suri Municipality. Secretary-Convenor, MLHFWC.

19 JUL 2004



Sub : Interview for the selection of CDO, PHN-Training & Accounts Assistant.

Sir,

As decided in the last meeting of Municipal Level-Health & Family Welfare Committee held on 29.6.2004, the interview for the selection of CDO, PHN-Training & Accounts Assistant will be held on 18.7.2004 at Suri Municipal Free Primary School from 11-00 a.m. to 4-00 p.m.

As member of the selection Committee, you are requested to attend at place and date & time, so scheduled, for taking interview of the applicants.

Thanking you.

Yours faithfully,

*Ujjwal Mukherjee*

(Sri Ujjwal Mukherjee)  
President, Municipal Level Health & Family Welfare Committee (MLHFWC) and Chairman, Suri Municipality, Birbhumi.

Memo No. \_\_\_\_\_ / SM. Date \_\_\_\_\_ / 2004.

Copy to : The Executive Officer, Suri Municipality, for favour of his information.

President  
Municipal Level Health & Family Welfare Committee & Chairman, Suri Municipality.



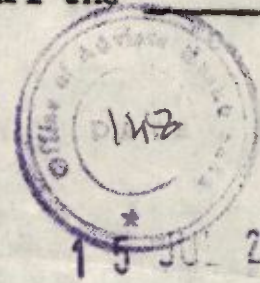
GOVERNMENT OF WEST BENGAL  
OFFICE OF THE CHIEF MEDICAL  
OFFICER OF HEALTH  
BIRBHUM

File  
16.7.04.

Memo No. CMOH/ \_\_\_\_\_

Dated, Suri the \_\_\_\_\_ 2004

To  
Dr. G.P.Sha,  
Assistant Chief Medical Officer of Health,  
(Suri Sadar) Birbhum, Suri  
Birbhum.



Sub. :- Constitution of Procurement Committee  
under DFID assisted Honorary Health  
Worker Scheme.

As per Project Officer, State Urban Development Agency (SUDA) Memo No. SUDA-Health/DFID/04/141(1-19), dt. 24.6.2004, you have been nominated as a member of the Procurement Committee under DFID Assisted Honorary Health Worker Scheme for Suri Municipality.

*sd*  
CHIEF MEDICAL OFFICER OF HEALTH  
BIRBHUM

Memo No. CMOH/ 3445/1(2)

Dated, Suri the 08/7/ 2004

Copy forwarded for information to :-

1. The Project Officer, State Urban Development Agency, Health Wing, " ILGUS BHAVAN", H.C. Block, Sector-III, Bidhannagar, Kolkata - 700091, West Bengal.
2. The Chairman Suri Municipality, Suri, Birbhum.

*sd*  
CHIEF MEDICAL OFFICER OF HEALTH  
BIRBHUM



# SURI MUNICIPALITY : BIRBHUM

Memo No. 408 Date : 5/7/2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: List of selected HHW Candidates under DFID assisted Honorary Health Worker Scheme.

Ref: Your letter no. SUDA-Health/DFID/04/139 date 22.6.2004.

Sir,

With reference to your letter as noted above, names of the selected HHWs are as follows:

a) List of regular candidates of HHW:

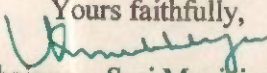
| Serial No. | Name                        | Ward No. |
|------------|-----------------------------|----------|
| 1          | Dipti Sarkar                | 18       |
| 2          | Basanti Biswas ( Sarkar )   | 17       |
| 3          | Dipika Datta Roy            | 3        |
| 4          | Panna Roy                   | 15       |
| 5          | Sujata Kesari               | 5        |
| 6          | Sarama Mahara               | 6        |
| 7          | Ganga Datta                 | 7        |
| 8          | Manimala Mitra              | 9        |
| 9          | Chhabi Mahara (Das )        | 14       |
| 10         | Ratna Majumder              | 10       |
| 11         | Chaina Begam                | 11       |
| 12         | Pampa Sinha ( Chakraborty ) | 15       |
| 13         | Madhuchhanda Choudhury      | 17       |
| 14         | Ishani Ghosal               | 1        |

b) List of 1<sup>st</sup> panel candidate ( to fill up the vacancies caused due to upgradation of HHWs to FTS in due course )

| Serial No. | Name               | Ward No. |
|------------|--------------------|----------|
| 1          | Mintu Sinha        | 6        |
| 2          | Sadhana Das        | 13       |
| 3          | Chandika Mukherjee | 12       |

c) List for 2<sup>nd</sup> panel candidates ( to fill up the vacancy in future, if any )

| Serial No. | Name            | Ward No. |
|------------|-----------------|----------|
| 1          | Bandana Das     | 7        |
| 2          | Parul Choudhury | 16       |

Yours faithfully,  
  
Chairman, Suri Municipality.



SURI MUNICIPALITY;BIRBHUM.

RESOLUTION NO.3/SM of  
2004-2005.

PROCEEDINGS OF THE MEETING OF MLH&FW COMMITTEE HELD ON 29.6.2004 AT  
2-00 p.m. AT THE CHAMBER OF EXECUTIVE OFFICER, SURI MUNICIPALITY.

- Present :
1. Sri Ujjwal Mukherjee,  
Chairman, Suri Municipality &  
President, MLH&FW Committee.
  2. Sri Pranab Kar,  
Councillor-in-Charge, of Health,  
Suri Municipality, & Member, MLH&FW Committee.
  3. Sri R.P. Roychowdhury,  
D.P.O, SHSDP-II, Birbhum, &  
Representative of D.M. Birbhum, &  
Member of MLH&FW Committee.
  4. Mr. Lakshmi Kanta Mondal,  
Sri Aurebinda Anusilan Society, Suri,  
Member of MLH&FW Committee.
  5. Dr. Dilip Bandyopadhyay,  
Health Officer, Suri Municipality &  
Secretary Convener, MLH&FW Committee.

Sri Ujjwal Mukherjee, Chairman presided over the

Meeting.

1. Read out and confirmed the proceedings of the last Meeting.
2. Discussed about the selection of C.D.O., P.H.N Training and Accounts Assistant and it is resolved that applications will be invited by notification in local Newspaper viz. 1) Dainik Chandrabhaga and 2) Naya Prajanma and also in the Notice Board of this Office and Office of the District Magistrate, Birbhum.  
Last date of submission of application will be on 10/7/2004 within Office hours.  
The list of eligible candidates for interview will be displayed on 15/7/2004 in the Office Notice Board. The interview will be held on 18/7/2004 at 11-00 a.m. in the premises of Suri Municipal Free Primary School (Near the Veterinary Hospital).
3. Discussed about selection of Man Power of H.P. and it is resolved that the matter is deferred in the next meeting for the present.
4. Discussed about purchase of materials and furniture for the HHW Scheme and it is resolved that the purchase Committee which has been formed by SUDA ( vide Order No. SUDA-Health/DFID/04/141 dt. 24/6/2004) will decide in this matter.

The meeting ended with the vote of thanks to all.

*J. Mukherjee* 29.6.04  
President  
MLH&FW Committee, Suri, Birbhum,  
&  
Chairman, Suri Municipality,  
Birbhum.



# Suri Municipality

Sri Ujjwal Mukherjee  
Chairman  
Suri Municipality, Birbhum.

Suri Office : -55-534, 57-308  
Residence : 55-606, 55-702  
Fax : 55-534

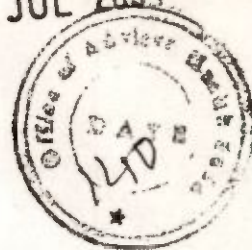


Memo No. 420/SM.

Date 6/7/2004

To  
The Project Offices, Heam,  
"Heam Wing" SUDA,  
"ILGUS BHAVAN",  
He-Block Seeloo - III,  
Bidhan Nagar,  
KOLKATA-91.

- 7 JUL 2004



Sub: - Submission of SOE, Proceedings and  
List of HHW Candidates.

Sir,

Sending herewith the SOE w/h June, 2004,  
List of Selected HHW Candidates and  
Proceedings dated 29.6.2004 for your perusal  
and necessary action.

Kindly acknowledge the same.

Encl: As stated

Yours faithfully,  
Ujjwal Mukherjee 6.7.04

Chairman

Suri Municipality

6/7/04



# SURI MUNICIPALITY : BIRBHUM

Memo No. 408 Date: 5/7/2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: List of selected HHW Candidates under DFID assisted Honorary Health Worker Scheme.

Ref: Your letter no. SUDA-Health/DFID/04/139 date 22.6.2004.

Sir,

With reference to your letter as noted above, names of the selected HHWs are as follows:

a) List of regular candidates of HHW:

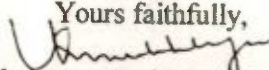
| Serial No. | Name                        | Ward No. |
|------------|-----------------------------|----------|
| 1          | Dipti Sarkar                | 18       |
| 2          | Basanti Biswas ( Sarkar )   | 17       |
| 3          | Dipika Datta Roy            | 3        |
| 4          | Panna Roy                   | 15       |
| 5          | Sujata Kesari               | 5        |
| 6          | Sarama Mahara               | 6        |
| 7          | Ganga Datta                 | 7        |
| 8          | Manimala Mitra              | 9        |
| 9          | Chhabi Mahara (Das )        | 14       |
| 10         | Ratna Majumder              | 10       |
| 11         | Chaina Begam                | 11       |
| 12         | Pampa Sinha ( Chakraborty ) | 15       |
| 13         | Madhuchhanda Choudhury      | 17       |
| 14         | Ishani Ghosal               | 1        |

b) List of 1<sup>st</sup> panel candidate ( to fill up the vacancies caused due to upgradation of HHWs to FTS in due course )

| Serial No. | Name               | Ward No. |
|------------|--------------------|----------|
| 1          | Mintu Sinha        | 6        |
| 2          | Sadhana Das        | 13       |
| 3          | Chandika Mukherjee | 12       |

c) List for 2<sup>nd</sup> panel candidates ( to fill up the vacancy in future, if any )

| Serial No. | Name            | Ward No. |
|------------|-----------------|----------|
| 1          | Bandana Das     | 7        |
| 2          | Parul Choudhury | 16       |

Yours faithfully,  
  
Chairman, Suri Municipality.



SURI MUNICIPALITY, BIRBHUM.

Memo No. 358/1 /SM. Dt. 22/6/2004



To

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality, President, MLH&FW Committee.
2. Sri Pranab Kar, Councillor-in-Charge of Health, Suri Municipality, Member, MLHFW Committee.
3. Sri R.P. Roychowdhury, D.P.O., SHSDP-II, Birbhum, Representative, D.M., Birbhum, Member, MLHFW Committee.
4. Dr. R.K. Nath, Lions' Club, Suri, Member, MLHFW Committee.
5. Mr. Lakshmi Kanta Mondal, Sri Aurebinda Anusilan Society, Suri, Member, MLHFW Committee.
6. ACMOH, Sadar, Suri, Birbhum, Member, MLHFWC.
7. Representative of Health Wing, SUDA, Member, MLHFW Committee.

sir,

You are requested to attend a meeting of the Municipal-Level Health & Family Welfare Committee to be held on 29/6/2004 at 2.00 P.M. at the Suri Municipal Office.

Yours faithfully,

( Dr. D. Bandyopadhyay )

Health Officer, Suri Municipality,

&

Secretary Convener, MLHFWC, Suri Municipality, Birbhum.

A G E N D A :-

1. To read & confirm the proceedings of the last meeting.
2. Selection of CDO, PHN-Training & Accounts Asstt. etc.
3. Selection of man power of H.P. (PTMO, ANM, Clerk-cum-Supervisor, Attendant, Sweeper, Nightguard ).
4. Purchase of materials & Furniture for the Project.
5. Miscellaneous if any.

Memo no:-

Dt.

Copy forwarded for favour of kind information to:-

The Project Director, HHW Scheme, Suri Municipality.

Secretary Convener

MLHFWC, Suri Municipal  
ity, Birbhum.



## SURI MUNICIPALITY : BIRBHUM

Memo No. 408 Date: 5/7/2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BITAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



05 JUL 2004

Sub: List of selected HHW Candidates under DFID assisted Honorary Health Worker Scheme.

Ref: Your letter no. SUDA-Health/DFID/04/139 date 22.6.2004.

Sir,

With reference to your letter as noted above, names of the selected HHWs are as follows:

a) List of regular candidates of HHW:

| Serial No. | Name                        | Ward No. |
|------------|-----------------------------|----------|
| 1          | Dipti Sarkar                | 18       |
| 2          | Basanti Biswas ( Sarkar )   | 17       |
| 3          | Dipika Datta Roy            | 3        |
| 4          | Panna Roy                   | 15       |
| 5          | Sujata Kesari               | 5        |
| 6          | Sarama Mahara               | 6        |
| 7          | Ganga Datta                 | 7        |
| 8          | Manimala Mitra              | 9        |
| 9          | Chhabi Mahara (Das )        | 14       |
| 10         | Ratna Majumder              | 10       |
| 11         | Chaina Begam                | 11       |
| 12         | Pampa Sinha ( Chakraborty ) | 15       |
| 13         | Madhuchhanda Choudhury      | 17       |
| 14         | Ishani Ghosal               | 1        |

b) List of 1<sup>st</sup> panel candidate ( to fill up the vacancies caused due to upgradation of HHWs to FTS in due course )

| Serial No. | Name               | Ward No. |
|------------|--------------------|----------|
| 1          | Mintu Sinha        | 6        |
| 2          | Sadhana Das        | 13       |
| 3          | Chandika Mukherjee | 12       |

c) List for 2<sup>nd</sup> panel candidates ( to fill up the vacancy in future, if any )

| Serial No. | Name            | Ward No. |
|------------|-----------------|----------|
| 1          | Bandana Das     | 7        |
| 2          | Parul Choudhury | 16       |

Yours faithfully,

*[Signature]*  
Chairman, Suri Municipality.

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

o/c

Ref No. ....SUDA-Health/DFID/04/139

Date .....22.06.2004

**From : Project Officer  
Health Wing, SUDA****To : The Chairman,  
Suri Municipality****Sub : List of selected HHW Candidates under DFID assisted Honorary Health  
Worker Scheme.****Sir,**

Reference is invited to your communication vide memo no. 338(5)/SM dt. 17.06.2004.

You are requested kindly to forward the names of selected HHWs apropos format given below:

a) List for regular candidates of HHW

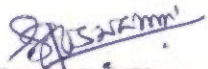
| Sl. No. | Name | Ward No. |
|---------|------|----------|
|         |      |          |

b) List for 1<sup>st</sup> panel candidates (to fill up the vacancies caused due to upgradation of HHWs to  
FTSs in due course)

| Sl. No. | Name | Ward No. |
|---------|------|----------|
|         |      |          |

c) List for 2<sup>nd</sup> panel candidates (to fill up the vacancy in future, if there be any)

| Sl. No. | Name | Ward No. |
|---------|------|----------|
|         |      |          |

**Yours faithfully**
  
**Project Officer  
22.06.2004**
**SUDA-Health/DFID/04/  
CC****The Project Director, HHW Scheme - DFID, Suri Municipality - for kind information and  
necessary action please.**
  
**Project Officer**



# SURI MUNICIPALITY, BIRBHUM

Proceedings of the Ordinary/Emergent/Special Meeting of the Board of Councillors of Suri Municipality.

Date of Meeting 12-06-04

Time 11-30 am

Meeting No. ....

Page No. 1

PROCEEDING OF AN EMERGENT MEETING OF THE  
BOARD OF COUNCILLORS OF SURI MUNICIPALITY HELD ON 12.06.04 AT  
11-30 A.M. IN THE SURI MUNICIPAL OFFICE.

## PRESENT :-

|                              |               |
|------------------------------|---------------|
| 01. Sri Ujjwal Mukherjee     | Chairman      |
| 02. Sri Sk. Mokshud...       | Vice-Chairman |
| 03. Sri Tulu Das             | Councillor    |
| 04. Smt. Anjali Mal          | - Do -        |
| 05. Smt. Manjari Das         | - Do -        |
| 06. Sri Surendra Nath Dhibor | - Do -        |
| 07. Sri Shyamal Mukherjee    | - Do -        |
| 08. Sri Manash Ghosh         | - Do -        |
| 09. Smt. Rina Dutta          | - Do -        |
| 10. Sri Narayan Karmakar     | - Do -        |
| 11. Smt. Dipti Ghosh         | - Do -        |
| 12. Sri Dipak Das            | - Do -        |
| 13. Sri Suresh Hazra         | - Do -        |
| 14. Sri Pranab Kar           | - Do -        |

-: 0 :-

Sri Ujjwal Mukherjee Chairman, Presided over the Meeting.

It is unanimously resolved that the List of 19 (Nineteen) persons as noted below, Selected <sup>for</sup> ~~of~~ Training as Honorary Health workers ( including wait-Listed Candidates) by the Municipal Level Health and Family Welfare Committee in an interview held on 07.06.04 is hereby approved and the list of 19 (nineteen) Candidates be published accordingly in the Notice Board of this Office.

01. Dipti Sarkar
02. Panna Roy
03. Dipika Dutta Roy
04. Basanti Biswas



# SURI MUNICIPALITY, BIRBHUM

Proceedings of the Ordinary/Emergent/Special Meeting of the Board of Councillors of Suri Municipality.

Date of Meeting ..... 17-6-04.

Time..... 11-30 am

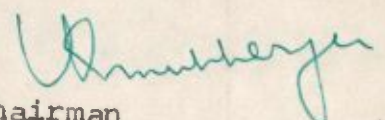
Meeting No. ....

Page No. .... 02

05. Sujata Keshari
06. Sarama Mahara
07. Ganga Dutta
08. Moni Mala Mitra
09. Ratna Majumdar
10. China Begum
11. Chhabi Mahara
12. Pampa Sinha ( Chakraborty )
13. Madhu Chhanda Choudhury
14. Ishani Ghosal
15. Sadhana Das
16. Mintu Sinha
17. Chandika Mukherjee
18. Bandana Das
19. Parul Chowdhury.

-: 0 -:

Chairman is authorised for taking further necessary action.

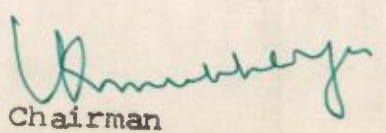
  
Chairman  
Suri Municipality 12-06-04.

Memo No. 338(5) /S.M.

dt. 17-06-04.

Copy forwarded for favour of information and necessary action to the :-

1. District Magistrate, Birbhum
2. D.L.B. Govt. of W.B.
3. Dy. Director of Local Bodies, Burdwan Division
4. Project Director & A.D.M. Birbhum (D)
5. Project Officer (Health) S.U.D.A.

  
Chairman  
Suri Municipality  
17-06-04.



॥ মির্জা পোরমডা : বীরভূম ॥

স্বৈচ্ছামেবী দ্বাধ্যক্ষমী প্রকল্প (ডি.এফ.আই.ডি.র  
মহায়তায়)

নোটিশ

এতদ্বারা মির্জা পোরমডার দরিদ্রসীমার  
নীচে অবস্থিত জনসাধারণের নিকটে হইতে  
স্বৈচ্ছামেবী দ্বাধ্যক্ষমী পদের জন্য দরখাস্ত  
আহ্বান করা হইতেছে। এই পদের জন্য প্রার্থী-  
গণের যোগ্যতা নিম্নরূপ :-

- ১) প্রার্থীক অবশ্যই মহিলা হইতে হইবে।
- ২) বি.পি.এল তালিকাভুক্ত হইতে হইবে।
- ৩) ৩৫-৪৫ এর মধ্যে বয়স হইতে হইবে।
- ৪) ন্যূনতম অষ্টম শ্রেণী পাশ হইতে হইবে।
- ৫) সামাজিক কাজ করার আগ্রহ এবং অভিজ্ঞতা  
বিস্তারিত।
- ৬) প্রার্থীক অবশ্যই মহাস্থিষ্ণু এলাকার (ব্লকের)  
বাসিন্দা হইতে হইবে।

প্রয়োজনীয় কাগজপত্রাদি সহ দরখাস্ত মির্জা  
পোরমডা অফিসে ২৪/৫/২০০৪ হইতে ৩০/৫/২০০৪  
তারিখ বেলা ৩টার মধ্যে মহাস্থিষ্ণু স্থানকরা  
বাক্সে জমা দিতে হইবে।

ইন্টার ডিভ এর তারিখ ৭-৬-২০০৪ ৩৮-৬-২০০৪  
প্রত্যহ ২৯টা থেকে ৪টা পর্যন্ত।

প্রার্থীদের কোন ইন্টার ডিভ লেটার পাঠানো হইবে না।  
নিম্ন প্রদত্ত চক্র (Program) অনুযায়ী দরখাস্ত  
জমা দিতে হইবে।

উজ্জ্বল সুখোপাধ্যায়

মডাপাতি ২০/৫/০৪

মির্জানিমিত্রাল লেডেন হেড্রি ৩  
মহাস্থিষ্ণু ওয়েলফেয়ার কমিটি,  
মির্জা পোরমডা।

নং 183/1 (1-2) তারিখ 20.5.2004

বহুল প্রচারের জন্য অনুলিপি প্রেরিত হইল:-

- ১) মাননীয় জেলা সমাহতা, বীরভূম, মির্জা।
- ২) মূখ্য দ্বাধ্যক্ষ অধিকারিক, বীরভূম, মির্জা।

উজ্জ্বল সুখোপাধ্যায়

২০/৫/০৪



শ্বেচ্ছা মেবী আত্মকৰ্ম নিয়োজিত আবেদনপত্ৰ

১) আবেদনকাৰিনীৰ নাম :

২) আবেদনকাৰিনীৰ পিতা/পুত্ৰীৰ নাম

৩) পূৰ্বোচ্চ বিদ্যালয় :  
(মহাশিল্পী এলাকা ও বুলকাই)

৪) শিক্ষাসংগত যোগ্যতা :

৫) বয়স :

৬) বি. পি. এল তালিকাভুক্ত :  
কৰ্মস্থান নং

৭) সামাজিক সেবাস্থল :  
বসন্ত কেন্দ্র  
অভিজ্ঞতা আছে কিনা?

উপৰোক্ত বিবরণ আমাৰ জ্ঞান ও বিশ্বাস-  
মতে সত্য।

<আবেদনকাৰিনীৰ স্বাক্ষৰ>

বিঃদ্র: শিক্ষাসংগত যোগ্যতা, বয়স ইত্যাদিৰ সত্যতা  
সহ নিজহাতে উপৰোক্ত চক্রে পূৰণ কৰে ২৪-৫-২০০৪  
২৪-৫-২০০৪ তারিখে পৰ্যন্ত বেলুচ ৩৪৭৭ মণ্ডল  
সিউডি পৌৰসভা অফিসে মহাশিল্পী মিলন বৰা  
বাক্ত জমা দিতে হইবে।



মিডেল পোর সভা : বীরভূম

স্বচ্ছাচারী আর্থিক কর্ম প্রকল্প (ডি.এফ. আই.ডি. সহায়তায়)

নিম্নলিখিত আবেদনকারীদের ইং ৭-৩-২০০৮, মোমবার, মিডেল মিডনিমিপিয়ারলি ফ্রি আইআরী স্কুলে ইন্টারভিউ-এ হাজির হওয়ার জন্য অনুরোধ করা হইতেছে। যেনা ২২ তারিখ ইন্টারভিউ শুরু হইবে।

সকল আবেদনকারীদের "জরিজিহাল - মার্কেটিং" ও প্রয়োজনীয় কাগজপত্র সহ হাজির হওয়ার জন্য অনুরোধ করা হইতেছে।

| <u>ক্রমিক নং</u> | <u>নাম</u>               | <u>পিতা/পুত্রের নাম</u>     |
|------------------|--------------------------|-----------------------------|
| ১.               | মিতা মরকার               | ৷ বীরেন্দ্র কুমার মরকার     |
| ২.               | রুপা ভারতি               | পিতা- অজিত মুখার্জী         |
| ৩.               | নাজমিন আজাদ              | পিতা- মোহাম্মদ হোসেন মোল্লা |
| ৪.               | বিষ্ণু রায় (স্বর্গত)    | পিতা- সুব্রত চক্রবর্তী      |
| ৫.               | সাবনা বার্ডি             | পিতা- গোপাল চন্দ্র বার্ডি   |
| ৬.               | কল্পনা দে                | পিতা- ৷ অনিল দে             |
| ৭.               | পান্না রায় (বিশ্বাস)    | পিতা- মানব রায়             |
| ৮.               | মুন্সিফা চৌধুরী          | পিতা- শ্যামা প্রসন্ন চৌধুরী |
| ৯.               | সায়ম মুন্সিফা           | আবুল হকমান                  |
| ১০.              | সবিতা মার্ড              | পিতা- মম্বুর মার্ড          |
| ১১.              | নওফারুন্না বিবি          | পিতা- গিয়াসুদ্দিন খান      |
| ১২.              | চন্দনা মল্লিক ক্যানার্জি | পিতা- গোতম ক্যানার্জি       |
| ১৩.              | মুনসুরা খাতুন            | পিতা- ৷ মোহাম্মদ হোসেন      |
| ১৪.              | বেধা মন্ডল               | পিতা- মধু মন্ডল             |
| ১৫.              | সঞ্জয় দাস               | পিতা- ৷ বসুদেব দাস          |
| ১৬.              | বেধা দে (বিব)            | পিতা- মুশানু দে             |
| ১৭.              | চন্দনা রায়              | পিতা- সত্যেন্দ্র রায়       |
| ১৮.              | কমলি খানদার (মিনতা)      | পিতা- প্রভাত খানদার         |



ক্রমিক নং নাম

পিতা/দ্বায়ের নাম

|     |                           |                               |
|-----|---------------------------|-------------------------------|
| ১৯. | অঞ্জু দাস                 | দ্বা - সার্বিন দাস            |
| ২০. | সর্পী দত্ত                | পি - v সোলক দত্ত              |
| ২১. | মিতা মাহা                 | পি - v বোধন চন্দ্র মাহা       |
| ২২. | উমা স্ত্র (দত্ত)          | দ্বা - মনয় স্ত্র             |
| ২৩. | মালা বিবি                 | দ্বা - মনোয়ারুল ইসলাম        |
| ২৪. | তুঙ্গী বিষ্ণু             | দ্বা - পার্থ সুবীর বিষ্ণু     |
| ২৫. | অঞ্জনা মন্ডল (মিনহা)      | দ্বা - বিনু মিনহা             |
| ২৬. | পার্বী চাকর               | দ্বা - মতনাবায়ন চাকর         |
| ২৭. | মিনু মিনহা                | পি - v শঙ্কর কুমার মিনহা      |
| ২৮. | ইশানী ছোশাল               | দ্বা - শিবরাম ছোশাল           |
| ২৯. | সবমা মাহা                 | দ্বা - দুপন মাহা              |
| ৩০. | মু কামর                   | দ্বা - মুকুমার কামর           |
| ৩১. | মহিতা কানাজী              | পি - মুহম্মদ চন্দ্র কানাজী    |
| ৩২. | বিজয়া চৌধুরী             | পি - v তৈয়্যেব চৌধুরী        |
| ৩৩. | মানিমালা মিত্র (দত্ত)     | দ্বা - হরিমর্দন মিত্র         |
| ৩৪. | মামিমাহা বেগম             | দ্বা - মোহাম্মদ বেগম          |
| ৩৫. | অপর্ণা কামর               | দ্বা - দিল্লী কামর            |
| ৩৬. | বেবা বঙ্কিত               | দ্বা - v তৈয়্যেব নর্থ বঙ্কিত |
| ৩৭. | হাসি মালাকামর             | দ্বা - অপু মালাকামর           |
| ৩৮. | মহিমা বিবি                | দ্বা - আজাদ খান               |
| ৩৯. | মানিকা রায়               | দ্বা - মনয় মুখার্জী          |
| ৪০. | বৃষ্ণা দাস                | দ্বা - প্রভাত দাস             |
| ৪১. | পারুল চৌধুরী              | দ্বা - v সৈয়দ চৌধুরী         |
| ৪২. | কাজল দত্ত                 | দ্বা - শ্যামল কুমার দত্ত      |
| ৪৩. | কাঞ্চন ছোশ                | পি - বিনয় নর্থ ছোশ           |
| ৪৪. | মুজাতা বৈষ্ণবী            | দ্বা - v লক্ষ্মীপদ বৈষ্ণবী    |
| ৪৫. | মেজনা রায় (চৌধুরী)       | দ্বা - আশীষ রায়              |
| ৪৬. | পদ্মা মিনহা (চন্দ্রবর্তী) | দ্বা - আশীষ মিনহা             |



| ক্রমিক নং | নাম                   | পিতা/দ্বায়ের নাম              |
|-----------|-----------------------|--------------------------------|
| ৪৭.       | দীপ্তি সরকার          | দ্বা - v মনোহর সরকার           |
| ৪৮.       | চায়না বেগম           | দ্বা - কাজি আবু হোসেন          |
| ৪৯.       | মঞ্জু সরকার           | পি - v মনোরঞ্জন সরকার          |
| ৫০.       | অনিকা বেগম            | মহ: আমমুজ্জোহা                 |
| ৫১.       | আমমাতরা বেগম          | পি - মহ: আয়েবাব বহমান         |
| ৫২.       | শিপ্রা মিত্র          | পি - v মুকীল মিত্র             |
| ৫৩.       | ব্রজা মজুমদার         | পি - v উপেন্দ্র চন্দ্র মজুমদার |
| ৫৪.       | বাসন্তি সরকার         | পি - v বৈদ্যনাথ সরকার          |
| ৫৫.       | মুকুতা রায়           | দ্বা - v অজিত কুমারী           |
| ৫৬.       | বাহারা বেগম           | দ্বা - মেঘ হোসেন               |
| ৫৭.       | চন্দ্রা চৌধুরী        | পি - v অনিল কুমার চৌধুরী       |
| ৫৮.       | নেপনা কাহার           | দ্বা - টিঙ্কু কাহার            |
| ৫৯.       | ভাবতী মিনহা চৌধুরী    | দ্বা - সার্বিন মিনহা           |
| ৬০.       | মঞ্জু মিনহা           | পি - v অনিলাল মিনহা            |
| ৬১.       | অপরাজিতা কুমারী       | পি - v অসীমা চন্দ্র কুমারী     |
| ৬২.       | সুনসুন দাস            | দ্বা - দামোদর চন্দ্র দাস       |
| ৬৩.       | শবুলা দাস             | দ্বা - সুবোধ চন্দ্র দাস        |
| ৬৪.       | মায়রা বেগম           | পি - মেঘ লোকমান                |
| ৬৫.       | বীতা মাহা             | দ্বা - রমাশঙ্কর মাহা           |
| ৬৬.       | প্রতিমা মাল           | দ্বা - নিচু মাল                |
| ৬৭.       | প্রসতি কাহার          | দ্বা - পিনু কাহার              |
| ৬৮.       | মীনা ভট্টাচার্য       | দ্বা - দুলাল চন্দ্র ভট্টাচার্য |
| ৬৯.       | শৈবা মাহা             | দ্বা - v দারামিত্র মর্দার      |
| ৭০.       | পূর্ণিমা হাজরা (মাহা) | পি - মতীন্দ্র নাথ হাজরা        |
| ৭১.       | বন্দনা দাস            | পি - বিজয় কুমার দাস           |
| ৭২.       | স্নিগ্ধা বর্ডেড়ি     | পি - নবকুমার বর্ডেড়ি          |
| ৭৩.       | চয়নিকা সরকার         | পি - মনোরঞ্জন সরকার            |
| ৭৪.       | বর্না দাস             | পি - v অচ্যুত কুমার দাস        |



**SURI MUNICIPALITY : BIRBHUM**

Memo No. 227 Date: 26.5.2004

From  
President, Municipal Level Health & Family Welfare Committee  
&  
Chairman, Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.



Sub: Prayer for approval of the resolution No. 4 of the meeting of Municipal Level Health and Family Welfare Committee, which was held on 23-2-2004.

Madam,

I am sending herewith a copy of resolution of the meeting of the Municipal Level Health & Family Welfare Committee, which was held on 23-2-2004 at 1 PM at the Suri Municipal Office. Your kind attention is drawn to the resolution no. 4 which is self explanatory, for favour of your perusal and taking necessary action.

Yours Faithfully

*U. Mukherjee* 26.5.04

President,

Municipal Level Health & Family Welfare Committee.

Encl: As stated.



28 MAY 2004



(2)

**PROCEEDINGS OF THE MEETING OF MUNICIPAL LEVEL HEALTH AND FAMILY WELFARE COMMITTEE HELD ON 23-2-04 AT 1-00 PM AT SURI MUNICIPAL OFFICE.**

**Members Present:**

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality
2. Sri Pranab Kar, Councillor-in-charge , health
3. Dr. R K Nath, Representative of Lions' Club, Suri
4. Sri R P Roychowdhury, Representative of DM , Birbhum
5. Sri L K Mondal, Representative of Sri Aurobindo Anusilan Society
6. Dr. D Bandyopadhyay, HO , Suri Municipality.

Sri Ujjwal Mukherjee, Chairman presided over the meeting.

1 Approved the proposal for engagement of Municipal employees for the post of Data entry operator, Clerk-cum-storekeeper and Attendant as members of MMC for the DFID assisted Health Project and resolved that the names of the following Municipal Employees are approved for the post as noted against each:

- a) Somnath Das      Data entry operator
- b) Suranjan Ghosh      Clerk-cum-storekeeper
- c) Pradip Chandra      Attendant.

2 Approved the proposal of 22 numbers of Block for the Health Scheme ( DFID assisted ) on the basis of Survey List of SJSRY as the BPL List has not yet been approved by the DM, Birbhum.

3 Approved the proposal of panel of 29 numbers of Honorary Health Worker(HHW) (including 30% reserve ) on the basis of BPL population. A panel of 29 HHW would be prepared after observing the formalities.

4. An elaborate discussion has been made as regards to the engagement of personnel in the Municipal Management Cell (MMC). During the time of discussion, some confusions have been cropped up regarding the remuneration/honorarium to the post of Health Officer, Data Entry operator, Clerk-cum-storekeeper and Attendant. In the G.O. bearing No 86.MA/P/C-10/35-51/2002 it is stated that the Assistant Health Officer will get consolidated pay @ Rs. 8000/- per month . But in this municipality there is a full-fledged Health Officer who use to draw a consolidated amount to the tune of Rs. 5000/- P.M. In this instant case the committee resolved that the HO is entitled to get extra honorarium/remuneration to the tune of Rs. 3000/- PM.

As regards to the Data Entry Operator and Clerk-cum-Storekeeper, it is resolved that a honorarium/remuneration to the tune of Rs. 1000/- for each should be paid, considering their extra load of works.

As regards to the attendant, it is also resolved that a honorarium/remuneration to the tune of Rs. 500/- should be paid, considering his extra load of work.

The above noted facts for remuneration/ honorarium be sent to the appropriate authority for necessary approval as a measure to observe the financial discipline.

  
23.2.04  
President,

Municipal Level Health & Family Welfare Committee.



॥ মির্জিলা পৌরসভা : বীরভূম ॥  
 স্বচ্ছাশ্রমী স্বাধ্যক্ষী প্রকল্প (বি. এম. আই. ডি'র সহায়তায়)  
 ২০০৪ সালের জুলাই মাস পর্যন্ত এই প্রকল্পের কাজের খতিয়ান।

| ক্রমিক নং | কাজের বিবরণ   | মাস          |
|-----------|---|--------------|
| ১.        | মির্জিনিমিপ্র্যাল হেল্প এন্ড যুগ্মমিলি ওয়েল-<br>ফেয়ার কমিটি গঠন।  | ১৪-২-২০০৬    |
| ২.        | প্রকল্পটি অবহিত করার জন্য পৌরসভার<br>মন্ত্রণ কার্ডগুলির এবং আফিসারদের<br>নিয়মিত সভা।   | ২৪-২-২০০৬    |
| ৩.        | প্রকল্পটি অবহিত করার জন্য কমিটি<br>ডেউলপেন্ডেন্ট মোমাইটি - ১ এবং ২ এর<br>গঠন ও বিভিন্ন সদস্যদের নিয়মিত সভা।  | ১৩-২-২০০৪    |
| ৪.        | মির্জিনিমিপ্র্যাল ম্যানুয়াল মেম্বার-এ<br>ক) ডাটা এন্ট্রি অপারেটর<br>খ) ব্লক - কাম - স্টোর কিপার<br>গ) ট্রেনিং নিয়োগ।  | ১৬-২-২০০৪    |
| ৫.        | গ্রাডুআইসার হেল্প, মুজা এবং প্রোজেক্ট<br>আফিসার, হেল্প, মুজার উপস্থিতিতে<br>“সমন্বিত জে.এস. মেশিন” অনুষ্ঠিত<br>হয়েছে, নিম্নলিখিত অংশগ্রহণকারীদের<br>উপস্থিতিতে : -<br>ক) পৌরপতি, উপ-পৌরপতি এবং<br>মন্ত্রণ কার্ডগুলির গঠন।<br>খ) মির্জিনিমিপ্র্যাল হেল্প এন্ড যুগ্মমিলি<br>ওয়েল ফেয়ার কমিটির সদস্য।<br>গ) আই.এম.এ'র সদস্য।<br>ঘ) এগুড ও প্রকল্পের সহিত যুক্ত পৌরসভার<br>আফিসারিক ও কর্মী। | ১২-৩-২০০৪    |
| ৬.        | বি.পি.এল ওলিফস অনুযায়ী মির্জিলা<br>পৌরসভার ম্যাপ ব্লক নির্দিষ্টকরণ।  | মার্চ - ২০০৪ |



| ক্রমিক নং | কাজের বিবরণ   | মময়                      |
|-----------|---|---------------------------|
| ৭.        | <p>প্রোজেক্ট প্রোগ্রামাল তৈরী করার নির্দেশিকা লইতে মুজা আহ্বাজিত মিটিং-এ উপস্থিত চারজন অংশগ্রহন করীর নাম -</p> <p>ক. শ্রী পঙ্কজ কুমার চন্দ্র</p> <p>খ. ডাঃ দিলীপ বন্দ্যোপাধ্যায়</p> <p>গ. মোমনাথ দাস</p> <p>ঘ. মুরঞ্জুন হোসেন।</p> | ০৫-০৫-২০০৮                |
| ৮.        | <p>প্রোজেক্ট প্রোগ্রামাল তৈরী শুরু হইয়া গিয়াছে, পুর শীঘ্রই শেষ হইয়া যাইবে।</p>   |                           |
| ৯.        | <p>স্বৈচ্ছা মেবী স্বাধ্যক্ষী নিয়োগের জন্য দরখাস্ত গ্রহন শুরু হইয়াছে।</p>  | ২৪-০৫-২০০৮<br>তারিখ হইতে। |



*Ummukteng*  
Chairman 26.5.04  
Suri Municipality

File

**PROCEEDINGS OF THE MEETING OF THE MUNICIPAL LEVEL  
HEALTH AND FAMILY WELFARE COMMITTEE HELD ON 19/05/2004  
AT 1 P.M. AT THE SURI MUNICIPAL OFFICE.**

---

Members Present:

1. Sri Ujjwal Mukherjee, Chairman , Suri Municipality.
2. Sri Pranab Kar, C-I-C, Health, Suri Municipality.
3. Dr. Dilip Bandyopadhyay, Health Officer, Suri Municipality.
4. Dr. R.K Nath, Representative, Lions' Club, Suri.
5. Sri R.P Roychoudhury, Representative, D.M. Birbhum.
6. Sri L.K.Mandal, Representative, Sri Aurobindo Anusilan Society.



- 4 JUN 2004

Sri Ujjwal Mukherjee presided over the meeting.

1. Read and confirmed the proceedings of the last meeting with the following modification:

- (1) In the resolution No. 2 dt 23/2/2004, the number of blocks under HHW scheme would be 14 instead of 22 , which was noted in the previous resolution.

2. Discussed about the nomination of the trainer for HHWs and resolved that 3 Doctors and one PHN would be nominated ( as per guideline of the number of trainers).

Further resolved that Dr. Dilip Bandyopadhyay, H.O. , Suri Municipality and Dr. Ratan Datta are hereby nominated for the purpose, and Dr R.K. Nath, one of the member of this Committee was requested by all the members to take part in the training process as he is an expert in the field of imparting training in different health projects.

It was also resolved that Smt Aruna Biswas PHN of PP Unit, Suri Sadar Hospital would also take part in the training of the HHWs. The Health Officer, Suri Municipality, informed the committee that he already had discussion in this matter with Smt. Biswas, CMOH, Birbhum, and the Superintendent, Suri Sadar Hospital, and they all have agreed that Mrs. Biswas would be one of the trainers in addition to her usual job responsibility.

It was also resolved that Health Officer , S.M. was authorized to make necessary alternate arrangement, if Dr. Nath and Mrs Biswas feels difficulty to train up the HHWs.

3. Discussed about the administrative control and supervision of HHW scheme by the E.O., Suri Municipality and after prolonged discussion it was resolved that the services of E.O. will be utilized in addition to his own duties as and when necessary for successful implementation of the scheme. He will perform duties in this scheme as per guideline of the Chairman.



4. As regards formation of the Selection Committee for the selection of HHW, it was resolved that the Municipal Level Health and Family Welfare Committee will act as the selection committee ( as per guideline ).

Further resolved that a sub-committee for scrutiny would be formed with the following municipal employees. Under the supervision of the H.O., this sub-committee would scrutinize all the applications for the post of HHWs, duly received by this office.

Sub-committee for scrutiny of applications would comprise of the following members:

- 1) Health Officer
- 2) Sri Sunil Pal, SAE
- 3) Sri Suranjan Ghosh, Clerk
- 4) Sri Somnath Das, Clerk
- 5) Head Clerk, Suri Municipality.

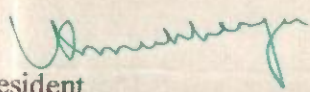
For the purpose of selection of HHWs, the following schedule was prepared:

- 1) Notice for inviting application would be published on 20-5-04.
- 2) Date of receiving application: 24-5-2003 to 31-5-04 upto 3 P.M.
- 3) Date of scrutiny- 1-6-2004 to 5-6-2004 during office hours.
- 4) Date of interview- 7-6-2004 to 8-6-2004 .
- 5) Place of interview -Suri Municipal Free Pry. School
- 6) Time of interview- from 11-00 AM to 4 PM.

The notice inviting application would be displayed in the notice board of this office and also local offices for circulation. It was also resolved that no individual interview letter would be sent to the candidates.

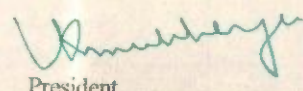
5. Discussed about involvement of NGOs in this scheme(HHW Scheme, DFID assisted). The committee requested Dr. Nath , member of Lions' Club and Sri Lakshmi Kanto Mondal, member of Sri Aurobindo Anusilan Society, to explore the possibility of active involvement of their NGOs.

The meeting ended with vote of thanks to all present.

  
President,  
Municipal Level Health and Family Welfare Committee,  
Suri, Birbhum.

Memo No. 262 (1-8)SM Date: 2.6.2004  
Copy forwarded to:

1. Sri Pranab Kar
2. Sri R.P. Roy Choudhury
3. Dr. R. K. Nath
4. Sri L.K. Mondal
5. ACMOH, Sadar, Suri, Birbhum.
- ✓ 6. Representative of Health Wing, SUDA,
7. Dr. D. Bandyopadhyay.
8. E.O. Suri Municipality

  
President,  
Municipal Level Health and Family Welfare Committee.



# SURI MUNICIPALITY: BIRBHUM

Memo No. 258(2)SM

Date: 2/6/04

To

1. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality, Member, Municipal Level Health & Family Welfare Committee (MLHFWC).
2. Sri R.P. Roy Choudhury, DPO, SHSDP-II, Birbhum, Representative, DM, Birbhum. Member, MLHFWC.
3. Dr. R.K. Nath, Lions' Club, Suri. Member, MLHFWC.
4. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri. Member, MLHFWC.
5. ACMOH, Sadar, Suri, Birbhum. Member, MLHFWC.
6. Representative of Health Wing, SUDA, Member, MLHFWC.
7. Dr. Dilip Bandyopadhyay, Health Officer, Suri Municipality, Secretary-Convener, MLHFWC.



- 4 JUN 2004

Sub: Interview for the selection of Honorary Health Worker

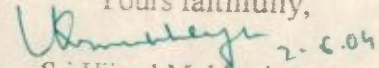
Sir,

As decided in the last meeting of Municipal Level Health & Family Welfare Committee held on 19.5.2004, the interview for the selection of HHWs will be held on 07.6.2004 and 08.6.2004 at Suri Municipal Free Primary School from 11-00A.M. to 4 P.M.

As member of the selection committee, you are requested to attend at place and date & time, so scheduled, for taking interview of the applicants.

Thanking you,

Yours faithfully,



Sri Ujjwal Mukherjee,

President, Municipal Level Health & Family welfare Committee (MLHFWC).  
& Chairman, Suri Municipality, Birbhum

Memo No. / SM/2004/ Dated the June, 2004

Copy to:

The Executive Officer, Suri Municipality, for favour of his information.

President,  
Municipal Level Health & Family Welfare Committee  
and  
Chairman, Suri Municipality, Birbhum



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal****SUDA-Health/DFID/04/111**

Ref No. ....

Date ..... **02.06.2004**

**From : Dr. Shibani Goswami**  
**Project Officer**  
**Health Wing, SUDA**

**To : The Chairman,**  
**Suri Municipality**

**Sub : Grass-root Level Manpower and Health Facilities under**  
**DFID assisted Honorary Health Worker Scheme.**

Sir,

Apropos no. of BPL population submitted by you, the grass-root level manpower and health facilities have been worked out as indicated in the tables below :-

Table - 1

| BPL Population submitted by you | No. of Blocks | No. of HHWs (Regular) | 1 <sup>st</sup> Panel for replacement of HHWs to be upgraded to FTS (20% of regular HHWs) | 2 <sup>nd</sup> Panel for filling of the vacancies, if required in future (10% of regular HHWs) | Total no. of HHWs to be selected and trained | No. of Regulars HHWs to be engaged after completion of successful training |
|---------------------------------|---------------|-----------------------|---|---|--|--|
| 13620                           | 14            | 14                    | 3   | 2   | 19   | 14   |

Table - 2

| Target no. of SHP / No. of FTSS | No. of HP | Manpower of HP |     |              |           |         |             |
|---------------------------------|-----------|----------------|-----|--------------|-----------|---------|-------------|
|                                 |           | PTMO           | ANM | Clerk cum SK | Attendant | Sweeper | Night Guard |
| 3 / 3                           | 1         | 2              | 2   | 1            | 1         | 1       | 1           |

- While writing project proposal the above nos. of grass root level manpower and health facilities are to be taken into cognizance.

Contd. to P-2.

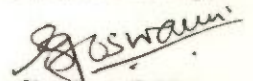
- During selection of HHWs no. of regular candidates and both the panel candidates are to be strictly adhered to. The lists of both panel candidates are to be prepared serially on merit basis. Thus total no. of HHWs and the panel candidates should undergo training at a time. After successful completion of the training only the regular HHWs are to be engaged. Guideline for selection of HHWs have already been issued by this office.
- No. of SHPs as specified in Table - 2 are to be identified more or less centrally to the BPL population to be served under that particular SHP to facilitate easy access.
- FTSs for SHP are to be selected from amongst the HHWs working at least for 6 months. Detail guideline will be issued in due course.
- The Health Post (HP) is to be identified ideally in central point of all SHPs.
- Manpower of HP i.e. Part time Medical Officer, ANM, Clerk cum Store Keeper, Attendant, Sweeper and Night Guard are to be selected through the process like Notification, Receipt of Applications, Interview and Selection by Health & FW Committee and approval by Board of Councillors. Selection process may start now. Engagement instruction will be issued by this office only after approval of your project proposal by the DHFW. The personnel are to be engaged on contractual basis for the period upto 31.01.2005.
- Working hours of the grass root level personnel will be from 12 noon to 4 p.m.
- Honorarium for the grass root level personnel apropos approved project proposal are as under :-

*(Amount in Rs.)*

| Personnel                       | HHW   | FTS   | PTMO   | ANM    | Clerk cum SK | Attendant | Sweeper | Night Guard |
|---------------------------------|-------|-------|--------|--------|--------------|-----------|---------|-------------|
| Honorarium per person per month | 750/- | 920/- | 1600/- | 1250/- | 850/-        | 650/-     | 450/-   | 450/-       |

You are requested kindly to take necessary action accordingly.

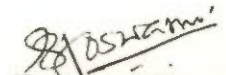
Yours faithfully,

  
Project Officer  
02.06.2004

SUDA-Health/DFID/04/\ (1)

CC

The Project Director, HHW Scheme - DFID, Suri Municipality - for kind information and necessary action.

  
Project Officer



# SURI MUNICIPALITY: BIRBHUM

Memo No. 1317/SM

Date: 11.5.2004



14 MAY 2004

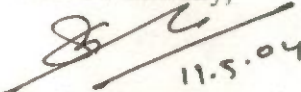
To

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).
2. Sri Pranab Kar, Councillor-in-charge of Health, Suri Municipality,  
Member, MLHFWC.
3. Sri R.P. Roy Choudhury, DPO, SHSDP-II, Birbhum, Representative, DM, Birbhum.  
Member, MLHFWC.
4. Dr. R.K. Nath, Lions' Club, Suri.  
Member, MLHFWC.
5. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.
6. ACMOH, Sadar, Suri, Birbhum.  
Member, MLHFWC.
7. Representative of Health Wing, SUDA,  
Member, MLHFWC.

Sir,

You are requested to attend a meeting of the Municipal level Health & Family Welfare Committee to be held on 19<sup>th</sup> May, 2004 at 1-00 PM at the Suri Municipal Office.

Yours Faithfully,

  
11.5.04  
(Dr. D. Bandyopadhyay )  
Health Officer, Suri Municipality  
&  
Secretary-Convenor, Municipal  
Level Health & Family Welfare  
Committee.  
Suri Municipality, Birbhum.

Agenda :

1. To read and confirm the proceedings of the last meeting.
2. Nomination of the Trainers for HHW trainees.
3. To empower the E.O. of Suri Municipality for administrative control & supervision of HHW Scheme.
4. Formation of selection committee for selection of HHWs and members of MMC, discussion on mode of selection, and related subject.
5. Discussion on involvement of NGOs in the scheme.
6. Miscellaneous.

(2)

**PROCEEDINGS OF THE MEETING OF MUNICIPAL LEVEL HEALTH AND FAMILY WELFARE COMMITTEE HELD ON 23-2-04 AT 1-00 PM AT SURI MUNICIPAL OFFICE.**

**Members Present:**

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality
2. Sri Pranab Kar, Councillor-in-charge, health
3. Dr. R K Nath, Representative of Lions' Club, Suri
4. Sri R P Roychowdhury, Representative of DM, Birbhum
5. Sri L K Mondal, Representative of Sri Aurobindo Anusilan Society
6. Dr. D Bandyopadhyay, HO, Suri Municipality.

Sri Ujjwal Mukherjee, Chairman presided over the meeting.

1 Approved the proposal for engagement of Municipal employees for the post of Data entry operator, Clerk-cum-storekeeper and Attendant as members of MMC for the DFID assisted Health Project and resolved that the names of the following Municipal Employees are approved for the post as noted against each:

- a) Somnath Das Data entry operator
- b) Suranjan Ghosh Clerk-cum-storekeeper
- c) Pradip Chandra Attendant.

2 Approved the proposal of 22 numbers of Block for the Health Scheme ( DFID assisted ) on the basis of Survey List of SJSRY as the BPL List has not yet been approved by the DM, Birbhum.

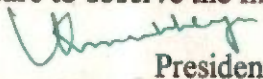
3 Approved the proposal of panel of 29 numbers of Honorary Health Worker(HHW) (including 30% reserve ) on the basis of BPL population. A panel of 29 HHW would be prepared after observing the formalities.

4. An elaborate discussion has been made as regards to the engagement of personnel in the Municipal Management Cell (MMC). During the time of discussion, some confusions have been cropped up regarding the remuneration/honorarium to the post of Health Officer, Data Entry operator, Clerk-cum-storekeeper and Attendant. In the G.O. bearing No 86.MA/P/C-10/35-51/2002 it is stated that the Assistant Health Officer will get consolidated pay @ Rs. 8000/- per month. But in this municipality there is a full-fledged Health Officer who use to draw a consolidated amount to the tune of Rs. 5000/- P.M. In this instant case the committee resolved that the HO is entitled to get extra honorarium/remuneration<sup>^</sup> the ~~to~~ tune of Rs. 3000/- PM.

As regards to the Data Entry Operator and Clerk-cum-Storekeeper, it is resolved that a honorarium/remuneration to the tune of Rs. 1000/- for each should be paid, considering their extra load of works.

As regards to the attendant, it is also resolved that a honorarium/remuneration to the tune of Rs. 500/- should be paid, considering his extra load of work.

The above noted facts for remuneration/ honorarium be sent to the appropriate authority for necessary approval as a measure to observe the financial discipline.

 23.2.04  
President,

Municipal Level Health & Family Welfare Committee.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-Health/DFID/04/75

Date 05.2004.....

**From : Dr. Shibani Goswami  
Project Officer,  
Health Wing, SUDA**

**To : The Chairman,  
Koch Bihar / Baharampur / Suri / Purulia /  
Bankura / Kalna / Krishnagar / Medinipur Municipality.**

**Sub : Forwarding documents on selection and engagement of manpower  
under DFID assisted Honorary Health Worker Scheme .**

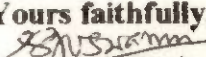
Sir/ Madam,

The documents i.e. (a) Notification, (b) Selection by Municipal Level Health & FW committee, (c) Minutes of the Board Meeting approving the selection, (d) Engagement order along with job responsibilities and joining report will be required by this office for selection and engagement of manpower at MMC of your ULB.

The similar documents will also be required for selection and engagement of manpower at Block and HP Level, as and when applicable.

The above documents are to be forwarded to DHFW by this office for documentation on process indicators.

You are requested to forward the same to the undersigned as soon as engagement is over for each category.

Yours faithfully,  
  
Project Officer  
11.05.2004

SUDA-Health/DFID/04/75(1-8)

CC

Project Director, ..... Municipality for favour of kind information and necessary action please.

  
Project Officer

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091.

West Bengal

SUDA-Health/DFID/04/67

Ref No. ....

28.04.2004

Date .....

**From : Dr. Shibani Goswami  
Project Officer,  
Health Wing, SUDA**

**To : The Chairman,  
Baharampur / Suri Municipality.**

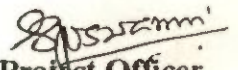
**Sub : Discussion on writing of Project Proposal by the ULB in connection  
with DFID assisted Honorary Health Worker Scheme**

Sir,

Apropos telephonic discussion on date, you are requested to make it convenient to be present in the in the discussion session on the subject mentioned above at SUDA, Health Wing on 05.05.2004 at 12 noon.

In this connection, it is to mention~~ed~~ that the personnel who will be involved by you in writing Project Proposal are also to be present to participate in the said discussion session.

Yours faithfully,

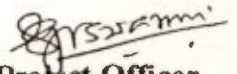
  
Project Officer

SUDA-Health/DFID/04/67(1-2)

28.04.2004

CC

Project Director, Baharampur / Suri Municipality for favour of kind information and necessary action please.

  
Project Officer



## SURI MUNICIPALITY : BIRBHUM

Memo No. 34 Date: 8.4.04

From  
Chairman,  
Suri Municipality, Birbhum.



To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

8 APR 2004

Sub: prayer for granting a LCD Projector and a Laptop Computer  
for the purpose of training.

Madam,

Reference is drawn to your office communication bearing no. SUDA-Health/DFID/04/46 dated 31.03.04, wherein it was directed to the MMC from your end to procure an Automatic Slide Projector for training.

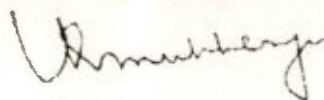
Considering the use and effectiveness of a projector for the purpose of training, it was decided by the existing members of MMC, that a LCD Projector would be more useful for the purpose, as this can be used with Desktop/Laptop Computer.

May I request you to consider our prayer for allowing us to procure a LCD Projector instead of Automatic slide projector.

In this regard, it is also requested to grant us a Laptop Computer for the purpose of training, workshops, IEC etc., as this can be taken to the different places of training, sub Health Posts, Health Posts and even to the SUDA. A Laptop Computer and a LCD Projector would be ideal for this purpose.

Your kind approval is solicited in this matter.

Yours faithfully,

 8.4.04

Chairman,  
Suri Municipality, Birbhum.

**SURI MUNICIPALITY : BIRBHUM**

Memo No.1536 Date : 9.3.2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: Requirement of fund for initiation of DFID assisted HHW Scheme.

Madam,

Following is the requirement of fund to initiate the HHW Sceme, assisted by DFID:

1. For holding sensitisation/discussion session with the Councillors of Suri Municipality; Representatives of NGOs, IMA, Municipal Level H&FW Committee; ACMOH, Superintendent, Suri sadar Hospital, members of MMC, a few officials involved with the Project.

Rs. 10000/-


2. Office-stationary ( Paper, toner, ledger, pin, pen etc. and an almirah)

Rs. 10000/-

-----  
Total Rs.20,000/-  
(Rupees twenty thousand only)

Please make arrangement to release the fund as soon as possible in favour of this Municipality.

Yours faithfully,

 09.03.04

Chairman,  
Suri Municipality, Birbhum.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

SUDA-Health/DFID/04/40

Ref No. ....

Date ..... 30.03.2004

From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA

To : The Chairman,  
Suri Municipality

Sub : Release of fund worth Rs. 82,000/- towards expenditure in  
connection with DFID assisted Honorary Health Worker Scheme.

Sir,

Apropos your communication bearing no. 1536 and 1612 dt. 09.03.2004 and 19.03.2004 respectively, Account Payee Demand Draft worth Rs. 82000/- (Rupees Eighty <sup>two</sup> thousand) only bearing no. 032119 dated 30.03.2004 on Central Bank of India, Salt Lake Branch, Kolkata is released to meet up concomitant expenditure in connection with DFID assisted Honorary Health Worker Scheme.

You are requested kindly to send your authorized representative to collect the draft along with money receipt. Kindly acknowledge receipt of this communication.

Financial guideline is enclosed herewith. You are requested kindly to submit the Utilisation Certificate (U.C.), Monthly Statement of Expenditure as laid down in the said guideline.

Encl: as stated

SUDA-Health/DFID/04/40(1)

CC

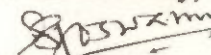
The Project Director, HHW Scheme - DFID, Suri Municipality - for kind information and necessary action.

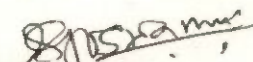
SUDA-Health/DFID/04/40(2)

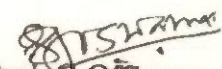
CC

Finance Officer, Health Wing, SUDA.

Yours faithfully,

  
Project Officer  
30.03.2004

  
Project Officer  
30.03.2004

  
Project Officer

## Financial Guideline

1. A separate cash book is to be maintained. Head of A/Cs for each type of expenditure is to be recorded in the cash book quoting voucher no., narration of the expenditure, stating the party to whom paid and cheque no. etc. Bank Reconciliation Statement is to be prepared at regular interval.
2. Pay order for each type of expenditure is to be given either by the Project Director or by the Chairperson of the concerned Municipality.
3. Revenue stamp for the payment exceeding Rs. 500/- is to be affixed in the bill.
4. Utilisation Certificate (U.C.) is to be forwarded to this office by 10<sup>th</sup> of the following month along with :-
  - a) Xerox copies of bills and vouchers duly authenticated by either Chairperson of the Municipality or the Project Director.
  - b) A Statement of expenditure showing Sl. No., Voucher No. & Date, Item of Expenditure, Nature of Expenditure and Amount (Rs.). Format with example is given below :

| Sl. No. | Voucher No. & Date | Item of Expenditure                  | Nature of Expenditure  | Amount (Rs.) |
|---------|--------------------|--------------------------------------|------------------------|--------------|
| 1.      | .....              | Sensitisation / Orientation sessions | Cost of Material       | .....        |
| 2.      | .....              | .....                                | Hiring Charge of venue | .....        |
| 3.      | .....              | .....                                | Cost of tiffin         | .....        |
| 4.      | .....              | .....                                | Contingency            | .....        |

- c) A certificate to the effect that " the amount has not been preferred earlier".
  - d) Monthly summary sheet on Statement of Expenditure (Format enclosed).
5. Advance payment should not be treated as expenditure and included in the U.C. Only after actual payment, the expenditure is to be included in the Utilisation Certificate.
6. 1<sup>st</sup> installment of fund will be released on submission of requisition covering elements of (a) salaries for MMC as per G.O. No. 86/MA/P/C-10/3S-51/2003 dt. 22<sup>nd</sup> January, 2004 & Bengali guideline issued under memo no. 1403-S/04 dt. 19<sup>th</sup> January, 2004, (b) training expenses apropos communication bearing no. SUDA-Health/DFID/04/16 dt. 25.02.2004 and (c) contingencies for MMC not exceeding Rs. 5000/- p.m.
7. Subsequent installment of fund will be released on submission of U.C. / Statement of Expenditure to the extent of 70% of the fund released earlier along with item wise requisition.
8. Fund allotment to other items will be followed in due course as and when required.



# DFID Assisted HHWs Scheme

## Statement of Expenditure (SOE)

Name of the Municipality .....

For the month of ....., 2004

| Sl. No.              | Item of Expenditure  | Expenditure (Amount in Rs.) |
|----------------------|--|-----------------------------|
| <b>Non-Recurring</b> |  |                             |
| 1.                   | Sensitization / Orientation sessions   |                             |
| 2.                   | Training of Trainers   |                             |
| 3.                   | Training of HHWs   |                             |
| 4.                   | Innovative (Base line by External Agency) (Not applicable for ULB)           |                             |
| 5.                   | Participatory Need Assessment  |                             |
| <b>Procurement</b>   |  |                             |
| 6.                   | Furniture  |                             |
| 7.                   | Equipment  |                             |
| 8.                   | I.E.C. and Training Materials  |                             |
| 9.                   | Drugs  |                             |
| <b>Recurring</b>     |  |                             |
| 10.                  | Salaries for Municipal Management Cell (MMC)                                 |                             |
| 11.                  | Salaries for Management Cell at SUDA (Not applicable for ULB)                |                             |
| 12.                  | Honorarium for grass root level functionaries                                |                             |
| 13.                  | a) Rent  |                             |
|                      | b) Rehabilitation  |                             |
| 14.                  | Operation & Maintenance (Sundries, Printing, Postage & Telephone, TADA etc.) |                             |
| 15.                  | Consultants of DHFW (Not applicable for ULB)                                 |                             |
| 16.                  | a) Documentation - Project proposal writing by ULB                           |                             |
|                      | b) Process writing by DHFW (Not applicable for ULB)                          |                             |
| 17.                  | Dissemination workshop (Not applicable for ULB)                              |                             |
| <b>TOTAL</b>         |  |                             |

Signature of Chairman / Project Director

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

**Ref No SUDA-Health/DFID/04/46**

**Date ..... 31.03.2004**

**From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA**

**To : The Chairman,  
Suri Municipality**

**Sub : Procurement of Equipment and Furniture for training under  
DFID assisted Honorary Health Worker Scheme.**

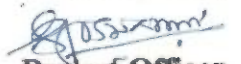
**Sir,**

Reference is invited to this office communication bearing no. SUDA-Health/DFID/04/16 dt. 25.02.2004 where immediate actions to be undertaken by your municipality has been detailed.

To facilitate conduction of different training programmes under the project at your municipal level, a list of equipment and furniture have been approved by the Competent Authority (list enclosed along with technical specification and estimated cost). Procurement is to be done by the municipality through Municipal Management Cell maintaining the Govt. norms.

You are requested to submit requisition so that necessary fund can be placed with you.

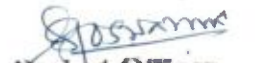
Yours faithfully,

  
**Project Officer  
31.03.2004**

**SUDA-Health/DFID/04/46(1)**

**CC**


**The Project Director, HHW Scheme - DFID, Suri Municipality - for kind information and necessary action.**

  
**Project Officer  
31.03.2004**

**SUDA-Health/DFID/04/46(2)**

**CC**

**Finance Officer, Health Wing, SUDA.**

  
**Project Officer**



**List of Equipment for training for Suri Municipality :**

| Sl. No. | Brief Description of Item                                    | Technical Specification  | Required No. | Estimated Rate (Rs.) |
|---------|--|--|--------------|----------------------|
| 1.      | Overhead Projector<br>351 mm (W) x 400 mm (L) x 255 mm (H)   | Overhead Projector with 285 mm x 285mm single element lens, twin lamp facility (24 V 250 W), two step - high and low (intensity), 4 m Power Cable, internal thermostat switch, lamp off when stage is opened. Weight 9.5 Kg. approx.   | 1            | 11000.00             |
| 2.      | Screen for Overhead Projector 52" x 70" with stand (folding) | Material-High quality plastic specially designed for projection screen colour - milk white when folded - Encased in galvanised steel encasing 75" x 2.5 " x 2.5 "<br>Top of the screen fixed on tubular steel rod 75" in length x 3/4" in diameter.<br>Stand : Total height - 105" stand of tubular steel on two portion, upper half stainless steel at the top of which fixed projected hook which the stretched screen is hanged, the lower half of steel tube 1" diameter stands on tripod stand, reinforced to make it stable, the upper half should be telescopically adjustable inside the lower half of tube when folded with 3 locking arrangement for erecting the fully stretched screen on the stand. At the top of lower half of tubular steel a handle is fixed to make it handy and erecting the screen. All steel tube and encasing should be rust proof treated with anticorrosion treatment and specially painted to have attractive scratch resistant, glossy and durable surface. Colour of painting of stand & encasing to be T.A. grey. | 1            | 2100.00              |
| 3.      | Automatic slide Projector 35 mm.                             | <ul style="list-style-type: none"> <li>• Compact range for 3 Magazine system.</li> <li>• Automatic focussing with remote control.</li> <li>• Halogen lamp 24 V/150-200 Watt.</li> <li>• Weight 3.5 - 4.5 Kg.</li> <li>• Overheating protection device.</li> <li>• Auto focus / Remote focus.</li> </ul>  | 1            | 9500.00              |
| 4.      | White Board  | White Board with stand size: 3' x 2' or 3' x 4', wall mounting type for use of both alcohol and water base markers.  | 1            | 2700.00              |

**List of Furniture for training for Suri Municipality :**

| Sl. No. | Brief Description of Item    | Technical Specification  | Required No. | Estimated Rate (Rs.) |
|---------|------------------------------|--|--------------|----------------------|
| 1.      | Steel Almirah without locker | <p>1980 X 910 X 480 mm with four adjustable shelves and a pair of hinged door and handle with internal locking arrangement. Built of CRCA sheet ( prime quality steel from SAIL or equivalent) in door , top , bottom, sides and legs with 1.00 mm thickness. Back and shelves 0.9 mm thickness sheet. Almirah should rest on two support of 15 cm pedestal almost covering the entire depth of Almirah. It should be fitted with a lock of 6 levers with three way bolting device of ISI standard. Teel pre- treatment to be done by seven tank process of degreasing. De-rusting ( Sulphuric Acid), Phosphating ( Iron - Phosphate ) , Pausivation ( Chromic Acid ) , Drying etc.</p> <p>Painting- primer- stoving primer, as a protecting layer, with inside finish. Alkyd paint and external finish - Alkyd - Amino paint, Automatic dripless finish. Surface should be smooth. Uniform and scratch resistant throughout. Backed at a specified temp. in an oven heated uniformly. The finish shall be free from all visible defects and shall not chip when tapped lightly with a dull pointed instrument. All test for requirement of finish shall conform to ISI specifications. Colour - T.A Grey.</p> | 1            | 4400.00              |
| 2.      | Chair                        | Moulded chair without arms, size - 540mm x 540 mm x 770 mmm. Made of good quality synthesis of polyproplein with co-polymer , colour - white / red / blue.   | 40           | 210.00               |



**List of furniture for training for Suri Municipality ( contd.) :**

| Sl. No. | Brief Description of Item | Technical Specification   | Required No. | Estimated Rate (Rs.) |
|---------|---------------------------|---|--------------|----------------------|
| 3.      | Table                     | <p>Half Secretariat Table ( steel) - size 54" (L) x 30" (W) x 30" (H) with 3 drawers &amp; a Tea slate at right side and on cupboard at left side having automatic locking device , stainless steel keys in duplicate and foot rest structure with 1" ( Dia) x 18 SWG steel square Tubular frame and body will made out of 20 SWG steel CRC sheet, fitted with 3/4 " thick pre laminated board having PVC shoes provided at the bottom of each leg , finished with anti corrosive treatment by process of hot bath phosphate coating in 7 tank process at 125 C oven baked stove enamel pint. Drawer made of CRC. Drawer shelf size 13 3/4" (W) x 16 1/2" (H) x 22" (D) having three drawers each of size 5" (H) x 8" (D) . Cupboard made of CRC , size 18 3/4 " (B) x 16 1/2" (H) x 22 " (D) having one shelf.</p> | 2            | 2500.00 (Each)       |
| 4.      | File Cabinet Steel        | <p>Instafile system, right down to its recessed drawers, handle cum label holder, stainless steel keys in duplicate. Rigid construction from good quality steel - reinforced with a framework of horizontal and vertical support - each properly welded and finished. Built of CRCA sheet in top, bottom , sides and legs with 1.00 mm thickness back and shelves 0.9 mm thickness. 4 nos. drawers having full filling facilities of size 470 mm (W) x 623mm depth. Each drawer provided with an auxiliary latch. All the structures of cabinets finished with anticorrosive treatment and stoved with durable enameled paint to have an attractive finish. Size of cabinet - 4' 6" (H) x 1'6" (W) x 2' 0" (D)</p>  | 2            | 3400.00 (Each)       |

**SURI MUNICIPALITY : BIRBHUM.**

Memo No. 1524 Date: 8.3.2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer,  
Health, SUDA.  
ILGUS Bhavan,  
H-C Block, Sector III  
Bidhan Nagar  
Kolkata - 91.

Sub: Information regarding Bank Account of DFID assisted  
HHW Scheme.

Madam,

Please take note of the following information regarding  
Bank Account of the DFID assisted HHW Scheme:

1. Name of the Bank: Bank of India, Suri branch, Birbhum.
2. Name of the Account: 'HHW Scheme, DFID-Suri Municipality'
3. Savings Bank account No. SB 3085
4. Name of the Operators ( Joint A/C ): a) Project Director  
b) Chairman,  
Suri Municipality.

Yours Faithfully,

 08.03.2004

Chairman,  
Suri Municipality: Birbhum.



## SURI MUNICIPALITY : BIRBHUM

Memo No. 1536 Date: 9.3.2004

From  
Chairman,  
Suri Municipality, Birbhum

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata - 91.



11 MAR 2004

Sub: Requirement of fund for initiation of DFID assisted HHW Scheme.

Madam,

Following is the requirement of fund to initiate the HHW Scheme, assisted by DFID:

1. For holding sensitisation/discussion session with the Councillors of Suri Municipality, Representatives of NGOs, IMA, Municipal Level H&FW Committee, ACMOH, Superintendent, Suri sadar Hospital, members of MMC, a few officials involved with the Project
2. Office-stationary ( Paper, toner, ledger, pin, pen etc. and an almirah)

Rs. 10000/-

Rs. 10000/-

Total

Rs. 20,000/-

(Rupees twenty thousand only.)

Please find enclosed herewith the estimate of fund as above as per above in favour of this Municipality.

Yours faithfully,

Chairman,  
Suri Municipality, D. L. ...

SURI MUNICIPALITY : BIRBHUM

19 MAR 2004

Memo No. 1612 Date: 19.3.04



From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata - 91.

Sub Requirement of fund for initiation of DFID assisted HHW Scheme.

Madam.

Following is the requirement of fund to initiate the HHW Scheme, assisted by DFID-

|                                    |   |             |
|------------------------------------|---|-------------|
| 1                                  | For holding sensitisation session with Women Representative from community                              | Rs 12000/-  |
| 2                                  | Orientation session on RCH with Community Women by Faculty Members.                                     | Rs. 10000/- |
| 3                                  | Orientation Workshop by faculty on participatory need assessment, field trial, and project formulation. | Rs 5000/-   |
| 4                                  | Participatory need assessment with BPL population.  | Rs 15000/-  |
| 5                                  | Contingency & other expenses  | Rs. 20000/- |
| Total                              |   | Rs 62000/-  |
| ( Rupees sixty two thousand only ) |   |             |

Please make arrangement to send the amount as early as possible.

Yours faithfully,

*[Signature]* 19.3.04

Chairman,  
Suri Municipality, Birbhum.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091**

**West Bengal**

Ref No. ....

Date .....

**SUDA-IIHealth/DFID/04/31**

**19.03.2004**

**From : Director, SUDA**

**To : The Additional District Magistrate (D)  
In charge of MA  
Birbhum District Collectorate**

**Sub : Pilot Project with DFID assistance to launch the Honorary  
Health Workers Scheme in 11 Municipalities - engagement of Project directors ,  
Municipal Management Cells in respect of Suri & Bolpur Municipalities**

Sir,

Enclosed , kindly find herewith a copy of communication bearing no. 269/MA/C-10/3S-51/2003  
dt. 12.03.04 on the above subject from the Joint Secretary, MA Dept .

This is for information and necessary action please.

Encl: as stated

**SUDA-Health/DFID/04/31(1)**

**C.C**

**The Chairman, Suri Municipality**

**Yours faithfully**

*(Signature)*  
19/3/04  
**Director, SUDA**

**19.03.2004**

*(Signature)*  
19/3/04  
**Director, SUDA**

**Tel/Fax No.: 359-3184**

# Government of West Bengal

Department of Municipal Affairs  
Writers' Buildings  
Kolkata-700 001

From: Shri B. K. Saha,  
Joint Secretary to the Govt. of West Bengal,

To: The Director,  
State Urban Development Agency,  
SUDA Bhawan, H.C. Block, Sector-III,  
Salt Lake, Kolkata-700 106.



No: 269/MA/C-10/3S-51/2003

Dated, Kolkata the 12th March, 2004.

Subject: Pilot Project with DFID assistance to launch the Honorary Health Workers Scheme in 11 Municipalities - engagement of Project Directors, Municipal Management Cells in respect of Suri & Bolpur Municipalities.

Sir,

I am directed by order of the Governor to say that the Governor is pleased to authorise (i) Additional District Magistrate - (D) in-charge of M.A. Section of Birbhum District Collectorate and (ii) S.D.O., Bolpur to work as the Project Directors of Municipal Management Cells in respect of Suri and Bolpur Municipalities respectively in addition to their normal duties.

*Dr. Goswami, AD,*  
*15/3/04*

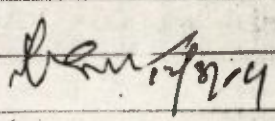
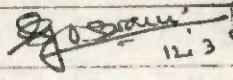
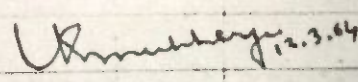

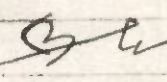
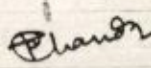
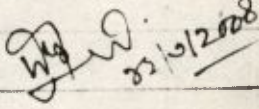
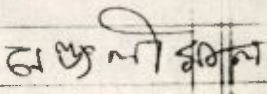
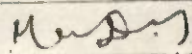
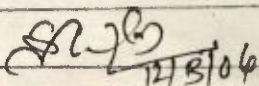
Yours faithfully,

A handwritten signature in blue ink, appearing to be 'B. K. Saha', written over the typed name 'Joint Secretary'.

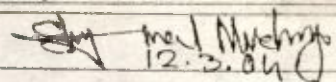
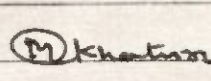
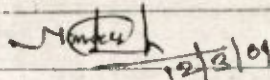
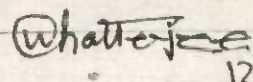

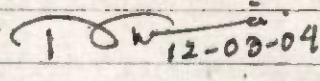
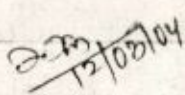
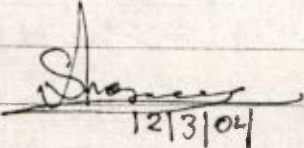
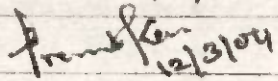
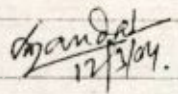
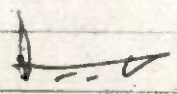

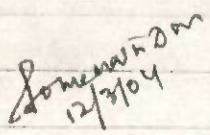
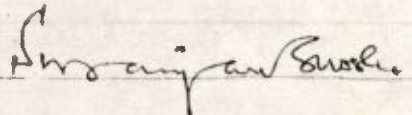
Joint Secretary,



Discussion Session in connection with DFID assisted  
 HHW Scheme held on 12.3.2004 at 11-30 am. at  
Swi Municipal Dormitory Hall, Birelhum.

| <u>Sl. No.</u> | <u>Name of the Participants.</u> | <u>Designation.</u>                    | <u>Signature.</u>   |
|----------------|----------------------------------|--|---|
| 1.             | Dr. N. G. Gangopadhyay           | Advisor, Health, SUDA.                 |                    |
| 2.             | Dr. Shilani Goswami.             | Project Officer,<br>Health, SUDA.      | <br>12/3/04      |
| 3.             | Sri Ujjwal Mukherjee.            | Chairman,<br>Swi Municipality.         | - <br>12.3.04    |
| 4.             | Sri SK. MOKSHUD.                 | Vice-Chairman,<br>Swi Municipality.    | Su. M  12.3.2004 |
| 5.             | Sri Pinaki Ghosh,                | ADM (2), Birelhum<br>Project Director. |   |
| 6.             | Sri Dilip Banerjee Padhyay.      | Health Officer, S.M.                   | <br>12/3/04      |
| 7.             |                                  | Supdt, Swi Sadar<br>Hospital.          |   |
| 8.             |                                  | ACMOH, Sadar.                          |   |
| 9.             | Sri P. K. Chandra,               | E.O, Swi Municipality.                 | <br>12/03/04     |
| 10.            | Sri Thlu Das,                    | Councillor, Swi Municipality.          | <br>22/03/2004   |
| 11.            | Smt. Anjali Mal.                 | - DO -                                 |                  |
| 12.            | Smt. Syeda Bilei.                | - DO -                                 |   |
| 13.            | Smt. Manjari Das.                | - DO -                                 |                  |
| 14.            | Sri Surenchaman Dhibar.          | - DO -                                 | <br>12/3/04      |



| Sl. No. | Name of the Particulars.       | Designation.                 | Signature.  |
|---------|--------------------------------|------------------------------|---|
| 15.     | Sri Shyamal Mukherjee          | Councillor, Swa-Municipality | <br>12.3.04    |
| 16.     | Smt. Mehermoresakhatun.        | — 20 —                       |                |
| 17.     | Sri Manas Ghosh.               | — 20 —                       | <br>12/3/04    |
| 18.     | Sri Ujjwal Chatterjee.         | — 20 —                       | <br>12.03.04   |
| 19.     | Smt. Rina Datta.               | — 20 —                       | Rina Datta  |
| 20.     | Sri Jatsarlal Misra            | — 20 —                       | <br>12.3.2004. |
| 21.     | Sri Narayan Karmakar.          | — 20 —                       | <br>12-03-04  |
| 22.     | Smt. Dipti Ghosh.              | — 20 —                       |   |
| 23.     | Sri Bipak Das.                 | — 20 —                       | <br>12/03/04 |
| 24.     | Sri Suresh Hazra.              | — 20 —                       | <br>12/3/04  |
| 25.     | Sri Pranale Kar.               | — 20 —                       | <br>12/3/04  |
| 26.     | Dr. R.K. Nath.                 | Members, MLH & FWC.          |   |
| 27.     | Mr. L.K. Mondal,<br>R.P.       | — 20 —                       | <br>12/3/04. |
| 28.     | Mr. <del>S</del> Roychowdhury. | — 20 —                       |              |
| 29.     | Dr. R.K. Ghosh,                | Member, IMA.                 |              |
| 30.     | Dr. Ratan Datta                | — 20 —                       |   |
| 31.     | Sri Somnath Das, Member, MMC.  |                              | <br>12/3/04  |
| 32.     | Sri Swayan Ghosh,              | — 20 —                       |              |



| <u>Sl. No.</u> | <u>Name of the Participants.</u> | <u>Designation.</u>                    | <u>Signature.</u>             |
|----------------|----------------------------------|--|-------------------------------|
| 33.            | Sri Pradip Bhandari.             | Health Assistant,<br>Swi Municipality. | Pradip Bhandari<br>12/3/14    |
| 34.            | Sri Smil Pal,                    | S.A.E, Swi<br>Municipality.            | Smil Pal<br>12/3/14           |
| 35.            | Sri Tuser Kanti Ghosh.           | T. P.O, Swi<br>Municipality.           | Tuser Kanti Ghosh.<br>12.3.14 |



SURI MUNICIPALITY : BIRBHUM

Memo No 1538 Date : 9.3.2004



From  
President, Municipal Level Health & Family Welfare Committee  
&  
Chairman, Suri Municipality, Birbhum.

11 MAR 2004

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata 91.

Sub: Prayer for approval of the resolution No. 4 of the meeting of Municipal Level Health and Family Welfare Committee, which was held on 23-2-2004.

Madam.

I am sending herewith a copy of resolution of the meeting of the Municipal Level Health & Family Welfare Committee, which was held on 23-2-2004 at 1 PM at the Suri Municipal Office. Your kind attention is drawn to the resolution no. 4 which is self explanatory, for favour of your perusal and taking necessary action.

Yours Faithfully

*[Handwritten Signature]* 09.03.2004

President,  
Municipal Level Health & Family Welfare Committee.

Encl: As stated.

*MS Discussed with  
the ULB, no  
action taken.*



PROCEEDINGS OF THE MEETING OF MUNICIPAL LEVEL HEALTH AND FAMILY WELFARE COMMITTEE HELD ON 23-2-04 AT 1-00 PM AT SURI MUNICIPAL OFFICE.

Members Present:

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality
2. Sri Pranab Kar, Councillor-in-charge, health
3. Dr. R K Nath, Representative of Lions' Club, Suri
4. Sri R P Roychowdhury, Representative of DM, Birbhum
5. Sri L K Mondal, Representative of Sri Aurobindo Anusilan Society
6. Dr. D Bandyopadhyay, HO, Suri Municipality.



11 MAR 2004

Sri Ujjwal Mukherjee, Chairman presided over the meeting.

1 Approved the proposal for engagement of Municipal employees for the post of Data entry operator, Clerk-cum-storekeeper and Attendant as members of MMC for the DFID assisted Health Project and resolved that the names of the following Municipal Employees are approved for the post as noted against each:

- a) Somnath Das Data entry operator
- b) Suranjan Ghosh Clerk-cum-storekeeper
- c) Pradip Chandra Attendant.

2 Approved the proposal of 22 numbers of Block for the Health Scheme ( DFID assisted ) on the basis of Survey List of SJSRY as the BPL List has not yet been approved by the DM, Birbhum.

3 Approved the proposal of panel of 29 numbers of Honorary Health Worker(HHW) (including 30% reserve ) on the basis of BPL population. A panel of 29 IIIIW would be prepared after observing the formalities.

4. An elaborate discussion has been made as regards to the engagement of personnel in the Municipal Management Cell (MMC). During the time of discussion, some confusions have been cropped up regarding the remuneration/honorarium to the post of Health Officer, Data Entry operator, Clerk-cum-storekeeper and Attendant. In the G.O. bearing No 86.MA/P/C-10/35-51/2002 it is stated that the Assistant Health Officer will get consolidated pay @ Rs. 8000/- per month. But in this municipality there is a full-fledged Health Officer who use to draw a consolidated amount to the tune of Rs. 5000/- P.M. In this instant case the committee resolved that the HO is entitled to get extra honorarium/remuneration to the tune of Rs. 3000/- P.M.

As regards to the Data Entry Operator and Clerk-cum-Storekeeper, it is resolved that a honorarium/remuneration to the tune of Rs. 1000/- for each should be paid, considering their extra load of works.

As regards to the attendant; it is also resolved that a honorarium/remuneration to the tune of Rs. 500/- should be paid, considering his extra load of work.

The above noted facts for remuneration/ honorarium be sent to the appropriate authority for necessary approval as a measure to observe the financial discipline.

*Ujjwal Mukherjee* 23.2.04  
President,

Municipal Level Health & Family Welfare Committee.

**SURI MUNICIPALITY : BIRBHUM**

Memo No. 1552 Date : 11.3.2004.

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

**Sub: Revised BPL List.**

Madam,

Enclosed hereto the self-explanatory revised BPL list in connection with the implementation of DFID assisted Honorary Health Worker Scheme for favour of kind perusal and taking necessary action.

Yours faithfully,

 11.03.04

Chairman,  
Suri Municipality, Birbhum.  
~~Chairman,~~  
Suri Municipality,  
BIRBHUM


Enco: 4 ( four ) sheets only.



**SURI MUNICIPALITY  
BIRBHUM**

**REVISED BPL LIST**

| SL NO.       | WARD NO. | NAME OF SLUM.                    | POPULATION. | REMARKS |
|--------------|----------|----------------------------------|-------------|---------|
| 01.          | 01.      | Benepukur para<br>Nivedita pally | 136         |         |
| 02.          | do.      | Bara bagan<br>Bauri para         | <b>381</b>  |         |
| 03.          | 02.      | Mal para(1)                      | 266         |         |
| 04.          | do.      | Mal para(11)<br>Rabindrapally    | 159<br>47   |         |
| 05.          | 03.      | Mallickguna                      | 360         |         |
| 06.          | 03.      | Rakshakalitala                   | 69          |         |
| 07.          | do.      | College para                     | 105         |         |
| 08.          | do.      | Kendua Bayen<br>para             | 89          |         |
| 09.          | do.      | Kendua Muslim<br>para            | 142         |         |
| 10.          | do.      | Kendua FakirPara                 | 293         |         |
| 11.          | 04.      | Kanta Buni                       | 431         |         |
| 12.          | do.      | Nagari para                      | 177         |         |
| 13.          | do.      | Sunri pukur para                 | 234         |         |
| 14.          | 05.      | Sonatore para                    | 1102        |         |
| 15.          | 06.      | Mal para                         | 128         |         |
| 16.          | do.      | Keot para                        | 74          |         |
| 17.          | d0.      | datta pukur para                 | 87          |         |
| 18.          | do.      | Sunri pukur para                 | 99          |         |
| 19.          | do.      | Bhattacharjee<br>para            | 94          |         |
| 20.          | do.      | Do.Bauri para                    | 107         |         |
| 21.          | do.      | Mallikguna para                  | 60          |         |
| 22.          | 07.      | Ghune para                       | 74          |         |
| 23.          | do.      | Bazar para                       | 90          |         |
| <b>Total</b> |          |                                  | <b>4804</b> |         |

  
**Chairman,**  
**Suri Municipality 11-3-04**  
**BIRBHUM**

**SURI MUNICIPALITY  
BIRBHUM**

**REVISED BPL LIST**

| SL NO. | WARD NO. | NAME OF SLUM.                 | POPULATION. | REMARKS |
|--------|----------|-------------------------------|-------------|---------|
|        |          | <b>B/F</b>                    | <b>4804</b> |         |
| 24.    | do.      | Harihatganj(1)                | 81          |         |
| 25.    | do.      | Transamity More               | 87          |         |
| 26.    | do.      | Harihatganj(2)                | 70          |         |
| 27.    | 08.      | Madrassa Rd.Muchi para        | 120         |         |
| 28.    | do.      | Do.Churi para                 | 114         |         |
| 29.    | do.      | Tika para                     | 104         |         |
| 30.    | do.      | Churi para                    | 64          |         |
| 31.    | 09.      | Laldighi para                 | 178         |         |
| 32.    | 10.      | Jhajir Bat tala               | 91          |         |
| 33.    | do.      | Lalkuthi Math para            | 100         |         |
| 34.    | do.      | Lalkuthi para                 | 110         |         |
| 35.    | do.      | Math para                     | 92          |         |
| 36.    | do.      | Bideshi Nichu & Lalkuthi para | 99          |         |
| 37.    | do.      | Lalkuthi & Bideshi para       | 103         |         |
| 38.    | do.      | Bideshi Nichu para            | 96          |         |
| 39.    | do.      | Bideshi para Pukur par        | 91          |         |
| 40.    | do.      | Suri Bideshi para             | 72          |         |
| 41.    | do.      | Mal Phatak para               | 392         |         |
| 42.    | do.      | Sehara para                   | 112         |         |
| 43.    | 11.      | Ruti para (1)                 | 59          |         |
| 44.    | do.      | Lalkuthi para                 | 65          |         |
| 45.    | do.      | Shehara para                  | 116         |         |
| 46.    | do.      | Chandi para(1)                | 126         |         |
| 47.    | 11.      | Ruti para (11)                | 103         |         |
| 48.    | do.      | Chandi para (11)              | 49          |         |
| 49.    | do.      | Ruti para (111)               | 95          |         |
| 50.    | 12.      | Saddy para(1)                 | 106         |         |
| 51.    | do.      | Nurai para(1)                 | 101         |         |
| 52.    | do.      | Saddy para(11)                | 55          |         |
| 53.    | do.      | Chhap tala(1)                 | 142         |         |
| 54.    | do.      | Sehara para                   | 207         |         |
| 55.    | do.      | Mal Phatak                    | 148         |         |
| 56.    | do.      | Nurai para(11)                | 88          |         |
|        |          | <b>Total</b>                  | <b>8440</b> |         |

  
**Chairman,** 11.3.04  
**Suri Municipality**  
**BIRBHUM**



P<sub>3</sub>

**SURI MUNICIPALITY  
BIRBHUM**

**REVISED BPL LIST**

| SL NO. | WARD NO. | NAME OF SLUM.                              | POPULATION.  | REMARKS |
|--------|----------|--|--------------|---------|
|        |          | <b>B/F</b>                                 | <b>8440</b>  |         |
| 57.    | do.      | Chhap tala(11)                             | 134          |         |
| 58.    | 13.      | Khash para                                 | 97           |         |
| 59.    | do.      | Dhangore para                              | 72           |         |
| 60.    | do.      | Math para                                  | 100          |         |
| 61.    | do.      | Barui para                                 | 50           |         |
| 62.    | do.      | Chandi para                                | 104          |         |
| 63.    | do.      | Sehara para                                | 125          |         |
| 64.    | do.      | Nurai para                                 | 122          |         |
| 65.    | do.      | Ruti para                                  | 84           |         |
| 66.    | do.      | Malipara+Rutipara                          | 61           |         |
| 67.    | 14.      | Suri Barui para                            | 106          |         |
| 68.    | do.      | Hari para                                  | 207          |         |
| 69.    | do.      | Barui para(Bagdi para) (1)                 | 87           |         |
| 70.    | do.      | Suri Barui para(11)                        | 97           |         |
| 71.    | do.      | Barui para(Bagdi para) (11)                | 115          |         |
| 72.    | do.      | Mal para                                   | 97           |         |
| 73.    | 15.      | Puratan line                               | 41           |         |
| 74.    | do.      | Kahar para                                 | 100          |         |
| 75.    | do.      | Anandapur (1)                              | 120          |         |
| 76.    | do.      | Dangal para                                | 83           |         |
| 77.    | do.      | Anandapur (11)                             | 75           |         |
| 78.    | 16.      | Rabindrapally                              | 429          |         |
| 79.    | do.      | Rabindrapally & Subhas pally               | 76           |         |
| 80.    | do.      | Najrul pally & Rabindrapally & Subhaspally | 90           |         |
| 81.    | do.      | Najrul pally                               | 277          |         |
| 82.    | do.      | Gowala para                                | 174          |         |
| 83.    | 17.      | Station more                               | 91           |         |
| 84.    | do.      | Hajra para(1)                              | 97           |         |
| 85.    | do.      | Talbona Ramkrishna pally                   | 111          |         |
| 86.    | do.      | Hajra para(11)                             | 47           |         |
| 87.    | do.      | Kantabuni                                  | 262          |         |
|        |          | <b>Total</b>                               | <b>12171</b> |         |

  
**Chairman,**  
**Suri Municipality**  
**BIRBHUM**  
 11-3-04

P<sub>4</sub>

**SURI MUNICIPALITY  
BIRBHUM**

**REVISED BPL LIST**

| SL NO. | WARD NO. | NAME OF SLUM.              | POPULATION.  | REMARKS |
|--------|----------|----------------------------|--------------|---------|
| 88.    | do.      | B/F<br>do & Talbuni        | 12171<br>268 |         |
| 89.    | do.      | methor para &<br>Kantabuni | 96           |         |
| 90.    | do.      | Kantabuni & Kora<br>Para   | 78           |         |
| 91.    | 18.      | Das Para (1)               | 106          |         |
| 92.    | do.      | Baishnab pukur para        | 89           |         |
| 93.    | do.      | Co-op-Coloney              | 189          |         |
| 94.    | do.      | Kendua bayen para          | 123          |         |
| 95.    | do.      | Hatjan bajar               | 115          |         |
| 96.    | do.      | Das para (11)              | 120          |         |
| 97.    | do.      | Majhi para                 | 90           |         |
| 98.    | do.      | Dutta para                 | 115          |         |
| 99.    | do.      | Hatjan bajar               | 60           |         |
|        |          | <b>TOTAL</b>               | <b>13620</b> |         |

  
11.3.04  
**Chairman,  
Suri Municipality  
BIRBHUM**



**SURI MUNICIPALITY : BIRBHUM**

Memo No. 1538 Date: 9.3.2004

From  
President, Municipal Level Health & Family Welfare Committee  
&  
Chairman, Suri Municipality, Birbhum.

To  
The Project Officer, Health  
'Health Wing' SUDA  
ILGUS BHAVAN  
H-C Block, Sector III  
Bidhan Nagar, Kolkata -91.

Sub: Prayer for approval of the resolution No. 4 of the meeting of Municipal Level Health and Family Welfare Committee, which was held on 23-2-2004.

Madam,

I am sending herewith a copy of resolution of the meeting of the Municipal Level Health & Family Welfare Committee, which was held on 23-2-2004 at 1 PM at the Suri Municipal Office. Your kind attention is drawn to the resolution no. 4 which is self explanatory, for favour of your perusal and taking necessary action.

Yours Faithfully

 09.03.2004

President,  
Municipal Level Health & Family Welfare Committee.

Encl: As stated.

PROCEEDINGS OF THE MEETING OF MUNICIPAL LEVEL HEALTH AND FAMILY WELFARE COMMITTEE HELD ON 23-2-04 AT 1-00 PM AT SURI MUNICIPAL OFFICE.

Members Present:

1. Sri Ujjwal Mukherjee, Chairman, Suri Municipality
2. Sri Pranab Kar, Councillor-in-charge, health
3. Dr. R K Nath, Representative of Lions' Club, Suri
4. Sri R P Roychowdhury, Representative of DM, Birbhum
5. Sri L K Mondal, Representative of Sri Aurobindo Anusilan Society
6. Dr. D Bandyopadhyay, HO, Suri Municipality.

Sri Ujjwal Mukherjee, Chairman presided over the meeting.

1 Approved the proposal for engagement of Municipal employees for the post of Data entry operator, Clerk-cum-storekeeper and Attendant as members of MMC for the DFID assisted Health Project and resolved that the names of the following Municipal Employees are approved for the post as noted against each:

- a) Somnath Das Data entry operator
- b) Suranjan Ghosh Clerk-cum-storekeeper
- c) Pradip Chandra Attendant.

2 Approved the proposal of 22 numbers of Block for the Health Scheme ( DFID assisted ) on the basis of Survey List of SJSRY as the BPL List has not yet been approved by the DM, Birbhum.

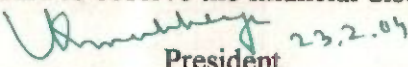
3 Approved the proposal of panel of 29 numbers of Honorary Health Worker(HHW) (including 30% reserve ) on the basis of BPL population. A panel of 29 HHW would be prepared after observing the formalities.

4. An elaborate discussion has been made as regards to the engagement of personnel in the Municipal Management Cell (MMC). During the time of discussion, some confusions have been cropped up regarding the remuneration/honorarium to the post of Health Officer, Data Entry operator, Clerk-cum-storekeeper and Attendant. In the G.O. bearing No 86.MA/P/C-10/35-51/2002 it is stated that the Assistant Health Officer will get consolidated pay @ Rs. 8000/- per month . But in this municipality there is a full-fledged Health Officer who use to draw a consolidated amount to the tune of Rs. 5000/- P.M. In this instant case the committee resolved that the HO is entitled to get extra honorarium/remuneration to the tune of Rs. 3000/- PM.

As regards to the Data Entry Operator and Clerk-cum-Storekeeper, it is resolved that a honorarium/remuneration to the tune of Rs. 1000/- for each should be paid, considering their extra load of works.

As regards to the attendant, it is also resolved that a honorarium/remuneration to the tune of Rs. 500/- should be paid, considering his extra load of work.

The above noted facts for remuneration/ honorarium be sent to the appropriate authority for necessary approval as a measure to observe the financial discipline.

  
President,  
Municipal Level Health & Family Welfare Committee.



**SURI MUNICIPALITY: BIRBHUM**

**Memo No. 1469/SM/2004 Date: 26/02/04.**

**From**

President, Municipal Level Health & FW Committee  
&

Chairman, Suri Municipality, Birbhum.



**To**

The Project Officer, Health Wing, SUDA. ILGUS BHAVAN - 8 MAR 2004  
H-C Block, Sector -III, Bidhan Nagar, Kolkata -700091.

Sub: Prayer for guideline regarding the mode of selection of CDO, PHN-training and Accounts Assistant for the DFID assisted Health Project.

Madam,

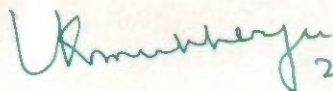
Kindly make an arrangement to send a guideline as regards to the following:

1. Whether the notice inviting applications for the post of above noted subject is essential to announce in the local newspaper.
2. Whether any written test for selection is required or not. If affirmative, then how the question papers can be made and who will be the in charge of preparing the question paper, in question.
3. Whether a representative of Health Wing, SUDA will remain present during the time of interview to avoid the controversy of selection.
4. Whether any letter of appointment can be issued against the selected candidates. If not, how they can join to this new assignment.
5. Whether a panel of selected candidate for each of the above mentioned post can be made.
5. Whether any joining letter can be entertained/accepted from the end of selected candidates.

An early reply in this regard is highly solicited.

Thanking you,

Yours faithfully,

 26.2.2004

( Ujjwal Mukherjee )  
President, MLHFWC.

**SURI MUNICIPALITY: BIRBHUM**

Memo No. /SM/2004 Dated the 1<sup>st</sup> March 2004.

1496/02



To

The project officer, Health  
"Health Wing", SUDA  
H-C Block, Sector III  
Bidhan Nagar, Kolkata-

- 8 MAR 2004

From

The Chairman, Suri Municipality  
&

President, Municipal Level Health and Family Welfare Committee.

**Sub:** Prayer for opinion regarding the selection of HHW<sup>&</sup> members of MMC.

Madam,

Considering the recent declaration of the date of ensuing Parliamentary Election, kindly apprise me whether the president of MLH&FW Committee, Suri Municipality, can publish any notice inviting application for selection of the post of CDO, PHN-training, and Accounts Assistant of the MMC, and the Honorary Health worker of the DFID assisted HHW scheme, in any Newspaper or Notice Board.

This may kindly be treated as urgent.

Yours faithfully,

*Ujjwal Mukherjee* 01.03.2004

( Ujjwal Mukherjee )

The Chairman, Suri Municipality  
&

President, Municipal Level Health and  
Family Welfare Committee.

Memo No /SM/2004 dated the 1<sup>st</sup> March, 2004

Copy to :

1. The Project Director, Municipal Management Cell, Suri Municipality, Birbhum and ADM (D), Birbhum.  
for favour of kind information.

( Ujjwal Mukherjee )

The Chairman, Suri Municipality  
&

President, Municipal Level Health and  
Family Welfare Committee.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091**

**West Bengal**

Ref No. **SUDA-Health/DFID/04/25 (6)**

Date .....  
**08.03.2004**

**From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA**

**To : The Chairman  
Jangipur / Suri / Bolpur / Bishnupur /  
Krishnanagar / Medinipur Municipality**

**Sub : Submission of new BPL list duly approved by DM in connection with  
DFID assisted HHW scheme in 11 municipalities.**

Sir,

I am directed to request you kindly to forward a copy of the new BPL list duly approved by DM at the earliest so that set up activities can be achieved in time to make the said scheme successful within the target period.

Yours faithfully,

  
**Project Officer**

**SURI MUNICIPALITY : BIRBHUM.**

Memo No. 1524 Date: 8.3.2004

From  
Chairman,  
Suri Municipality, Birbhum.

To  
The Project Officer,  
Health, SUDA,  
ILGUS Bhavan,  
II-C Block, Sector III  
Bidhan Nagar  
Kolkata 91.



- 8 MAR 2004


Sub: Information regarding Bank Account of DFID assisted  
HHW Scheme.

Madam,

Please take note of the following information regarding  
Bank Account of the DFID assisted HHW Scheme:

1. Name of the Bank: Bank of India, Suri branch, Birbhum.
2. Name of the Account: 'HHW Scheme, DFID-Suri Municipality'
3. Savings Bank account No. **SB 3085**
4. Name of the Operators ( Joint A/C ): a) Project Director  
b) Chairman,  
Suri Municipality.

Yours Faithfully,

 08.03.2004

Chairman,  
Suri Municipality, Birbhum.



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091

West Bengal

SUDA-Health/DFID/04/23

05.03.2004

Ref No. ....

Date .....

**From : Dr. Shibani Goswami**  
Project Officer,  
Health, SUDA

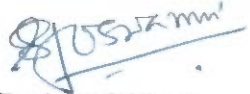
**To : The Chairman**  
Suri Municipality  
Dist. : Birbhum

**Sub : Visit of Officials, Health Wing, SUDA in connection with DFID assisted HHW Scheme.**

Sir,

The undersigned and Dr. N.G. Gangopadhyay, Adviser, Health will be visiting to your municipality on 12.03.2004 in connection with DFID assisted HHW scheme. The sensitisation / discussion session with the Councillors, Health & FW Committee members including ACMOH & Supdt. of Govt. Hospital and representative of NGOs, IMA & CBOs may please be arranged at 11.30 a.m. To facilitate the said session, the Overhead Projector may be made available.

Yours faithfully,

  
Project Officer

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091**

**West Bengal**

**SUDA-Health/DFID/04/21**

Ref No. ....

**01.03.2004**

Date .....

**From : Dr. Shibani Goswami  
Project Officer,  
Health, SUDA**

**To : The Chairman  
Suri Municipality  
Dist. : Birbhum**

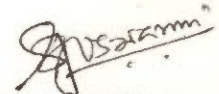
**Sub : Prayer for opinion regarding selection of HHWs and members of MMC.**

Sir,

Reference is invited to your communication bearing memo no. 1496/SM/2004 dt. 01.03.2004 on the above subject.

Your letter has been already forwarded to the Competent Authority for clearance. On receipt of reply, you will intimated accordingly.

Yours faithfully,



**Project Officer**



**Tel/Fax No.: 359-3184**



**Sub : DFID assisted HHW scheme in 11 new municipalities -  
Approval for permitting selection of personnel at MMC  
and HHWs at grass-root level in view of declaration of  
date of ensuing Parliamentary Election.**

Placed below is the copy of communication bearing memo no. 1490/SM/2004 dt. 01.03.04 from the Chairman, Suri Municipality and President, Health & FW Committee at Municipal Level to the undersigned which will speak for itself.

DFID assisted HHW scheme in 11 new municipalities has been launched wef 01.02.2004. Municipal Management Cell is the implementing cell at Municipal Level. If process for engagement of personnel at MMC is delayed, month wise set action plan will be affected and it would not be possible to cover up the scheme within the target date.

Similarly, as per approved project proposal selection and training of HHWs (training period two and half months), are to be completed by June, 2004.

Setting up of MMC and selection and training of HHWs are continuation of the process for project activities which started on 1<sup>st</sup> February, 2004.

Submitted for kind consideration and approval for continuation of the project activities by permitting the municipalities to go ahead with the process of selection of personnel at MMC and HHWs at grass-root level through notice inviting applications.

O: SUDA-Health/DFID  
04/09 dt. 1.3.2004

Secretary, SUDA  
Secretary, MA Dept  
Chairman, SUDA

G. Goswami  
1.3.04

Notes foregoing.  
It may kindly be considered  
whether clearance of The Home (C&E)  
Department would be taken before  
allowing the URB to go ahead with  
the process of selection of personnel.

It is seen that  
for SUDA/H & FW kindly  
takes up the matter with  
C. Ghosh  
03/03/04

UFO

Q



3.3.04

D/SUDA

Dr Goswami  
4/3/04

Notes pre-page

Instruction of the Secretary, MA Dept. dt. 3.3.04.  
It may please be appreciated that delay  
in the process of engagement of ~~personnel~~  
of personnel at Municipal Management  
Cell (MMC) and H.W at grass-root level  
would consequently affect the progress  
of the project within schedule time period.

Principal Secretary, Health & FW may  
kindly be requested to take up the  
matter with CEO.

Submitted for early clearance since  
the said scheme has already been  
launched with effect from 1.2.2004.

Goswami  
4-3-04  
Project Officer,  
Health SUDA.

Ono. SUDA-Health  
FID/04/100  
dt. 3.04

Special Secretary  
(Project) & Programme  
Director, SIP &  
WSDI.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**

**SUDA-Health/DFID/04/21**

Ref No. ....

**01.03.2004**

Date .....

**From : Dr. Shibani Goswami  
Project Officer,  
Health, SUDA**

**To : The Chairman  
Suri Municipality  
Dist. : Birbhum**

**Sub : Prayer for opinion regarding selection of HHWs and members of MMC.**

Sir,

Reference is invited to your communication bearing memo no. 1496/SM/2004 dt. 01.03.2004 on the above subject.

Your letter has been already forwarded to the Competent Authority for clearance. On receipt of reply, you will intimated accordingly.

Yours faithfully,

  
Project Officer

Tel/Fax No.: 359-3184

**Sub : DFID assisted HHW scheme in 11 new municipalities -  
Approval for permitting selection of personnel at MMC  
and HHWs at grass-root level in view of declaration of  
date of ensuing Parliamentary Election.**

Placed below is the copy of communication bearing memo no. 1490/SM/2004 dt. 01.03.04 from the Chairman, Suri Municipality and President, Health & FW Committee at Municipal Level to the undersigned which will speak for itself.

DFID assisted HHW scheme in 11 new municipalities has been launched wef 01.02.2004. Municipal Management Cell is the implementing cell at Municipal Level. If process for engagement of personnel at MMC is delayed, month wise set action plan will be affected and it would not be possible to cover up the scheme within the target date.

Similarly, as per approved project proposal selection and training of HHWs (training period two and half months), are to be completed by June, 2004.

Setting up of MMC and selection and training of HHWs are continuation of the process for project activities which started on 1<sup>st</sup> February, 2004.

Submitted for kind consideration and approval for continuation of the project activities by permitting the municipalities to go ahead with the process of selection of personnel at MMC and HHWs at grass-root level through notice inviting applications.

U.O: SUDA-Health/DFID  
104/99 dt. 1.3.2004

Director, SUDA  
Secretary, MA Dept  
& Chairman, SUDA

*[Signature]*  
1.3.04



**SURI MUNICIPALITY: BIRBHUM**Memo No. /SM/2004 Dated the 1<sup>st</sup> March 2004.**1 MAR 2004**

14918 m.

To  
The project officer, Health  
"Health Wing", SUDA  
H-C Block, Sector III  
Bidhan Nagar, Kolkata-



From  
The Chairman, Suri Municipality  
&  
President, Municipal Level Health and Family Welfare Committee.

**Sub:** Prayer for opinion regarding the selection of HHW<sup>2c</sup> members of MMC.

Madam,

Considering the recent declaration of the date of ensuing Parliamentary Election, kindly apprise me whether the president of MLH&FW Committee, Suri Municipality, can publish any notice inviting application for selection of the post of CDO, PHN-training, and Accounts Assistant of the MMC, and the Honorary Health worker of the DFID assisted HHW scheme, in any Newspaper or Notice Board.

This may kindly be treated as urgent.

Yours faithfully,

*Ujjwal Mukherjee* 01-03-2004  
(Ujjwal Mukherjee)  
The Chairman, Suri Municipality  
&  
President, Municipal Level Health and  
Family Welfare Committee.

Memo No /SM/2004 dated the 1<sup>st</sup> March, 2004

Copy to :

1. The Project Director, Municipal Management Cell, Suri Municipality, Birbhum and ADM (D), Birbhum.  
for favour of kind information.

(Ujjwal Mukherjee)  
The Chairman, Suri Municipality  
&  
President, Municipal Level Health and  
Family Welfare Committee.

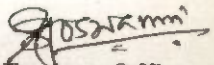
**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/04/20**Date **01.03.2004****From : Dr. Shibani Goswami  
Project Officer,  
Health, SUDA****To : The Chairman  
Suri Municipality  
Dist. : Birbhum****Sub : Prayer for guidelines regarding the mode of selection of CDO, PHN -  
training and Accounts Assistant for the DFID assisted Health Project.**

Sir,

Reference is invited to your communication bearing memo no. 1469/SM/2004 dt. 26.02.2004 on the above subject.

1. Transparency is to be maintained for selection and engagement of the above mentioned personnel under the project. It is for decision of Health & FW Committee on the issue of inviting applications through notification in the local newspaper or any other forms of notification based on local situation keeping in view the transparency aspect.
2. Final selection is to be done through interview only.
3. Health & FW Committee will select the above mentioned personnel. Representative of SUDA is only the member of the said Committee.
4. A tentative draft order for engagement of the said personnel is enclosed for your perusal.
5. There might not be any objection for maintaining a list of panel candidates for each category of personnel. However, validity of the said list will be upto 31.01.2005.
6. Joining letter may be entertained / accepted.

Yours faithfully,

  
**Project Officer**

Tel/Fax No.: 359-3184



## DRAFT ORDER FOR ENGAGEMENT

Sri / Smt. .... of ..... (address) who has been selected by the Health & FW Committee, ..... Municipality is hereby engaged on contract basis as ..... ( designation of the post ) at Municipal Management Cell for DFID assisted HHW scheme for a period of ..... ( in words ) months with effect from the date of his / her joining the post ( N.B not beyond 31.01.2005).

His / Her terms of engagement are terminable on one months notice on either side.

His / Her consolidated pay on contract has been fixed at Rs.        /- ( in words ) only per month.

Chairman,

..... Municipality

C.C

1. Project Director, DFID assisted HHW Scheme, ..... Municipality
2. Project Officer, Central Coordinating Cell , SUDA
3. .... of ..... (address) . He / she is requested to report for duty to the Chairman, ..... Municipality within 15 ( fifteen ) days, failing which the offer of engagement stands automatically cancelled.

## SURI MUNICIPALITY - BIRBHUM

Memo No. 149 /SM/2004 Date: 26/02/04

**From**President, Municipal Level Health & FW Committee  
&

Chairman, Suri Municipality, Birbhum.

**To**The Project Officer Health Wing SUDA H.OUS BIDHAN  
H-C Block, Sector - III Bidhan Nagar, Kolkata - 700091.Sub: Prayer for guideline regarding the mode of selection of CDO, PHN-  
training and Accounts Assistant for the DFID assisted Health Project.

Madam,

Kindly make an arrangement to send a guideline as regards to the  
following:

1. Whether the notice inviting applications for the post of above noted subject is essential to announce in the local newspaper
2. Whether any written test for selection is required or not. If affirmative, then how the question papers can be made and who will be in charge of preparing the question paper, in question.
3. Whether a representative of Health Wing, SUDA will remain present during the time of interview to avoid the controversy of selection.
4. Whether any letter of appointment can be issued against the selected candidate. If not, how they can join to this new assignment
5. Whether a panel of selected candidate for each of the above mentioned post can be made. *same candidate*
5. Whether any joining letter can be entertained/accepted from the end of selected candidates

An early reply in this regard is highly solicited.

Thanking you,

Yours faithfully

*Ujjwal Mukherjee* 26.2.04(Ujjwal Mukherjee)  
President, MLHFWC.



**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091

West Bengal

Ref No. .... SUDA-Health/DFID/04/16

Date ..... 25.02.2004

From : Project Officer,  
Health, SUDATo : The Chairman  
..... S.S.S.I. .... Municipality

Sub : Immediate actions to be undertaken under DFID assisted HHW Scheme.

Sir,

Reference is invited to the points of discussions during meeting session of MOS, MA Dept. wrt DFID assisted HHW Scheme held at SUDA Conference Hall on 12.02.2004.

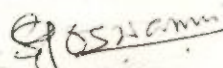
The immediate actions to be undertaken by your municipality are as under :

| Sl. No. | Actions  | Target Period  | Remarks   |
|---------|--|----------------|---|
| 1.      | To constitute municipal level Health & FW Committee apropos GO bearing no. HF/O/PHP/658/O-23/98 dt. 25.09.2002     | February, 2004 | For Krishnagar, Bishnupur and Purulia Municipality.   |
| 2.      | To forward new BPL list approved by DM to the Project Officer.   | February, 2004 | For Bolpur and Bishnupur.   |
| 3.      | To engage personnel of the Municipal Management Cell (MMC) apropos GO no. 86/MA/P/C-10/3S-51/2003 dt. 22.01.2004.  | February, 2004 | To forward the information along with list containing name and designation to the Project Officer.  |
| 4.      | Sensitisation session on the said project (1 day)<br>Participants - All Councillors.                               | February, 2004 | Training materials like folder, pen, note pad, copies of guidelines in Bengali be distributed to the participants.<br>Working tiffin, hiring of venue (if necessary), audio visual media like LCD / Overhead Projector be arranged for the purpose.<br>Provisional budget including contingent expenditure is Rs. 10,000/- for 40 participants. |
| 5.      | Sensitisation session on the said project (1 day)<br>Participants - NGOs, CBOs, IMA, ACMOH and Supdt. of hospital. | - do -         | - do -<br>Tentative cost - 10,000/- for 40 participants.  |

| Sl. No. | Actions  | Target Period       | Remarks   |
|---------|--|---------------------|---|
| 6.      | Sensitisation session on the said project (1 day)<br>Participants - Women representatives from community.  | Feb. - Mar., 04     | - do -<br>Tentative cost Rs. 12,000/- for 50 participants.  |
| 7.      | Orientation session on R.C.H. (2 days) by faculty<br>Participants - Community Women.   | - do -              | - do -<br>Training materials will also include relevant papers on R.C.H.<br>Approx. Rs. 10,000/- for 50 participants. |
| 8.      | Orientation Workshop by faculty on participatory need assessment, field trial and project formulation. (2 days)<br>Participants - The team (at least ten nos.) comprising of CDO, PHN, HO / AHO, committed persons of CDS and others selected by the Chairman. | March, 2004         | - do -<br>Approx. Rs. 5,000/- for 2 days.   |
| 9.      | Participatory need assessment with BPL population under the project by the team.   | March, 2004         | Approx. Rs. 15,000/- for 2 days.  |
| 10.     | Write up project proposal by the ULB.  |                     |   |
| 11.     | Submission of the project proposal by the ULB to Health Wing, SUDA.  | March, 2004         |   |
| 12.     | Identification of trainers (Doctors - 2, Nurse - 2) and forwarding the names to the Project Officer.   | February, 2004      |   |
| 13.     | Opening of separate Bank A/C for the project - Joint operation by ADM / SDO and the Chairman and forwarding the account no. to Health Wing, SUDA for taking action to release fund.  | February, 2004      |   |
| 14.     | Selection of HHW   | April, 2004         |   |
| 15.     | Training of HHW  | April to June, 2004 |   |
| 16.     | Accommodation for Sub-health post, health post identification  | May, 2004           |   |
| 17.     | Selection of personnel for HP.   | Apr. - May, 04      |   |
| 18.     | Training of personnel for HP.  | - do -              |   |

You are requested kindly to take necessary steps to materialise the action plan within stipulated time period, as these will be the indicators of achievement for quarterly evaluation of the project.

Yours faithfully,

  
Project Officer



**OFFICE OF THE MUNICIPAL COUNCILLORS  
SURI MUNICIPALITY: BIRBHUM**

Memo No. 1403(9) S.M.

Date: 14/02/2004.

To

1. The Chairman, Suri Municipality,  
President, Municipal Level Health & Family welfare Committee (MLHFWC).

2. Councillor-in-charge of health, Suri Municipality,  
Member, MLHFWC.

3. Officer-in-Charge, Health, Birbhum Collectorate  
Member, MLHFWC.

4. Dr. R.K. Nath, Lions' Club, Suri.  
Member, MLHFWC.

5. Mr. Lakshmi Kanto Mandal, Sri Aurobindo Anusilan Society, Suri  
Member, MLHFWC.

6. ACMOH, Sadar, Suri, Birbhum.  
Member, MLHFWC.

7. Representative of Health Wing, SUDA,  
Member, MLHFWC.



Sir,

You are requested to attend a meeting of the Municipal level Health & Family Welfare Committee to be held on 23<sup>rd</sup> February, 2004 at 1-00 PM at the Suri Municipal Office.

Yours Faithfully,

*[Signature]* 14.2.04

Health Officer, Suri Municipality  
&

Secretary-Convenor, Municipal  
Level Health & Family Welfare  
Committee.

Agenda:

1. Implementation of  
DFID assisted health scheme  
with regard to selection of HHWs &  
members of Municipal Management Cell,  
and other related matters.
2. Miscellaneous.



Government of West Bengal  
Office of the District Magistrate  
Birbhum

Memo. No. 145

Dated Suri, the 29th January 2004

From : B.K. Ray,  
District Magistrate,  
Birbhum.


To : Sri D. Mukhopadhyay, I.A.S  
Secretary,  
Municipal Affairs Department,  
Government of West Bengal,  
Writers' Buildings,  
Kolkata- 700 001.

Sub : Nomination of Additional District Magistrate to function additionally as  
Project Director regarding formation of Municipal Management Cell (MMC)  
under Honorary Health Worker Scheme.

Ref : No.1403-S/04 Dated the 19th January, 2004.

Sir,  
I do hereby authorise Sri Pinaki Ghosh, Additional District Magistrate(Det) in charge  
of Municipal Affairs Section of this Collectorate to act as Project Director for the  
implementation of the above-noted scheme. This is in response to your letter mentioned above.

Yours faithfully,

  
( Barun Kumar Ray )  
District Magistrate  
Birbhum.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

SUDA-Health/DFID/04/12(1-11)  
Ref No. ....

Date ...28.01.2004

**From : Director, SUDA**

**To : The Chairman,  
Kochbihar, Jangipur, Berhampur, Suri, Bolpur, Purulia, Bankura,  
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality**

**Sub : Meeting of MOS, MA Dept. in connection with DFID assisted  
honorary health worker scheme in 11 Municipalities**

Sir / Madam,

I am directed to inform you that pursuant to launching of the aforesaid programme wef. 01.02.2004, a meeting will be held to discuss the course of action with regard to implementation of the project at the Conference Hall of SUDA, ILGUS Bhavan, HC Block, Sector - III, Salt Lake on 12.02.2004 at 11 A.M.

You are requested kindly to make it convenient to attend the meeting along with your Councillor-in-Charge of Health & Health Officer / Asst. Health Officer (if any).

Yours faithfully

*G. Banji*  
28/1/04

Director, SUDA

28.01.2004

SUDA-Health/DFID/04/12(1-6)  
Copy forwarded to :

1. P.S. to MOS, M.A. Dept. - for kind information of MOS.
2. Secretary, M.A. Dept. - for kind information.
3. Shri Rajeev Dube, Spl. Secretary (Project), Health & FW Dept.
4. Jt. Director, ILGUS
5. Dr. N.G. Gangopadhyay

..... With the request to make it convenient to attend the meeting.

6. Dr. Shibani Goswami - Project Officer, Health, SUDA - for information and further necessary action to organise the meeting.

*G. Banji*  
28/1/04  
Director, SUDA

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

SUDA-Health/DFID/04/12 (1-11)

Date ...28.01.2004

From : Director, SUDA

To : The Chairman,  
Kochbihar, Jangipur, Berhampur, Suri, Bolpur, Purulia, Bankura,  
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality

Sub : Meeting of MOS, MA Dept. in connection with DFID assisted  
honorary health worker scheme in 11 Municipalities

Sir / Madam,

I am directed to inform you that pursuant to launching of the aforesaid programme wef. 01.02.2004, a meeting will be held to discuss the course of action with regard to implementation of the project at the Conference Hall of SUDA, ILGUS Bhavan, HC Block, Sector - III, Salt Lake on 12.02.2004 at 11 A.M.

You are requested kindly to make it convenient to attend the meeting along with your Councillor-in-Charge of Health & Health Officer / Asst. Health Officer (if any).

Yours faithfully

*S. S. Sanjay*  
28/1/04  
Director, SUDA

SUDA-Health/DFID/04/12(1-6)  
Copy forwarded to :

1. P.S. to MOS, M.A. Dept. - for kind information of MOS.

28.01.2004



File  
Suri Municipality: Birbhum

Memo No. 1355/04 Date: 28/1/04



30 JAN 2004

To,  
The Project Officer,  
Health Wing, SUDA,

Sub: Regarding positioning of Health Officer of MA Department at Suri Municipality.

Ref: Your no. SUDA/Health/DFID/04/11/(1to 3).

Sir,

Under above noted reference, I like to inform you that one Health Officer namely Dr. Dilip Bandyopadhyay has been posted by MA Dept. since Jan.95 at the office of Suri Municipality, Birbhum, and he is discharging the function of Health Officer till now.

This is for favour of kind information and taking necessary action.

Yours faithfully,

*Ujjwal Mukherjee*

28.01.2004

Chairman, Suri Municipality,  
Birbhum.

UJJWAL MUKHERJEE

Chairman

SURI MUNICIPALITY



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

SUDA-Health/DFID/04/11 (1+03)  
Ref No. ....

Date **21.01.2004**

From : Project Officer  
Health Wing, SUDA

To : The Chairman,  
Jangipur / Suri / Berhampur Municipality

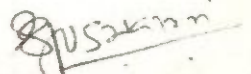
Sub : Information on positioning of Health Officer of M.A. Dept.

Sir,

DFID assisted HHW scheme will be launched from 01.02.2004 which was intimated to you through MA Dept. communication bearing no. 1403-S/04 dt. 19.01.2004.

You are requested to provide information immediately through FAX (Fax no. 033 2359 3184) on positioning of Health Officer of MA Dept. in your municipality for onward transmission to the Competent Authority.

Yours faithfully

  
Project Officer

ye

Tel/Fax No.: 359-3184



# Suri Municipality

File

**Sri Ujjwal Mukherjee**

Chairman  
Suri Municipality, Birbhum.



Suri Office :-255-534 /257-534 (Fax)  
Residence : 255-606 /255-702

Memo No.....1231/8: M

Date.....3/1/2004

- 5 JAN 2004



To,  
Dr. S. Goswami,  
Project Officer,  
HEALTH WING,  
State Urban Development Agency,  
"ILGUS BHAVAN",  
H.C. Block, Sector-III,  
Bidhan Nagar,  
KOLKATA-700091.

Sub:- Constitution of Municipal Level Health and Family Welfare Committee.

Ref:- Your Letter No.-SUDA/HEALTH/DFID/ULBs/(Pt-1)/2003/04, dated-16/12/03.

Madam,

With reference to your letter as noted above, the informations required by you are as follows:-

1. Municipal Level Health & FW Committee constituted..... Yes.
2. Date of Constitution:-..... 14/02/2003.
3. Frequency of meeting held scheduled..... As required.
4. Total no. of meeting held so far..... One.
5. Important agenda items discussed:-

(a) IPPI Programme.

(b) Honorary Health Worker scheme(DFID).

6. Important decision taken.

(a) The Municipality would take part in the IPPI Programme as before, the Councillors would actively see the areas of resistance and do accordingly so that not even a single child left un-immunised with OPV.

(b) Various aspects of DFID project were discussed.

Yours faithfully,

Chairman. 2.1.04  
Suri Municipality,  
Birbhum.

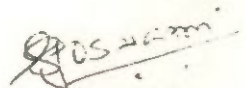
**SUDA****URGENT****STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/ULBs (Pt. D) 2003/04**Date ..... **16.12.2003****From : Project Officer  
Health Wing, SUDA****To : ✓ The Chairman,  
Suda ..... Municipality****Sub : Constitution of Municipal Level Health & Family Welfare Committee****Sir,**

Govt. of West Bengal, Health & FW Dept. PHP branch had issued resolution bearing no. HF/O/PHP/658 /O-23/98 dt. 25<sup>th</sup> October, 2002, on the above subject. Furthermore, another resolution bearing no. HF/O/PHP/659/O-23/98 dt. 25<sup>th</sup> October, 2002, was also issued towards integration of all activities including National Public Health Programme with District Health & Family Welfare Samiti.

Copies of the above mentioned two resolutions had already been endorsed to you by the Health & FW Dept. However, Xerox copies of the same are enclosed for ready reference.

In this connection, I am directed to request you kindly to furnish the following information for kind perusal of Hon'ble MOS, MA Dept., GOWB, at the earliest.

- A. Municipal level Health & FW Committee constituted ... Yes / No  
B. If yes, Dt. of constitution  
C. Frequency of meeting scheduled  
D. Total nos. of meetings held so far  
E. Important agenda items discussed  
F. Important decisions taken

**Encl: as stated****Yours faithfully**  
**Project Officer****Tel/Fax No.: 359-3184**





8 OCT 2003

**OFFICE OF THE COUNCILLORS  
OF SURI MUNICIPALITY : BIRBHUM.**

Memo No. 802 Date. 29.9.2003.

To  
Dr. Sibani Goswami  
Project Officer, (Health), SUDA.  
Health Wing  
ILGUS BHAVAN  
H-C Block, Sector-III, Bidhan Nagar, Kolkata- 700091.

From  
The Chairman  
Suri Municipality.

Sub : BPL List

Madam,  
Sending herewith the List of BPL families for your kind preparation of the  
Project of Honorary Health Workers Scheme for Suri Municipality.

Yours Faithfully

Encl: as stated

Chairman,  
Suri Municipality.  
**Chairman**  
**Suri Municipality**

**SURI MUNICIPALITY  
BIRBHUM**

**LIST OF B P L FAMILIES**

| SL NO.       | WARD NO. | NAME OF SLUM.                    | NO. OF THE FAMILIES. | POPULATION. |
|--------------|----------|----------------------------------|----------------------|-------------|
| 1            | 2        | 3                                | 4                    | 5           |
| 01.          | 01.      | Benepukur para<br>Nivedita pally | 60                   | 220         |
| 02.          | do.      | Bara bagan<br>Bauri para         | 200                  | 614         |
| 03.          | 02.      | Mal para(1)                      | 93                   | 429         |
| 04.          | do.      | Mal para(11)                     | 68                   | 256         |
| 05.          | do.      | Rabindrapally                    | 21                   | 73          |
| 06.          | 03.      | Mallickguna                      | 160                  | 574         |
| 07.          | 03.      | Rakshakalitala                   | 33                   | 109         |
| 08.          | do.      | College para                     | 41                   | 170         |
| 09.          | do.      | Kendua Bayen<br>para             | 38                   | 142         |
| 10.          | do.      | Kendua Muslim<br>para            | 40                   | 225         |
| 11.          | do.      | Kendua Fakir<br>para             | 90                   | 470         |
| 12.          | 04.      | Kanta Buri                       | 140                  | 693         |
| 13.          | do.      | Nagari para                      | 70                   | 285         |
| 14.          | do.      | Surri pukur para                 | 89                   | 375         |
| 15.          | 05.      | Sonatore para                    | 342                  | 1777        |
| 16.          | 06.      | Mal para                         | 39                   | 206         |
| 17.          | do.      | Keot para                        | 33                   | 119         |
| 18.          | do.      | datta pukur para                 | 33                   | 139         |
| 19.          | do.      | Sunri pukur para                 | 38                   | 158         |
| 20.          | do.      | Bhattacharjee<br>para            | 40                   | 150         |
| 21.          | do.      | Do.Bauri para                    | 39                   | 172         |
| 22.          | do.      | Mallikguna para                  | 25                   | 97          |
| 23.          | 07.      | Ghune para                       | 40                   | 119         |
|              | do.      | Bazar para                       | 40                   | 145         |
| <b>Total</b> |          |                                  | <b>1812</b>          | <b>7717</b> |



**SURI MUNICIPALITY  
BIRBHUM**

**LIST OF B P L FAMILIES**

| SL NO.       | WARD NO. | NAME OF SLUM.                    | NO. OF THE FAMILIES. | POPULATION.  |
|--------------|----------|----------------------------------|----------------------|--------------|
| 1            | 2        | 3                                | 4                    | 5            |
|              |          | <b>B/F</b>                       | <b>1812</b>          | <b>7717</b>  |
| 24.          | do.      | Harihatganj(1)                   | 40                   | 131          |
| 25.          | do.      | Transamity More                  | 40                   | 140          |
| 26.          | do.      | Harihatganj(2)                   | 28                   | 113          |
| 27.          | 08.      | Madrasa Rd.Muchi<br>para         | 40                   | 194          |
| 28.          | do.      | Do.Churi para                    | 39                   | 184          |
| 29.          | do.      | Tika para                        | 30                   | 168          |
| 30.          | do.      | Churi para                       | 18                   | 103          |
| 31.          | 09.      | Laldighi para                    | 59                   | 286          |
| 32.          | 10.      | Jhajir Bat tala                  | 40                   | 148          |
| 33.          | do.      | Lalkuthi Math para               | 38                   | 165          |
| 34.          | do.      | Lalkuthi para                    | 40                   | 181          |
| 35.          | do.      | Math para                        | 40                   | 150          |
| 36.          | do.      | Bideshi Nichu &<br>Lalkuthi para | 38                   | 162          |
| 37.          | do.      | Lalkuthi & Bideshi<br>para       | 40                   | 167          |
| 38.          | do.      | Bideshi Nichu para               | 35                   | 155          |
| 39.          | do.      | Bideshi para Pukur<br>par        | 40                   | 148          |
| 40.          | do.      | Suri Bideshi para                | 30                   | 116          |
| 41.          | do.      | Mal Phatak para                  | 159                  | 629          |
| 42.          | do.      | Sehara para                      | 40                   | 180          |
| 43.          | 11.      | Ruti para (1)                    | 19                   | 94           |
| 44.          | do.      | Lalkuthi para                    | 19                   | 103          |
| 45.          | do.      | Shera para                       | 38                   | 186          |
| 46.          | do.      | Chandi para(1)                   | 40                   | 203          |
| 47.          | 11.      | Ruti para (11)                   | 32                   | 166          |
| 48.          | do.      | Chandi para (11)                 | 20                   | 79           |
| 49.          | do.      | Ruti para (111)                  | 38                   | 152          |
| 50.          | 12.      | Saddy para(1)                    | 40                   | 170          |
| 51.          | do.      | Nurai para(1)                    | 40                   | 163          |
| 52.          | do.      | Saddy para(11)                   | 27                   | 89           |
| 53.          | do.      | Chhap tala(1)                    | 39                   | 229          |
| 54.          | do.      | Sehara para                      | 76                   | 334          |
| 55.          | do.      | Mal Phatak                       | 55                   | 239          |
| 56.          | do.      | Nurai para(11)                   | 37                   | 142          |
| <b>Total</b> |          |                                  | <b>3166</b>          | <b>13586</b> |

**SURI MUNICIPALITY  
BIRBHUM**

**LIST OF B P L FAMILIES**

| SL NO. | WARD NO. | NAME OF SLUM.                              | NO. OF THE FAMILIES. | POPULATION.  |
|--------|----------|--|----------------------|--------------|
| 1      | 2        | 3  | 4                    | 5            |
|        |          | <b>B/F</b>                                 | <b>3166</b>          | <b>13586</b> |
| 57.    | do.      | Chhap tala(11)                             | 40                   | 216          |
| 58.    | 13.      | Khash para                                 | 40                   | 158          |
| 59.    | do.      | Dhangore para                              | 40                   | 116          |
| 60.    | do.      | Math para                                  | 40                   | 162          |
| 61.    | do.      | Barui para                                 | 40                   | 81           |
| 62.    | do.      | Chandi para                                | 40                   | 167          |
| 63.    | do.      | Sehara para                                | 40                   | 203          |
| 64.    | do.      | Nurai para                                 | 40                   | 197          |
| 65.    | do.      | Ruti para                                  | 40                   | 135          |
| 66.    | do.      | Malipara+Rutipara                          | 28                   | 99           |
| 67.    | 14.      | Suri Barui para                            | 40                   | 171          |
| 68.    | do.      | Hari para                                  | 81                   | 334          |
| 69.    | do.      | Barui para(Bagdi para) (1)                 | 41                   | 141          |
| 70.    | do.      | Suri Barui para(11)                        | 40                   | 158          |
| 71.    | do.      | Barui para(Bagdi para) (11)                | 41                   | 186          |
| 72.    | do.      | Mal para                                   | 40                   | 157          |
| 73.    | 15.      | Puratan line                               | 20                   | 65           |
| 74.    | do.      | Kahar para                                 | 38                   | 161          |
| 75.    | do.      | Anandapur (1)                              | 40                   | 195          |
| 76.    | do.      | Dangal para                                | 32                   | 134          |
| 77.    | do.      | Anandapur (11)                             | 32                   | 121          |
| 78.    | 16.      | Rabindrapally                              | 200                  | 693          |
| 79.    | do.      | Rabindrapally & Subhas pally               | 40                   | 123          |
| 80.    | do.      | Najrul pally & Rabindrapally & Subhaspally | 40                   | 145          |
| 81.    | do.      | Najrul pally                               | 120                  | 447          |
| 82.    | do.      | Gowala para                                | 82                   | 280          |
| 83.    | 17.      | Station more                               | 40                   | 148          |
| 84.    | do.      | Hajra para(1)                              | 40                   | 156          |
| 85.    | do.      | Talbona Ramkrishna pally                   | 40                   | 179          |
| 86.    | do.      | Hajra para(11)                             | 23                   | 75           |
| 87.    | do.      | Kantabuni                                  | 80                   | 421          |
|        |          | <b>Total</b>                               | <b>4704</b>          | <b>19610</b> |



**SURI MUNICIPALITY  
BIRBHUM**

**LIST OF B P L FAMILIES**

| SL NO. | WARD NO. | NAME OF SLUM.           | NO. OF THE FAMILIES. | POPULATION.  |
|--------|----------|-------------------------|----------------------|--------------|
| 1      | 2        | 3                       | 4                    | 5            |
|        |          | <b>B/F</b>              | <b>4704</b>          | <b>19610</b> |
| 88.    | do.      | do & Talbuni            | 80                   | 373          |
| 89.    | do.      | methor para & Kantabuni | 30                   | 155          |
| 90.    | do.      | Kantabuni & Kora Para   | 21                   | 127          |
| 91.    | 18.      | Das Para (1)            | 40                   | 171          |
| 92.    | do.      | Baishnab pukur para     | 40                   | 144          |
| 93.    | do.      | Co-op-Coloney           | 80                   | 305          |
| 94.    | do.      | Kendua bayen para       | 40                   | 199          |
| 95.    | do.      | Hatjan bajar            | 40                   | 182          |
| 96.    | do.      | Das para (11)           | 40                   | 188          |
| 97.    | do.      | Majhi para              | 40                   | 139          |
| 98.    | do.      | Dutta para              | 40                   | 182          |
| 99.    | do.      | Hatjan bajar            | 26                   | 96           |
|        |          | <b>TOTAL</b>            | <b>5221</b>          | <b>21871</b> |



*24.9.03.*  
**Town Project Officer  
(SJSRY)  
Suri Municipality,**

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No.SUDA-Health/DFID (Pt. I)/01

Date .....05.09.2003

From : Project Officer  
Health, SUDA

To : Chairman,

*Suri*  
..... Municipality

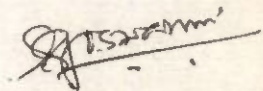
**Sub : Detailed Project Proposal : Pilot Project for expanding the Honorary  
Health Workers Scheme to 11 Municipalities outside K.M.A.**

Sir / Madam,

As per discussion in the meeting of MOS, M.A. Dept., held on 02.09.2003 at ILGUS Bhavan, Salt Lake, on the subject mentioned above, I am to forward herewith a copy of the detailed project proposal for your information.

Enclo :- As stated

Yours faithfully,



**Project Officer**



Taxpayer's copy

**RETURN UNDER SECTION 143(1)(c) OF THE INCOME-TAX ACT**

Name: [Handwritten Name] Head/Circle/Post: [Handwritten] Status Code: [Handwritten] Assessment Year: [Handwritten] Sex (M/F): [Handwritten]

Address: [Handwritten Address]

Pin: [Handwritten]

**COMPUTATION OF TOTAL INCOME**

| Code   | Amount | Code                                       | Amount |
|--|--------|--|--------|
| 999  | 990    |  |        |
| Total Income after prima facie adjustment    |        |  |        |
| Adjustments u/s 143(1)(a) Add(+)/Subtract(-) |        | Reasons for adjustments made u/s 143(1)(a) |        |
| 110  |        |  |        |
| 130  |        |  |        |
| 140  |        |  |        |
| 145  |        |  |        |
| 143  |        |  |        |
| 150  |        |  |        |
| 151  |        |  |        |
| 152  |        |  |        |
| 160  |        |  |        |
| 161  |        |  |        |
| 160  |        |  |        |
| 163  |        |  |        |
| 169  |        |  |        |
| 100  |        |  |        |
| 171  |        |  |        |
| 174  |        |  |        |
| 175  |        |  |        |
| 179  |        |  |        |
| 170  |        |  |        |
| 101  |        |  |        |
| 200  |        |  |        |
| 102  |        |  |        |
| 103  |        |  |        |
| 104  |        |  |        |
| 105  |        |  |        |

**COMPUTATION OF TAX LIABILITY**

| Code | Amount | Code | Amount |
|------|--------|------|--------|
| 310  |        | 311  |        |
| 1601 |        | 34A  |        |
| 605  |        | 34B  |        |
| 610  |        | 34C  |        |
| 381  |        | 315  |        |
| 382  |        | 330  |        |
| 383  |        | 320  |        |
| 380  |        | 44A  |        |
|      |        | 360  |        |

Date: 28-02-02



Signature of Assessing Officer: [Handwritten Signature]  
 B.C.I.T. Circle-16, Kol