

Reporting format for Adolescents Friendly Clinics

Budge Budge Municipality

For the Month of Dec 2018

No. of Adolescents				Nature of ailments				
Attended the clinic	Hb % Estimated	Report for Hb % Obtained	Having Less than 12 gm % Hb	Psycho- logical	Mens- tural	GI	Anaemia	Others (Specify)
254	55	21	09	Nil	23	37	27	Ankles 29

Pradeep
Signature of HO / AHO

Health Officer
Budge Budge Municipality


BUDGE BUDGE MUNICIPALITY
Reporting Format for Groth Monitoring of Under - Five Children

Total No. of U-5 Children	No. of U-5 Children		No. of U-5 Children With				No. of Mal-nutrition Case	
	Children Weighed	Weight	Gr-1	Gr-11	Gr-111	Gr-IV	Referred	Hospitalised
5001	4965	3549	1064	319	31	2	33	

Report to be Submitted at two (2) monthly interval as detailed below;

Period of Reporting	Report to be Sent by
For April - May	15th of June
For June - July	15th of August - 2010
For August - September	15th of October
For October - November	15th of December
For December - January	15th of February
For February - March	15th of April.

- * Report to be prepared at Sub - Centre Level by FTS.
- * All the Under - Five Children are to be Weight at two monthly interval.
- * Gr - 1 & Gr - 11 Malnutrition necessary counselling on nutrition is to be given at Sub-Centre level .
- * Gr. 111 & Gr. IV Mal-nutrition Case are to be referred immediately to the specialist/ hospital for taking Corrective measures.


 Health Officer
 Budge Budge Municipality


 9.7.10

TO

The Project Director
CMU. KUSP.
ILEUS Bhanan

Sub. R.I. training
@ Bhatpara Municipality

Sir

This is to inform you that -
Smt Prashanta Pramanik (FIS) is sick,
Smt Uma Saha (FIS) is selected for training.
Thank you

Yours faithfully,

SDB
2/9/10

Bhatpara Municipality
H.O.

Fr 245

Budge Budge... Municipal Corporation / Municipality

Reporting Form for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with					No. of Mal-nutrition case	
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
4585	4449	3260	816	339	34	-	34	-

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15th of June
For June - July	15th of August
For August - September	15th of October
For October - November	15th of December
For December - January	15th of February
For February - March	15th of April

Report to be prepared at Sub-Centre Level by FTS.

All Under-Five children are to be weighed at two monthly interval. In case of mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other services as required.

addressed

Gr III & Gr IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Phang

Health Officer
Budge Budge Municipality

		During the month				Cumulative since April 2009					
		Under - 1 Yr.		Above 1 Yr.		Under - 1 Yr.			Above 1 Yr.		
		Male	Female	Male	Female	Male	Female	Total	Male	Female	Total
BCG		07	09			74	66	140			
DPT	DPT-1	08	10			76	62	138			
	DPT-2	08	10			83	79	162			
	DPT-3	09	09			87	54	141			
OPV	OPV-0	07	09			74	66	140			
	OPV-1	08	10			76	62	138			
	OPV-2	08	10			83	79	162			
	OPV-3	09	09			87	54	141			
Hepatitis B	Hep-1	05	11			53	56	109			
	Hep-2	06	06			51	50	101			
	Hep-3	06	05			53	49	92			
Measles		06	09			59	62	121			
Fully immunized Children under 1 year	Having BCG+3 doses of OPV&DPT+ Measles	05	07			58	60	118			
VITAMIN -A	Dose - 1	06	09			59	62	121			
Children more than 18 months	DPT Booster			05	06				54	50	104
	OPV Booster			05	06				54	50	104
VITAMIN -A	Dose - 2			05	03				47	42	89
	Dose - 3			04	02				38	29	67
	Dose - 4			01	02				30	18	48
	Dose - 5			03	02				22	27	49
Children more than 5 yrs.	DT - 1			01	05				26	23	49
	DT - 2			---	---				01	01	02
Children more than 10 yrs.	TT - 1			01	01				02	04	06
	TT - 2			---	---				---	---	---
Children more than 16 yrs.	TT - 1			---	---				---	01	01
	TT - 2			---	---				---	---	---
No. of Children received IFA		03	01	02	02	11	12	23	47	50	97
UNTOWARD REACTION											
1. Reported deaths associated with immunization											
2. Number of abscesses											
3. Other Complications											

Sl. No.	Services	Performance in the reporting month			Cumulative performance since April 2009		
		M	F	T	M	F	T
8.	Vaccine preventable diseases to under 5 year children						
	a) Diphtheria						
	i) Cases						
	ii) Deaths						
	b) Poliomyelitis						
	i) Cases						
	ii) Deaths						
	c) Neo Natal Tetanus						
	i) Cases						
	ii) Deaths						

Budde-Budde

Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children.

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
4595	4396	3188	821	351	36	—	36	—

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
1st April - May	15th of June
1st June - July	15th of August
1st August - September	15th of October
1st October - November	15th of December 2009
1st December - January	15th of February
1st February - March	15th of April

Report to be prepared at Sub-Centre Level by FTS.

All Under-Five children are to be weighed at two monthly interval.

At Sub-Centre level, if Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other

addressed

Gr III & Gr IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Prady

Health Officer

Budde Budde Municipality

YOUR LOGO : ADM. SER. (HEALTH) SUDA KOLKATA
 YOUR FAX NO. : 91 3302 17805

NO. OTHER FACILITY START TIME USAGE TIME MODE PAGES RESULT
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TO TURN OFF REPORT, PRESS 'MENU' #04.
 THEN SELECT OFF BY USING '+' OR '-'.

Budge Budge Municipal Corporation / Municipality

Reporting Form for Growth Monitoring of Under-Five Children

No. of U-5 Children with

Total No. of U-5 Children 4535

No. of Mal-nutrition cases 4465

Normal weight 3230

Gr. - I 801

Gr. - II 355

Gr. - III 47

Gr. - IV 2

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15th of June
For June - July	15th of August 2009
For August - September	15th of October
For October - November	15th of December
For December - January	15th of February
For February - March	15th of April

Report to be prepared at Sub-Centre Level by FTS.

All Under-Five children are to be weighed at two monthly interval.

In case of Mal-nutrition, necessary counselling, necessary referral is to be given at Sub-Centre level.

Addressed

Gr. III & Cr. II Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

SENDING REPORT

Aug. 28 2009 05:11PM

YOUR LOGO : ADVISER(HEALTH)SLIDA KOLKATA
YOUR FAX NO. : +91 3523747023

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE
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*CODE = FOR SERVICE CENTRE USE ONLY

TO TURN OFF REPORT, PRESS 'MENU' #04.
THEN SELECT OFF BY USING '+' OR '-'.
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Budge Budge Municipality Municipal Corporation / Municipality
 Reporting Format for Growth Monitoring of Under-Five Children.

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition case.		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
4535	4322	3196	802	347	31	1	32	

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
1st April - May	15th of June
1st June - July	15th of August
1st August - September	15th of October ✓ 2009
1st October - November	15th of December
1st December - January	15th of February
1st February - March	15th of April

- Reports to be prepared at Sub-Centre Level by FTS.
- All the Under-Five children are to be weighed at two monthly interval.
- All the Under-Five children, necessary counselling, on nutrition is to be given at Sub-Centre level and other services as per the guidelines.
- Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Gr. III & Gr. II Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Phooly H
 Health Officer
 Budge Budge Municipality

Budge Budge

..... Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children.

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with					No. of Mal-nutrition case.		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised	
4535	4465	3230	831	355	47	2	49	—	

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
For June - July	15 th of August 2009
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

Report to be prepared at Sub-Centre Level by FTS.

All Under-Five children are to be weighed at two monthly interval.

Gr. I & II Mal-nutrition, necessary counselling, on nutrition is to be given at Sub-Centre level and other cases

addressed

Gr III & IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Budge Budge Municipal Corporation / Municipality
 Reporting Format for Growth Monitoring of Under-Five Children.

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with					No. of Mal-nutrition case.	
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
4535	4390	3178	824	343	45	-	45	-

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June 2009
For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

- Report to be prepared at Sub-Centre Level by FTS.
- All the under-five children are to be weighed at two monthly interval.
- If mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other cases to be referred to the specialist / hospital for taking corrective measures.

[Signature]

Region Officer
Budge Budge Municipality

Budge Budge

Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	No. of Mal-nutrition cases Hospitalised
5312	5291	3815	1148	289	39	-	39	-

Reports submitted at two (2) monthly intervals detailed below :

Period of Reporting	Report to be sent by
15th of June	15th of June
15th of August	15th of August
15th of October	15th of October
15th of December	15th of December
15th of February	15th of February
15th of April	15th of April

Reports reported at Sub-Centre level by FTS

Five children are to be weighed at two monthly interval

Mal-nutrition cases are to be referred immediately to the specialist hospital for taking corrective measures.

Phooly Ho
 Health Officer
 Budge Budge Municipality

Budge.....*Budge*..... Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases	
		Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5312	5298	3801	1166	295	35	1	36

Reports to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
15th of May	15th of June
15th of July	15th of August
15th of September	15th of October
15th of November	15th of December
15th of January	15th of February 2009
15th of March	15th of April

Reports to be prepared at Sub-Centre Level by FTS.

Five children are to be weighed at two monthly interval.

Mal-nutrition cases - I Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors be

Mal-nutrition cases are to be referred immediately to the specialist hospital for taking corrective measures.

Prakash H.P.
Health Officer
Budge Budge Municipality

Memo No. .. CMU-94/2003(PL VII)/ 4031

Dt. .. 25.03.2009

76

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319.

Sub. : Approval for extension of time for execution of health schemes under KUSP.

Ref. : Your communication bearing no. 2684 dt. 18.03.2009.

Sir,

Approval is hereby accorded towards extension of time period upto June, 2009 for implementation of health schemes as per DPR submitted for FY 2008-09, as requested for in continuation of the ongoing programme.

You are requested to complete the above mentioned programme and submit Statement of Expenditure to Accounting Support Agency within July, 2009.

Thanking you.

Yours faithfully,


Project Director, CMU

Copy forwarded to :

- 1) Accounts Officer, CMU
- 2) Accounting Support Agency


Project Director, CMU

OFFICE OF THE COUNCILLORS BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137

From : **BHULU KANTI SARKAR**

CHAIRMAN

BUDGE BUDGE MUNICIPALITY

Ref. No. 2684



Residence :

17/4, A.M. Ghosh Road,
P.O. & P.S. - Budge Budge.
Dist. - South 24-Parganas.
Phone : 2480 2140

Dated : 18.3.09

To
The Project Director,
CMU, KUSP, ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake City, Kolkata-700 106.

Sub:- Prayer for extension of time for execution of schemes under KUSP.

Sir,

With reference to above, this is to inform you that the Municipality has taken up following schemes for execution under KUSP Programme 2008-09 and the progress of work as noted against each scheme is listed below :-

1. SLIF : All infrastructural works in slums are completed and the 2 Nos. community latrine & 2 Nos. two-pit latrine are not taken up at present due to some land dispute which is likely to be cleared shortly.
2. Intra Municipal Infrastructure : Overall progress of 4 Nos. out of 7 Nos. projects upto 75 % has been achieved and for remaining 3 Nos. projects, tenders were invited on 07.02.09 after receiving AA & FS from CMU on 06.02.09. Tender opening date for the above 3 projects has been fixed on 24.02.09 but due to imposition of embargo for Bishnupur (West) bye- election the said tender opening date had been extended upto 27.02.09. Quoted lowest rate for 2 projects were accepted and work orders were issued on 02.03.09. But in case of 3rd project work order could not be issued as the lowest rate is 35 % above. Municipality is taking steps to lower the rate by bid-call and the matter will be finalized after Lok-Sabha Election- 2009.
3. Health Infrastructure :} In respect of Health and OD projects, 90 % progress
4. Organizational Development :} will be achieved within 31st March, 2009.
5. Incentive Fund.: Execution work for construction of 1st floor of New Administrative Office Building is going on and expected to be completed within May, 2009.
6. Local Economic Development Schemes : Construction of Ready-made Production Hub is to be taken up on the 2nd floor of New Administrative Office Building and due to the announcement of Lok-Sabha Election- 2009 immediate steps to invite tenders could not be taken up now.

In these circumstances, I am to request you to kindly consider the gravity of the situation specially announcement of Lok-Sabha Election- 2009 and to extend three-month time for completion of the above schemes by the Municipality.

Your kind co-operation and favorable decision are solicited.

Thanking you,

Yours faithfully,

B. K. Sarkar
Chairman,
Budge-Budge Municipality.

18-3-09

B

24/3/09
Pr. Ghosh
OPB/Sn. Subhant
24/3

Budge Budge Municipal Corporation / Municipality

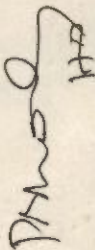
Reporting Format for Growth Monitoring of Under-Five Children.

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition case.		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5312	5284	3796	1153	297	38	-	38	-

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December 2018
For December - January	15 th of February
For February - March	15 th of April

- Report to be prepared at Sub-Centre Level by FTS.
- All the Under-Five children are to be weighed at two monthly interval.
- For Gr. I & II Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other cases to be referred to the specialist / hospital for taking corrective measures.
- For Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.


 Health Officer
 Budge Budge Municipality
 11.1.09

Budger
 Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5312	5286	3537	1296	415	37	1	38	—

Reports to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
15th of June - 15th of July	15th of June = 2008
15th of July - 15th of August	15th of August
15th of August - 15th of September	15th of October
15th of September - 15th of October	15th of December
15th of October - 15th of November	15th of February
15th of November - 15th of December	15th of April

Reports prepared at Sub-Centre Level by FTS.

Five children are to be weighed at two monthly interval.

Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors be

Mal-nutrition cases are to be referred immediately to the specialist hospital for taking corrective measures.

P. M. G. H.
Health Officer
 Budger Municipality

S. Budge Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5312	5259	3483	1339	398	39	—	39	1

* Key: Reports to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
15 th of June	15 th of June
15 th of August	15 th of August 2008
15 th of October	15 th of October
15 th of December	15 th of December
15 th of February	15 th of February
15 th of April	15 th of April

* Reports to be prepared at Sub-Centre Level by FTS.

* Five children are to be weighed at two monthly interval.

* Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors be

Mal-nutrition cases are to be referred immediately to the specialist hospital for taking corrective measures.

S. Budge
Health Officer
Budge Budge Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	Normal Weight	No. of U-5 Children with				No. of Mal-nutrition cases	
			Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5312	5209	3416	1319	430	41	3	44	2

Reports to be submitted at two (2) monthly interval as detailed below :

Method of Reporting	Report to be sent by
15th of June	15th of June
15th of August	15th of August
15th of October 2008	15th of October 2008
15th of December	15th of December
15th of February	15th of February
15th of April	15th of April

Reports to be prepared at Sub-Centre Level by FTS.

Five children are to be weighed at two monthly interval.

Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors be

Mal-nutrition cases are to be referred immediately to the specialist hospital for taking corrective measures.

Health Officer
Budge Bude Municipality

2014/19/16/17

Handwritten notes and signatures at top left.

Budger Budger Municipal Corporation / Municipality
 Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children with Malnutrition	No. of U-5 Children with				No. of Mal-nutritional Cases
		Gr. - I	Gr. - II	Gr. - III	Gr. - IV	
1504	578	4094	1141	295	47	1

... submitted at two (2) monthly intervals or otherwise.

Weight	Frequency
1504	15th of April
578	15th of April
4094	15th of October
1141	15th of December 2007
295	15th of January
	15th of April

... reported at Sub-Centre level by ...

Five children are to be weighed at two monthly intervals.

Malnutrition - Malnutrition - Malnutrition on nutrition is to be given at Sub-Centre level and other health indicators be

Made number of ... immediately to the specialist hospital for taking corrective measures.

9734933260
 Chinnery

Handwritten signature
 Health Officer
 Budger Budger Municipality

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 11/6/1

**BUDGE BUDGE MUNICIPALITY.
 MASS DRUG ADMINISTRATION PROGRAMME ON - 15.11.2007.**

DISTRICT: Budge Budge Municipality.

Date : 15.11.2007.

	2 to 5 Years		6 to 14		< 14 +		Total		Grand Total
	M	F	M	F	M	F	M	F	
1342		1090	1860	1902	10438	10280	13640	12292	26912

Dr. P. B. Chowdhury. 16.11.07
Health Officer.
Budge Budge Municipality.

Budge Budge

Municipal Corporation / Municipality

Athena

Dr. Sibi's Genome

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases:		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
6044	5909	4179	1287	392	49	2	51	1

Reports to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
15th of June	
15th of August	
15th of October	
15th of December	
15th of February	
15th of April	

Reports to be prepared at Sub-Centre Level by FTS.

Under-five children are to be weighed at two monthly interval.

In case of mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors to be identified.

Under-five children with Mal-nutrition cases are to be referred immediately to the specialist hospital for taking corrective measures.

Pranali

Health Officer
Budge Municipality

Beeges Beeges

..... Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
6044	5873	4116	1319	375	63	—	63	—

• Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

- Report to be prepared at Sub-Centre Level by FIS.
- All the Under - Five children are to be weighed at two monthly interval.
- For Gr. - I & Gr. - II Mal-nutrition, necessary counselling or nutrition is to be given at Sub-Centre level and other social factors addressed.
- Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Budge Budge
 Municipal Corporation / Municipality

Dr. G. G. G. G.

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
6044	5465	3810	1234	364	56	1	56	1

• Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15th of June
For June - July	15th of August
For August - September	15th of October
For October - November	15th of December
For December - January	15th of February
For February - March	15th of April

- Report to be prepared at Sub-Centre Level by FTS.
- All the Under - Five children are to be weighed at two monthly interval.
- For Gr. - I & Gr. - II Mal-nutrition, necessary-counselling on nutrition is to be given at Sub-Centre level and other social factors be addressed.
- Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

M. S. S.
 Health Officer
 BUDGE BUDGE MUNICIPALITY

OFFICE OF THE COUNCILLORS BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137

From :

BHULU KANTI SARKAR
CHAIRMAN

BUDGE BUDGE MUNICIPALITY

Ref. No. 482



Residence :

17/4, A.M. Ghosh Road,
P.O. & P.S. - Budge Budge,
Dist. - South 24-Parganas.
Phone : 2480 2140

Dated : 29.5.07

To
The Project Director,
C.M.U., KUSP,
ILGUS Bhavan, Sector-III,
HC Block, Salt Lake,
Kolkata.

Dr. Guemani / PA
Pls. check we may extend time limit
ay
5/6

Sub: Disallowance of expenditure beyond sanctioned time limit.

Ref: Memo No. CMU-268/2005/58 Dt. 05.04.07 of the Project Director, CMU.

Sir,

As per our earlier letter dated 26.04.2007 we have explained why the expenditure amounting to Rs. 132,685/- under the head Support to Health Sector, was booked after the time limit. Moreover, as per discussion by The Chairman and H.O of our Municipality with your concerned official at CMU on 25.05.07, the details of such expenses are given below.

Voucher Ref No of CMU	Date	Particulars	Amount (Rs)	Remarks
9461.012/06-07	28.02.07	Group discussion IEC Activities	15,000	
9462.012/06-07	28.02.07	do / Training	13,860	
9463.012/06-07	28.02.07	do / Training	15,000	
9464.012/06-07	28.02.07	Grass root training	19,230	
9465.012/06-07	28.02.07	IEC Activities-awareness prog	9,600	
9466.012/06-07	28.02.07	Group discussion IEC Activities	15,000	
9467.012/06-07	28.02.07	Baby show-IEC Activities	29,995	
9468.012/06-07	28.02.07	Group discussion IEC Activities	15,000	
		TOTAL	132,685	
10112.012/06-07	09.03.07	Disallowed the Expenditure	132,685	

Hope you will do the needful and allow Post facto approval for the above expenditures .

Thanking you,

Yours faithfully,

B. K. Sam
Chairman, 29.5.07
Budge-Budge Municipality.

Subh



Memo No. CMU-94/2003(Pt. V)/375

Dt. .. 31.05.2007

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
71, M.G. Road,
P.O.- Budge Budge,
Dist.- 24 Parganas (South),
PIN -743 319.

Sub. : Approval for extension of time period for acceptance of bills
in respect of Health component of KUSP.

Ref. : Your communication bearing no. 482 dt. 29.05.2007.


Sir,

With reference to above, approval is hereby accorded for extension of time period upto 31st May, 2007, for acceptance of bills with regard to training & IEC activities conducted during FY 2006-07 under Health component of KUSP, as requested for.

Statement of Expenditure is to be submitted through Accounting Support Agency.

Thanking you.

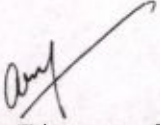
Yours faithfully,


Project Director, CMU

Dt. .. 31.05.2007

Memo No. CMU-94/2003(Pt. V)/375/1(1)

Copy forwarded for kind information to :
Health Officer, Budge Budge Municipality


Project Director, CMU

Dt. .. 31.05.2007

Memo No. CMU-94/2003(Pt. V)/375/2(3)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Accounts Officer, CMU
3. Accounting Support agency


Project Director, CMU

SENDING REPORT

FAX : (033) 2470-1540

PHONE : 2470-1885/1224

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY
 71, Mahatma Gandhi Road, Budge Budge, 24-Parganas (S)
 Pin- Kolkata - 700137

NO. OTHER FACSIMILE START TIME USAGE TIME MODE PAGES RESULT *CODE
 01 25041351 May, 25 12:09PM 02'06 SND 00 COMMUNICATION ERROR 42

BHULU KANTI SARKAR
 CHAIRMAN
 BUDGE BUDGE MUNICIPALITY

TO TURN OFF REPORT, PRESS 'MENU' #04.
 TO SELECT OFF BY USING '+' OR '-'.

*CODE = FOR COMMUNICATION ERROR
 17/4, A.M. Ghosh Road,
 P.O. & C.S. Budge Budge,
 Dist. - South 24-Parganas.
 Phone : 2480 2140

Dated 29.5.07

To
 The Project Director,
 C.M.U., KUSP,
 ILGUS Bhavan, Sector-III,
 HC Block, Salt Lake,
 Kolkata.

Do. Grmuni
FA
We may regularise
29/5

Sub: Disallowance of expenditure beyond sanctioned time limit.

Ref: Memo No. CMU-268/2005/58 Dt. 05.04.07 of the Project Director, CMU.

Sir,

As per our earlier letter dated 26.04.2007 we have explained why the expenditure amounting to Rs. 132,685/- under the head Support to Health Sector, was booked after the time limit. Moreover, as per discussion by The Chairman and H.O of our Municipality with your concerned official at CMU on 25.05.07, the details of such expenses are given below.

Voucher Ref No of CMU	Date	Particulars	Amount (Rs)	Remarks
9461.012/06-07	28.02.07	Group discussion IEC Activities	15,000	
9462.012/06-07	28.02.07	do / Training	13,860	
9463.012/06-07	28.02.07	do / Training	15,000	
9464.012/06-07	28.02.07	Grass root training	19,230	
9465.012/06-07	28.02.07	IEC Activities-awareness prog	9,600	
9466.012/06-07	28.02.07	Group discussion IEC Activities	15,000	
9467.012/06-07	28.02.07	Baby show-IEC Activities	29,995	
9468.012/06-07	28.02.07	Group discussion IEC Activities	15,000	
		TOTAL	132,685	
10112.012/06-07	09.03.07	Disallowed the Expenditure	132,685	

Hope you will do the needful and allow Post facto approval for the above expenditures .

Thanking you,

Yours faithfully,

B. K. Sam
 Chairman, 29.5.07
 Budge-Budge Municipality.

SENDING REPORT

May. 25 2007 12:13PM

YOUR LOGO : CMU,KUSP
YOUR FAX NO. : 91 33 2337 6229

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
01	26346806	May. 25 12:13PM	00'34	SND	01	OK

TO TURN OFF REPORT, PRESS 'MENU' #04.
THEN SELECT OFF BY USING '+' OR '-'.

OFFICE OF THE COUNCILLORS BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137

From :

BHULU KANTI SARKAR
CHAIRMAN

BUDGE BUDGE MUNICIPALITY

Ref. No. 228

To
The Project Director,
C.M.U., KUSP,
ILGUS Bhavan, Sector-III,
HC Block, Salt Lake,
Kolkata.

Residence :

17/4, A.M. Ghosh Road,
P.O. & P.S. - Budge Budge,
Dist. - South 24-Parganas.
Phone : 2480 2140

Dated : 27.4.07

*Mr. S. Chowdhury - M.
A. 10/15.*

*Discussed
re valued opinion of
Sri G. Samanta is
also needed.*

*h
2/15.*

Sub: Disallowance of expenditure beyond sanctioned time limit.

Ref: Memo No. CMU-268/2005/58 Dt. 05.04.07 of the Project Director, CMU.

Sir,

On receipt of your above mentioned memo, we came to know that certain expenditures amounting to Rs. 132,685.00 under the head Support to Health Sector were disallowed due to booking beyond the sanctioned time limit. But, for your kind attention it is to be noted that, the amount was actually spent within the sanctioned time limit, but due to some problems it was booked in February, 2007 only.

As per your instruction we have replenished Rs. 132,685.00 to KUSP Fund from the Municipal General Fund vide Cheque No.122216 of Dena Bank dated 25.04.2007 and requesting you to allow Post Facto Approval for the said actual expenses under the head SHS .

Further, Rs. 304,571.00 which you have explained as booked in Feb, 2007 under the head SLIF and Cheques were prepared but not handed over to the party at the time of visit of ASA was not the fact. Actually, those expenditures were reported to ASA on 1st March, 2007 in the Statement of Expenditure (SOE) of Feb, 2007. But due to some problem in the RA bills by AE, finally the amount could neither booked in the Accounts of Feb, 2007, nor any Cheque was prepared for such expenditure at the time of visit of the ASA. Hence, neither there was any actual Accounting effect, nor any actual irregularities occurred.

Hope you will consider both the above matters as cases of unintentional mere exceptions and grant my plea for Post Facto Approval under the head SHS.

Thanking you,

Yours faithfully,

B. K. Sanyal
Chairman, 26.4.07

Budge-Budge Municipality.



PO (H)

Budge Budge Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
6044	5573	3785	1305	394	88	1	87	2

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

- Report to be prepared at Sub-Centre Level by FTS.
- All the Under - Five children are to be weighed at two monthly interval.
- For Gr. - I & Gr. - II Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors to be addressed.
- Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Mudhy H
 Health Officer
 BUDGE MUNICIPALITY



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. V)/3336

Dt. .. 14.03.2007

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319

Sub. : Refurbishment of Adolescent Clinic & Sub-centres of CUDP-III
& IPP-VIII

Ref. : Your communication bearing no. 2848 dt. 13.03.2007.

Sir,

With reference to above, I am to inform you that there is no scope at present to provide additional fund for refurbishment of sub-centres as the maximum fund allocation by DFID for such refurbishment had already been released to you. Please, bear with us.

You are requested kindly to utilize the existing logistics for organizing the Adolescent Clinic at your ULB.

Thanking you.

Yours faithfully,

Project Director, CMU

Memo No. CMU-94/2003(Pt. V)/3336/1(1)

Dt. .. 14.03.2007

Copy forwarded for kind information to :

1. Health Officer, Budge Budge Municipality

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137



From :

BHULU KANTI SARKAR
CHAIRMAN

BUDGE BUDGE MUNICIPALITY

Residence :

17/4, A.M. Ghosh Road,
 P.O. & P.S. - Budge Budge,
 Dist. - South 24-Parganas.
 Phone : 2480 2140

Ref. No.

2848

Dated :

13/3/07

To

The Project Director

CMU, KOLKATA URBAN SERVICES FOR THE POOR.
ILGUS BHAVAN, HC BLOCK SECTOR-3 KOL-106

Dr. G. G. Ghosh
13/3

Sub:- Refurbishment of Adolescent Clinic & Subcentres of CUDP-III & IPPV-III Project.

Dear Sir ,

I am to inform you that you have sanctioned a pilot programme for Adolescent Health care and adolescent clinic for our Municipality. Sensitisation of Adolescents are going on in our HAU-2 of IPP-VIII project. Training of 8th Batch is now running. We are hopeful for completion of training programme within 15th April/07. In the meantime we are proceeding for establishment of Adolescent clinic and procurement of necessary medicine as per your guideline.

It has been observed that at least 2 Almirah, One Rack, One Table, 4 Chair is necessary for the Adolescent clinic. All the 17 subcentres have been provided one Almirah for each centre and considering the load of Family schedule and registrars, it will be better if we can provide one more Almirah for each subcentres.

So I am requesting you to please sanction. Rs.2 lacs for procurement of materials as stated below.

- (1) 19 Pc. Almirah (steel)
- (2) One Pc Table
- (3) 4 Pc Chair.
- (4) One Steel Rack .

Thanking You,

B. K. Sarkar

Chairman

Budge Budge Municipality.

12.3.07

17/3/07

13

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137

From :

BHULU KANTI SARKAR
CHAIRMAN

BUDGE BUDGE MUNICIPALITY

Ref. No. 2802

Residence :

17/4, A.M. Ghosh Road,
 P.O. & P.S. - Budge Budge,
 Dist. - South 24-Parganas.
 Phone : 2480 2140

Dated : 07/03/07

To

Sri Arnab Roy IAS
Project Director, CMU
Kolkata Urban Services for the poor
ILGUS BHABAN, SALLAKE CITY.

Dr. Guzman
any
19/3



Sub :- Post facto approval for procurement of one Kodak Digital Camera.

Dear / sir ,

Thank you very much for providing us post facto approval of over head projector. Ref. our earlier letter vide memo no 2569 dt. 06.02.07, I am to inform you that we have procured one Digital Kodak camera amounting Rs. 9000/00 only. We felt need of one camera necessary for documentation of all our activities under Health component of KUSP such as --

- 1) Group discussion with mothers.
- 2) IEC activities, (Magic show ,Folk song etc.)
- 3) Baby show programme.
- 4) Adolescent Training programme and all the current activities of our subcentres.
- 5) National Health Programmes in our Municipality.

Considering the above facts I am requesting you to provide us post facto approval of camera procured under Administrative approval of one computer with accessories vide your memo no.(CMU-94/2003/ptiv)/718 dt.20.6.2006.

Thanking You ,

B. K. Sarkar
 Chairman, *G. 3.07*

Budge Budge Municipality.





KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. V)/3310

Dt. .. 12.03.2007

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319

Sub. : Provision of fees for the Medical Officer attending Adolescent Clinic at
Budge Budge Municipality under the Health component of KUSP.

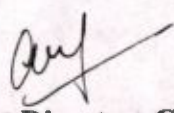
Ref. : Your communication bearing no. 2791 dt. 06.03.2007.

Sir,

With reference to above, approval is accorded towards provision of fees for the Medical Officer attending Adolescent Clinic @ Rs. 200/- per clinic per day for 52 weeks. The required fund for the purpose is to be accommodated within the approved budget estimate on A/C of 'Procurement of Medicine' for the said programme.

Thanking you.

Yours faithfully,


Project Director, CMU

Dt. .. 12.03.2007

Memo No. CMU-94/2003(Pt. V)/3310/1(a)

Copy forwarded for kind information to :

1. Health Officer, Budge Budge Municipality
2. AFC, Budge Budge Municipality

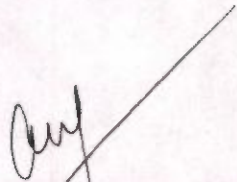

Project Director, CMU

Dt. .. 12.03.2007

Memo No. CMU-94/2003(Pt. V)/3310/2(3)

Copy forwarded for kind information to :

1. Finance Advisor, CMU
2. Accounts Officer, CMU
3. Accounting Support Agency


Project Director, CMU

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137

From :

BHULU KANTI SARKAR
CHAIRMAN

BUDGE BUDGE MUNICIPALITY

Residence :

17/4, A.M. Ghosh Road,
P.O. & P.S. - Budge Budge,
Dist. - South 24-Parganas.
Phone : 2480 2140

Ref. No.

2791

Dated :

6/3/07

To

Sri Arnab Roy IAS.

Project Director ,CMU

Kolkata urban services for the poor.

ILGUS BHABAN SALT LAKE CITY.

Dr. Gromam
7/3



Sub :- Provision and sanction of fund for Medicial Officer attending Adolescent clinic of Budge Budge Municipality./

Dear Sir ,

I am to inform you that necessary infrastructural set up are now running in our HAU,IPP-VIII project for establishment of Adolescent clinic. Quotation invited for procurement of necessary listed medicines and we are hopeful for procurement of 1st installment of medicine within March / 07.

We are going to establish and functioning the Adolescent clinic from 01/04/07. It has been observed that there is no honararium sanctioned for Medical Officer attending the clinic .At least Rs.200/00/Clinic day /Week to be sanctioned and total amount required for 52 week/ year will be Rs.10,400/00 .

This amount will easily reimburse from the fund sanction for procurement of medicine (Quotation rate for procurement of medicines is less than sanctioned amount.)

So I am requesting you to please sanction the honararium of Medical Officer @ Rs.200/00/clinic day and oblige.

Thanking You.

B. K. Sanyal

Chairman,

1.3.07

Budge Budge Municipality.

M)

FAX : (033) 2470-1540

PHONE : 2470-1885/1224

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas.(s)

Pin- Kolkata - 700137

From :

BHULU KANTI SARKAR
 CHAIRMAN
 BUDGE BUDGE MUNICIPALITY

Residence :

17/4, A.M. Ghosh Road,
 P.O. & P.S. - Budge Budge,
 Dist. - South 24-Parganas.
 Phone : 2480 2140

Ref. No.

Dated :

To

Sri Arnab Roy IAS
 Project Director, CMU
 Kolkata Urban Services for the poor
 ILGUS BHABAN, SALT LAKE CITY.

Dr. Grewani
ay
7/3

Discussed
with P.D.
can not be
approved

Sub :- Post facto approval for procurement of one Kodak Digital Camera.

Dear / sir,

Thank you very much for providing us post facto approval of over head projector. Ref. our earlier letter vide memo no 2569 dt. 06.02.07, I am to inform you that we have procured one Digital Kodak camera amounting Rs. 9000/00 only. We felt need of one camera necessary for documentation of all our activities under Health component of KUSP such as --

- 1) Group discussion with mothers.
- 2) IEC activities, (Magic show ,Folk songs etc.)
- 3) Baby show programme.
- 4) Adolescent Training programme and all the current activities of our subcentres.
- 5) National Health Programmes in our Municipality.

Considering the above facts I am requesting you to provide us post facto approval of camera procured under Administrative approval of one computer with accessories vide your memo no.(CMU-94/2003/ptiv)/718 dt.20.6.2006.

Thanking You ,

B. K. Sarkar
 Chairman, *G. 3.07*
 Budge Budge Municipality.

A

POH
7/13

Sanjiv Kumar Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5386	4858	3183	1107	506	54	8	61	1

• Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

• Report to be prepared at Sub-Centre Level by FTS.

• All the Under - Five children are to be weighed at two monthly interval.

• For Gr. - I & Gr. - II Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors be addressed.

• Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

Prakash H

Health Officer
Budge Budge Municipality



Memo No. CMU-94/2003(Pt. V)/3036

Dt. .. 22.02.2007

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319

Sub. : Post facto approval for procurement of Overhead Projector under Health component of KUSP.

Ref. : Your communication under memo no. 2569 dt. 06.02.2007.

Sir,

With reference to above, post facto approval is hereby accorded for procurement of Overhead Projector only, as a special case.

The expenditure is to be booked under the A/C head "Support to Health Sector – Refurbishment" and Statement of Expenditure be submitted by 28th February, 2007.

Yours faithfully,

Project Director, CMU

Dt. .. 22.02.2007

Memo No. CMU-94/2003(Pt. V)/3036/1(2)

Copy forwarded for kind information to :

1. Health Officer, Budge Budge Municipality.
2. AFC, Budge Budge Municipality

Project Director, CMU

Dt. .. 22.02.2007

Memo No. CMU-94/2003(Pt. V)/3036/2(2)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Accounting Support Agency

Project Director, CMU

OFFICE OF THE COUNCILLORS BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
Pin - Kolkata - 700137

From :

BHULU KANTI SARKAR
CHAIRMAN
BUDGE BUDGE MUNICIPALITY

Residence:

17/4, A.M. Ghosh Road,
P.O. & P.S. Budge Budge,
Dist. South 24 Parganas.
Phone : 2480 2140

Ref. No.

2569

*FA - H. not out
9/2*

Date

6.2.07

To

Sri Arnab Roy, IAS
Project Director, CMU
Kolkata Urban Services For The Poor.
ILGUS BHAVAN, HC BLOCK SECTOR -3 KOLKATA-700106



Sub :- Dis allowance of expenditure due to non availability of Approval.

Dear Sir ,

Ref. your letter memo no CMU-268/2005/2510 Dt. 08/01/07 I am to inform you that we have received Rs.8.50 Lacs for minor repair, renovation and refurbishment of our 17 subcentres vide your order no-CMU-94/2003 (Pt-111) / 762 dt.7.9.2005. As per DFID norms and your guideline for procurement of instruments and furniture we have completed the job remaining unspent amounting Rs.20000/00 only. In the mean time Health dept. of our Municipality feels the need of an Overhead projector for training programme in the subcentres. So we have procured one Godrej brand overhead projector by maintaininhg requisite formalities.

(conting Rs.16,762)

I am sorry to inform you that necessary approval for procurement of overhead projector was not taken from your end before purchase and considering the need of one overhead projector (Will be very much helpful for on going Adolescent Training also.) in our Municipality, I am requesting you to please accord the approval order for procurement of overhead projector infavour of our Municipality.

We have also received administrative approval for procurement of one Computer with accessories amounting Rs.59000 /00 form your end vide memo no-CMU-94/2003 (Pt -1V) / 718 dt.20.06.06. We already have one Computer table. For documentation of various programmes under KUSP & We have procured one Camera and Computer with accessories out of sanctioned Rs.59 000/00 by maintaing proper formalities. I am sorry to inform you that in this case also necessary approval was not taken earlier and I am requesting you to please issue necessary approval in this regard.

(Rs. 9,000)

Health Atr.

*discussd with the P.S.
We may allow overhead projector
if surplus fund is available
from the funds placed at their disposal
under the component (SHS). However,
camera is not an allowable item.
B.
12/02/07*

Thanking You.

B. K. Sanyal
Chairman 6.2.07

Budge Budge Municipality.

PS

FAX : (033) 2470 1540

Phone : 2470 1880/1224

OFFICE OF THE COUNCILLORS BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
Pin - Kolkata - 700137

From :

BHULLU KANTI SARKAR
CHAIRMAN
BUDGE BUDGE MUNICIPALITY

Residence:

17/4, A.M. Ghosh Road,
- P.O. & P.S. Budge Budge,
Dist. South 24 Parganas.
Phone : 2480 2110

Ref. No.

2569

Date

6.2.07

To

Sri. Arnab Roy, IAS
Project Director, CATU
Kolkata Urban Services for the Poor.
ILGUS BHAYAN HC BLOCK SECTOR - 3 KOLKATA - 700106

FA/EE/AB
Pl. sent out
dy
6/2

Sub :- Disallowance of expenditure due to non availability of Approval.

Dear Sir,

Ref your letter memo no CMU-268/2005/2510 Dt. 03/01/07 I am to inform you that we have received Rs.8.50 Lacs for minor repair, renovation and refurbishment of our 17 subcentres vide your order no-CMU-94/2003 (Pt-111) / 762 dt.7.9.2005. As per DFID norms and your guideline for procurement of instruments and furniture, we have completed the job remaining unspent amounting Rs.20000/00 only. In the mean time Health dept. of our Municipality feels the need of an Overhead projector for training programmes in the subcentres. So we have procured one Godrej brand overhead projector by maintaining the requisite formalities.

I am sorry to inform you that necessary approval for procurement of overhead projector was not taken from your end before purchase and considering the need of one overhead projector (Will be very much helpful for on going Adolescent Training also.) in our Municipality, I am requesting you to please accord the approval order for procurement of overhead projector in favour of our Municipality.

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Thanking You.

Bhullu Kanti Sarkar

Chairman

Budge Budge Municipality.

PS

Memo No. CMU-94/2003(Pt. IV)/718

Dt. .. 20.06.2006

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality

Sub : Administrative Approval and Financial Sanction for procurement of 1 no. of Computer with accessories at Health Programme Unit for an amount of Rs. 59,000/- under Health component of KUSP.

Sir,

With reference to your letter under memo no. 562 dt. 15.06.2006, this is to inform you that you may go ahead to procure 1 (one) no. of Computer, 1 Laser Printer, Computer Table and Chair for use by the Health Officer of your ULB. The specification of Computer and Printer is enclosed which is to be followed during procurement. You are also to observe the terms and conditions of procurement as laid down by the DFID.

The fund approved for such procurement is Rs. 59,000/- (Rupees fifty nine thousand) only being the cost of 1 no. of each of computer, printer, computer table and chair. The KUSP fund already available with you is to be utilized for such procurement.

Actual expenditure is to be booked under the A/C head – “Support to Health Sector – Procurement Computer” and Statement of Expenditure (SOE) be submitted through the Accounting Support Agency.

Thanking you.


Yours faithfully,


Project Director, CMU

Dt. .. 20.06.2006

Memo No. CMU-94/2003(Pt. IV)/718/1(1)

Copy forwarded for kind information to :
Health Officer, Budge Budge Municipality.


Project Director, CMU

Dt. .. 20.06.2006

Memo No. CMU-94/2003(Pt. IV)/718/2(2)

Copy forwarded for kind information to :

- Finance Advisor, CMU
- Accounting Support agency


Project Director, CMU



o/c

KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. III)/ 762

Dt. .. 07.09.2005
08

From : Arnab Roy
Project Director, CMU

To : The Mayor / Chairman

..... Municipal Corporation / Municipality
(24 ULBs as per list enclosed)

Sub. : Refurbishment of Sub-Centre i.e. minor repair & renovational work and provision of necessary equipment & furniture under Health Component of KUSP.

Sir / Madam,

Reference is invited to your communication under memo no. dt. on the above subject.

The submitted proposal has been scrutinized. You are now requested to prepare item-wise cost details with specification and to submit to the undersigned for formal Administrative Approval and Financial Sanction (AA and FS) from CMU. The following guidelines may be adhered during submission for AA and FS :

- If more than one Sub-Centre are being operated from the same premises, refurbishment cost for one Sub-Centre only be taken into consideration.
- Items for equipment & furniture approved primarily for procurement are enclosed in Annexure - I.
- In case of repair / renovational work the cost estimate should be signed by the Chairman and the Engineer In-Charge of KUSP work in the ULB.
- During implementation of repair / renovational work, priority should be given to the work for provision of toilet, water and waiting space for the patients.
- After receipt of Administrative Approval and Financial Sanction, all the procurement must be done as per guideline provided for KUSP-copy of the guideline is enclosed in Annexure-II.
- In case any repair work of Sub-Centre is proposed to be done in club accommodation / private premises from where Sub-Centre is functioning, an undertaking is required to be obtained from the party as per proforma given in Annexure - III.
- The work should be completed within March, 2006.
- To submit an undertaking for Operation & Maintenance of the work as given in Annexure - IV.

Kindly note that KUSP might not be in a position to bear the entire cost.

Thanking you.

Yours faithfully,

Project Director, CMU
Contd. to P-2.



- 2 -

Memo No. CMU-94/2003(Pt. III)/ 762(2A)/1(4)

Dt. .. 07.09.2005

Copy forwarded for information to :

1. Secretary, MA Dept.
2. PS to MIC, MA & UD
3. Project Manager, CMU
4. Financial Advisor, CMU

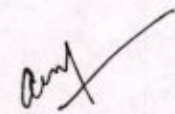

Project Director, CMU

Memo No. CMU-94/2003(Pt. II)/ 762(2A)/2(i)

Dt. .. 07.09.2005

Copy forwarded for information to :

MS Silke Seco, Human Development Adviser, West Bengal Team, DFID


Project Director, CMU

Description	Room
Repair & Renovation of SHS	III-P-VIII

Repair & Renovation of

Furniture & Equipment for SHP				Repair & Renovation of				
ULB	CUDDP III	Regd. No.	IPP-VIII	Regd. No.	CUDDP III	Description	IPP-VIII	Description
Budge								
Budge								
	Almirah	6	Almirah	14	K. Para ist Lane W.no.6	-do-	Subhas Uddan W.no.10	-do-
	Chair	12	Chair	28	M.N.Sarkar Road W.No. 15	-do-	R.N.Tagore Rd. W.no.4	-do-
	Table	6	Table	14		Ceiling Fan - 6	Vivekananda Rd. W.no.18	-do-
	Examination Table with mattress, bed sheet etc.	6	Examination Table with mattress bed sheet etc.	14			Sabuj Sangha Yusuf Sampui Rd.	-do-
	Chairs/ Benches/Sataranchi	24 / 12 / 12	Chairs/ Benches/Sataranchi	56 / 28 / 28			Yubak Sangha Nischanta pur	-do-
	Vaccination steriliser	6	Vaccination steriliser	14			Guide Club Shankarpur	-do-
	Syringe & needles	300	Syringe & needles	600			Sunrise Club	-do-
	Tuberculine syringe & needle	180	Tuberculine syringe & needle	420			Narikel Danga, Shyampur	-do-
	Stove	6	Stove	14			Ceiling Fan - 14	-do-
	Tray Instrumental	6	Tray Instrumental	14				-do-

ULB	Furniture & Equipment for SHP				Repair & Renovation OSHP			
	CUDP III	Reqd. No.	IPP-VIII	Reqd. No.	CUDP III	Description	IPP-VIII	Description
Budge	Tray Kidney	12	Tray Kidney	14				
Budge	Bucket	12	Bucket	28				
	Thermometer	6	Thermometer	28				
	Sphygmomanometer	6	Sphygmomanometer	14				
	Stethoscope	6	Stethoscope	14				
	Scalpel	12	Scalpel	28				
	Forceps	12	Forceps	28				
	Scissors	12	Scissors	28				
	Torch with battery	12	Torch with battery	28				
	Vaginal speculum	12	Vaginal speculum	28				
	Tongue spatula	24	Tongue spatula	56				
	Thubicum Nasal Speculum	12	Thubicum Nasal Speculum	28				
	Aural Speculum	12	Aural Speculum	28				

N.B. : Weighing machine for U-5 children and Growth Monitoring Card will be provided by CMU.



Memo No. CMU-94/2003(Pt. IV)/2603

Dt. .. 16.01.2007

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319

Sub. : **Piloting Adolescent Health Care Programme in Budge Budge Municipality under Health component of KUSP.**

Ref. : **This office earlier communication bearing no. CMU-94/2003(Pt. IV)/2317 dt. 11.12.2006**

Sir,

Pursuant to this office communication under reference, a plan for piloting implementation of Adolescent Health Care programme at Budge Budge Municipality for one year, has been drawn up in consultation with HO of your ULB.

Objective of the said programme

1. To study the Knowledge, Attitude Behaviour and Belief (KABB) on HIV / AIDS among the adolescent (15 – 19 years).
2. To promote awareness of adolescent on RCH, HIV / AIDS, improving reproductive hygiene and healthy behavioural practices for prevention and control of STD / HIV / AIDS.
3. To provide adolescent health care support through adolescent friendly clinic.

Methodology

1. Development of questionnaire for studying the knowledge attitude, behaviour and belief on HIV / AIDS.
2. Awareness programme will be conducted initially for 500 nos. of adolescent of Budge Budge Municipality in batches. Each batch will consists of 25nos. of adolescents.
3. KABB study will be conducted for those 500 nos. of adolescent.
4. Adolescent friendly clinic will be established at Health Administrative Unit once in a week.

Activities

Item	Action by	Time Frame
Development of questionnaire for KABB study	CMU, ULB	January, 07
Identification of adolescents who will participate in the awareness programme	ULB	Mid December, 06 to Mid January, 07

Contd. to P-2.



Item	Action by	Time Frame
Preparation of schedule and conduction of awareness training programme in batches, one batch consisting of 25 nos. of participants, thus covering 500 adolescents. Each awareness training programme will be of 2 days duration.	CMU, ULB	Mid January, 07 to March, 07
Development of training materials	CMU	December, 06
Development of pre & post evaluation questionnaire for the adolescent of awareness training programme	CMU, ULB	December, 06
Scrutiny, compilation of data and analysis of KABB study.	CMU, ULB	April to May, 07
Establishment of adolescent friendly clinic to be held once in a week at Health Administrative Unit, manned by Doctor (HO / AHO / MO) and the grass root level workers concerned. Initially the clinic will run for one year. During clinic sessions at least 4 FTSs will be trained up by the Doctor on counselling methodology. These FTSs will in turn be able to conduct adolescent clinics independently along with medical professional in the long run.	ULB	Mid February, 07 to March, 08

COST ESTIMATE

A) Awareness training of adolescents (1 Batch will consists of 25 adolescents)

Item of Expenditure	Amount
Training materials @ Rs. 30/- x 30	900.00
Tea & tiffin @ Rs. 25/- x 30 x 2	1,500.00
Mobiliser fees @ Rs. 10/- x 25	250.00
Trainers fees @ Rs. 200/- x 2 x 2	800.00
Contingency @ Rs. 100/- per day x 2	200.00
Mobility support to the participants @ Rs. 5/- per day x 25 x 2	250.00
TOTAL (Unit cost of one batch)	3,900.00
Cost for 20 Batches	78,000.00

Contd. to P-3.



B) Establishment of adolescent friendly clinic

Item of Expenditure	Amount
Medicine estimated for 7,000 clients which is 50% of total estimated adolescents	
Folifer - 7,00,000 tabs @ 32.50 per pack of 15 tabs, cost for 46000 packs	1495000.00
Albendazole - 14,000 tabs @ 11.90 per tab	166000.00
Norfloxacine - 70,000 tabs @ 41.50 per 10 tabs,	290500.00
Metronidazole - 70,000 tabs @ 6.00 per 10 tabs	42000.00
Hemoglobin testing for 13,000 estimated adolescent @ Rs. 5/- (Baseline and terminal Hemoglobin estimation) Rs. 5/- x 13000 x 2	1,30,000.00
Provision of stationeries and contingent expenses @ Rs. 200/- per day x 52 clinics	10,400.00
TOTAL	21,33,900.00
GRAND TOTAL	22,11,900.00
(Rupees Twenty Two lakhs eleven thousand nine hundred) only	

Administrative Approval & Financial Sanction is accorded for an amount of Rs. 10,00,000/- (Rupees Ten lakhs) only for the present. You are requested to meet up the expenditure out of the KUSP Fund available with you. Procurement of medicine is to be done following the DFID norms. Total quantity of medicine may be purchased in 2 to 3 installments, depending upon the consumption pattern.

The expenditure is to be booked under the A/C head "Support to Health Sector - Adolescent Care". You are also requested to ensure submission of Statement of Expenditure (SOE) and Utilisation Certificate (U.C.) in this regard in each month through Accounting Support Agency accordingly.

Yours faithfully,


Project Director, CMU

Dt. .. 16.01.2007

Memo No. CMU-94/2003(Pt. IV)/2603/1(1)

Copy forwarded for kind information to :
Health Officer, Budge Budge Municipality.


Project Director, CMU

Dt. .. 16.01.2007

Memo No. CMU-94/2003(Pt. IV)/2603/2(2)

Copy forwarded for kind information to :

1. Finance Advisor, CMU
2. Accounting Support Agency, CMU


Project Director, CMU

Dr. Hrishank
21/10/17
Budge Budge

..... Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with					No. of Mal-nutrition case.		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised	
5386	5167	3563	1011	465	119	9	128	-	

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

Report to be prepared at Sub-Centre Level by FTS.

All the Under-Five children are to be weighed at two monthly interval.

In case of Gr. I - II Mal-nutrition, necessary counselling on nutrition is to be given at Sub-centre level and that

addressed

Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures

P. Khulsi
Ho.
Public Health Agency

Budge Budge Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-Five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with					No. of Mal-nutrition case.	
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referred	Hospitalised
5387	5219	3395	1213	501	97	13	108	2

Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15th of June
For June - July	15th of August
For August - September	15th of October
For October - November	15th of December
For December - January	15th of February
For February - March	15th of April

Report to be prepared at Sub-Centre Level by FTS.

All the under-five children are to be weighed at two monthly interval.

In case of Gr. - II Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other cases

addressed

Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures

Prasanna H
 Budge Budge Municipality



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/2406

Dt. .. 26.12.2006

From : Anup Kr. Matilal
Project Manager, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319

Sub : Administrative Approval & Financial Sanction for the A/C head
"Contingency" in connection with Health component of KUSP.

Ref. : Your communication bearing no. 2200 dt. 19.12.2006.

Sir,

With reference to above, Administrative Approval & Financial Sanction is hereby accorded for a lump sum amount of Rs. 50,000/- (Rupees Fifty thousand) only under the A/C head "Contingency" for FY 2006-07 in connection with Health component of KUSP, as requested for.

The probable item of expenditure under the said A/C head has already been spelled out in this office earlier communication vide memo no. CMU-94/2003(Pt. III)/1106(62) dt. 14.11.2005. Statement of Expenditure is to be submitted through Accounting Support Agency in due course.

Thanking you.

Yours faithfully,

Project Manager, CMU

Dt. .. 26.12.2006

Memo No. CMU-94/2003(Pt. IV)/2406/1(1)

Copy forwarded for kind information to :
HO, Budge Budge Municipality.

Project Manager, CMU

Dt. .. 26.12.2006

Memo No. CMU-94/2003(Pt. IV)/2406/2(2)

Copy forwarded for kind information to :

1. Financial Advisor, CMU
2. Accounting Support agency

Project Manager, CMU

FAX (033) 2470 1540

Phone : 2470 1885/1224

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
Pin - Kolkata - 700137

From :

BHULU KANTI SARKAR
CHAIRMAN
BUDGE BUDGE MUNICIPALITY

Residence:

17/4, A.M. Ghosh Road,
P.O. & P.S. Budge Budge,
Dist. South 24 Parganas.
Phone : 2480 2140

Ref. No.

2200

Dr. Goswami
21/12/06

Date

19/12/06

To

To

The Project Director, C.M.U.
KOLKATA URBAN SERVICES FOR THE POOR.Sub :- Allotment for financial sanction of A/C head Contingency under Health
component of KUSP.

Sir,

We have received Rs.50,000/00 as A/C head contingency for the last financial
year and total amount was spent as per your guideline.Now I am requesting you to please sanction the A/C head contingency again for
this financial year for expenditure as per your guideline.

Thanking you.

B. K. Sanyal
Chairman. 18.12.06
Budge Budge Municipality.



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/1373

Dt. .. 06.09.2006

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality
P.O. : Budge Budge
Dist. : 24 Pgs (South), Pin-743 319

Sub. : Re-training to grass root level Health functionaries on Re-designed Family Schedule & HMIS forms under Health component of KUSP.

Sir,

The above mentioned training have already been conducted at HPs/HAUs during July - August 2006. It is seen from the pre & post evaluation score sheet that the following HHWs secured very poor marks in Post evaluation tests.

Name of HHW	TOTAL	Post-evaluation Score
Shila Bhattacharya	30	5.5
Namita Santra	30	89.5
Gitarani Mondal	30	9
Sova Tewari	30	10

As the re-orientation training is towards strengthening of service delivery by the grass root level Health functionary, it is quite necessary that they should posses adequate knowledge on the subject. Hence it is requested that more close attention should be given to these above mentioned grass root level functionaries so that they attain the required standard for effective delivery of services, described under job responsibility.

Thanking you.

Yours faithfully,


Project Director, CMU

Memo No. CMU-94/2003(Pt. IV)/1373/1(1)

Dt. .. 06.09.2006

Copy forwarded for kind information to :

Health Officer, Budge Budge Municipality.

Project Director, CMU

* : (033) 2470 1540

Phone . 2470 1885/1224

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
 Piri - Kolkata - 700137

From :
BHULU KANTI SARKAR
 CHAIRMAN
 BUDGE BUDGE MUNICIPALITY

Residence:
 17/4, A.M. Ghosh Road,
 P.O. & P.S. Budge Budge,
 Dist. South 24 Parganas.
 Phone : 2480 2140

Ref. No. 541.....Date 13.6.06.....

To

TO

**THE PROJECT MANAGER , CMU
 KOLKATA URBAN SERVICES FOR THE POOR
 ILGUS BHAVAN , HC BLOCK SECTOR - 3 , BIDHAN NAGAR .**

Sub :- Reorientation Training of HHWS of CUDP-III , IPP-VIII Unit-1 & 2 of Budge Budge Municipality on Re-designed Family Schedule and HMIS..

Dear / Sir .

I am to inform you that after completion of Trainers Training- We have planned for re-orientation training of our HHWS of CUDP-III & IPP -VIII Unit 1 & 2 on the following days at HAU - 2 , Kaila sarak Ward - 17 of our municipality.

- A) 1st batch ----- IPP-VIII Unit -1
 17.06.06 from 11 AM-----4 PM
 19.06.06 from 11 AM-----4 PM
 20.06.06 from 11 AM-----4 PM
- B) 2nd batch ----- CUDP-III Project.
 21.06.06 from 11 AM-----4 PM
 22.06.06 from 11 AM-----4 PM
 23.06.06 from 11 AM-----4 PM
- C) 3rd batch ----- IPP- VIII Unit -2
 26.06.06 from 11 AM-----4 PM
 27.06.06 from 11 AM-----4 PM
 28.06.06 from 11 AM-----4 PM

Thanking you.

B.K. Sarkar
 Chairman. 12.6.06
 Budge Budge Municipality.

PO(H)
 L
 13/6



KOLKATA URBAN SERVICES FOR THE POOR
C H A N G E M A N A G E M E N T U N I T

Memo No. .. CMU-94/2003(Pt. III)/1402

Dt. .. 21.12.2005

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality

Sub : Provision of Computer at Health programme unit under Health component of KUSP - Training of Health personnel in Computer.

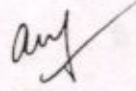
Sir,

It has been learnt from your communication under bearing no. 1896 dt. 17.12.2005 that none of the health personnel is trained in basic computer. To provide computer at health programme unit for computerization of health related data, it is essential that the health personnel be trained in basic computer. Hence, you are requested kindly to arrange for such basic training of health personnel i.e. HO, AHO, STSs and others in the ensuing computer training arranged by CMU.

A feed back on completion of training may kindly be forwarded to the undersigned so that necessary Administrative Approval and Financial Sanctioned be accorded for procurement of computer.

Thanking you.

Yours faithfully,

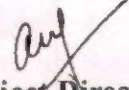

Project Director, CMU

Memo No. CMU-94/2003(Pt. III)/1402/1(1)

Dt. .. 21.12.2005

CC

HO & AHO, Budge Budge Municipality


Project Director, CMU

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24-Parganas (s).

Pin Kolkata-700137

From:

BHULU KANTI SARKAR
CHAIRMAN
 BUDGE BUDGE MUNICIPALITY



Residence:

17/4, A.M.Ghosh Road,
 P.O. & P.S. Budge Budge,
 Dist. South 24-Parganas.
 Phone: 24802140

Ref. No.1896.....

Dated: ...17.12.05.....

To

To

Shri Arnab Roy.
 Project Director, CMU.

Dr. Goswami
17/12

Sub:- Provision of computer with accessories at the Health Programme Unit under Health component of KUSP. /

Dear Sir ,

Reference your letter memo no CMU-94 / 2003 (Pt 111) / 1253 (39) dated 06.12.05 on the subject mentioned above. I sincerely appreciate your decision for providing us one computer with accessories for computerise our Health data and speeding up of our activities regarding communication.

I am intimating you the present status of Computer Training of our Health Personels engaged in the programme.

Sl No.	Name of Health Personel	Designation.	Training Undergone.	
			Yes	No
1.	Dr. P.B.Chowdhury.	H.O.	----	No
2.	Dr. S.K.Roy.	A.H.O	----	No
3.	Kanan Mondal.	S.T.S	----	No
4.	Asia Khatun.	S.T.S	----	No

Thanking You.

B.K. Sanyal
 Chairman.

Budge Budge Municipality.

15.12.05

M

PO(H)

Budge Budge Municipal Corporation / Municipality

Reporting Format for Growth Monitoring of Under-five Children

Total No. of U-5 Children	No. of U-5 Children Weighed	No. of U-5 Children with				No. of Mal-nutrition cases		
		Normal Weight	Gr. - I	Gr. - II	Gr. - III	Gr. - IV	Referrec	Hospitalised
5619	5148	3578	1026	435	99	10	109	1

• Report to be submitted at two (2) monthly interval as detailed below :

Period of Reporting	Report to be sent by
For April - May	15 th of June
✓ For June - July	15 th of August
For August - September	15 th of October
For October - November	15 th of December
For December - January	15 th of February
For February - March	15 th of April

- Report to be prepared at Sub-Centre Level by FTS.
- At the Under - Five children are to be weighed at two monthly interval.
- For Gr. - I & Gr. - II Mal-nutrition, necessary counselling on nutrition is to be given at Sub-Centre level and other social factors be addressed.
- Gr. III & Gr. IV Mal-nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures.

P. S. S.
Health Officer
BUDGE BUDGE MUNICIPALITY



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/ 889

Dt. .. 27.06.2006

29

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality

Sub. : Extension of time period for refurbishment and procurement of furniture & equipment to the Sub-Centres during 2006-07 under Health component of KUSP.

Ref. : Your communication bearing no. 604 dt. 20.06.2006.

Sir,

With reference to above, approval is hereby accorded for extension of time period upto July, 2006, for completion of work with regard to refurbishment and procurement of furniture & equipment to the Sub-Centres during 2006-07 under Health component of KUSP, as requested for.

The expenditure may be booked under the A/C Head "Support to Health Sector - Refurbishment" and Statement of Expenditure be submitted through Accounting Support Agency by August, 2006.

Thanking you.

Yours faithfully,

Project Director, CMU

Dt. .. 27.06.2006

29

Memo No. CMU-94/2003(Pt. IV)/ 889 / 1 (1)

Copy forwarded for kind information to :

Health Officer, Budge Budge Municipality.

Project Director, CMU

Memo No. CMU-94/2003(Pt. IV)/ 889 / 2 (3)

Copy forwarded for kind information to :

1. Directorate of Local Bodies
2. Finance Advisor, CMU
3. Accounting Support agency.

Project Director, CMU

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
 Pin - Kolkata - 700137

From : **BHULU KANTI SARKAR**
 CHAIRMAN
 BUDGE BUDGE MUNICIPALITY

Residence:
 17/4, A.M. Ghosh Road,
 P.O. & P.S. Budge Budge,
 Dist. South 24 Parganas.
 Phone : 2480 2140

Ref. No. 604



Date 20.6.06

To To
The Project Director, CMU, KUSP,
ILGUS Bhavan, HC Block, Sector-III,
Salt Lake City, Kolkata-700106

Dr. Goswami
26/6

Sub: AA & FS against refurbishment and Provision of furniture and equipment to the Sub-Centres during 2005-2006.

Ref: Your memo No. CMU-94/2003 (Pt. - III)/1456 dated 23.12.2005.

Sir,

With reference to subject as indicated above, I am to inform you that due to some unavoidable circumstances refurbishment and purchase of furniture and equipment for the Sub-Centres could not be completed within the scheduled time.

I therefore request you to kindly allow an extension of time up to July 2006 to complete the work in all respect.

Thanking you,

Yours faithfully

Municipal Office
Budge-Budge

B. K. Samal
Chairman 20.6.06
Budge-Budge Municipality

Memo No.....

Dated.....

Copy forwarded for kind information and necessary action to Dr. Shibani Goswami, Health Expert, CMU, KUSP.

Municipal Office
Budge-Budge

Chairman,
Budge-Budge Municipality

assmd vide this office
memo m.
ed. 29.6.06

FAX : (033) 2470 1540

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

Phone : 2470 1685/1224

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
 Pin - Kolkata - 700137

From :
BHULU KANTI SARKAR
 CHAIRMAN
 BUDGE BUDGE MUNICIPALITY

Residence:
 17/4, A.M. Ghosh Road,
 P.O. & P.S. Budge Budge,
 Dist. South 24 Parganas.
 Phone : 2480 2140

Ref. No. 541

Date 13.6.06

To

TO
THE PROJECT MANAGER, CMU
KOLKATA URBAN SERVICES FOR THE POOR
ILGUS BHAVAN, HC BLOCK SECTOR - 3, BIDHAN NAGAR.

Dr. Goswami
19/6/06

Sub :- Reorientation Training of HHWS of CUDP-III, IPP-VIII Unit-1 & 2 of Budge Budge Municipality on Re-designed Family Schedule and HMIS..

Dear / Sir,

I am to inform you that after completion of Trainers Training- We have planned for re-orientation training of our HHWS of CUDP-III & IPP-VIII Unit 1 & 2 on the following days at HAU - 2, Kaila sarak Ward - 17 of our municipality.

- A) 1st batch ----- **IPP-VIII Unit -1**
 17.06.06 from 11 AM-----4 PM
 19.06.06 from 11 AM-----4 PM
 20.06.06 from 11 AM-----4 PM
- B) 2nd batch ----- **CUDP-III Project.**
 21.06.06 from 11 AM-----4 PM
 22.06.06 from 11 AM-----4 PM
 23.06.06 from 11 AM-----4 PM
- C) 3rd batch ----- **IPP-VIII Unit -2**
 26.06.06 from 11 AM-----4 PM
 27.06.06 from 11 AM-----4 PM
 28.06.06 from 11 AM-----4 PM

Thanking you.

B. K. Sarkar
 Chairman. 12.6.06
 Budge Budge Municipality.



KOLKATA URBAN SERVICES FOR THE POOR
CHANGE MANAGEMENT UNIT

Memo No. CMU-94/2003(Pt. IV)/718

Dt. .. 20.06.2006

From : Arnab Roy
Project Director, CMU

To : The Chairman
Budge Budge Municipality

Sub : Administrative Approval and Financial Sanction for procurement of 1 no. of Computer with accessories at Health Programme Unit for an amount of Rs. 59,000/- under Health component of KUSP.

Sir,

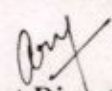
With reference to your letter under memo no. 562 dt. 15.06.2006, this is to inform you that you may go ahead to procure 1 (one) no. of Computer, 1 Laser Printer, Computer Table and Chair for use by the Health Officer of your ULB. The specification of Computer and Printer is enclosed which is to be followed during procurement. You are also to observe the terms and conditions of procurement as laid down by the DFID.

The fund approved for such procurement is Rs. 59,000/- (Rupees fifty nine thousand) only being the cost of 1 no. of each of computer, printer, computer table and chair. The KUSP fund already available with you is to be utilized for such procurement.

Actual expenditure is to be booked under the A/C head – “Support to Health Sector – Procurement Computer” and Statement of Expenditure (SOE) be submitted through the Accounting Support Agency.

Thanking you.

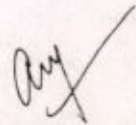
Yours faithfully,


Project Director, CMU

Dt. .. 20.06.2006

Memo No. CMU-94/2003(Pt. IV)/718/1(1)

Copy forwarded for kind information to :
Health Officer, Budge Budge Municipality.

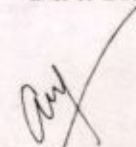

Project Director, CMU

Dt. .. 20.06.2006

Memo No. CMU-94/2003(Pt. IV)/718/2(2)

Copy forwarded for kind information to :

1. Finance Advisor, CMU
2. Accounting Support agency


Project Director, CMU

FAX : (033) 2470 1540

Phone : 2470 1885/1224

OFFICE OF THE COUNCILLORS
BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, 24 Parganas (S)
 Pin - Kolkata - 700137

From :
BHULU KANTI SARKAR
 CHAIRMAN
 BUDGE BUDGE MUNICIPALITY

Residence:
 17/4, A.M. Ghosh Road,
 P.O. & P.S. Budge Budge,
 Dist. South 24 Parganas.
 Phone : 2480 2140

Ref. No. 562

Date ... 15.6.06

To

To
 The Project Director,
 Charge Management Unit,
 ILGUS BHABAN HC BLOCK SECTOR-3,
 KOL-700016

Dr. G. Ghosh
19/6

Sub:- Provision of Computer at Health Programme unit of Budge Budge Municipality.

Dear Sir,

Ref. your letter memo no CMU-94 / 2003 (Pt III /1402 dated 12.12.05, I am to inform you that the basic training of Computer of our HO , AHO , 2 STS of IPP-VIII Project for compilation of Health related data is almost completed under British Institute.

I am now requesting you for providing us necessary Administrative approval and financial sanction for procurement of one Computer for our Health department at your earliest.

I am also informing that 2 First Tier Supervisor of CUDP-III should be provided basic Computer Training for compilation of health data of CUDP-III Project for month/data compilation activities.

Sl. NO.	Name of Health personnel.	Designation.	Training undergone.	
			Yes	No
1.	Aparna Manna.	F.T.S	Yes —	No
2.	Namita Mukherjee .	F.T.S	Yes —	No

B. K. Sarkar
 Chairman, 15-6-06
 Budge Budge Municipality.

CHW

BUDGE BUDGE MUNICIPALITY

REPORTING FORMAT FOR GROWTH MONITORING OF UNDER - FIVE
(YEARS) CHILDREN

TOTAL NO OF U-5 CHILDREN	NO OF U-5 CHILDREN WEIGHED	NO. OF U-5 CHILDREN WITH					NO OF MAL - NUTRITION CASES	
		NORMAL WEIGHT	Gr -I	Gr - II	Gr- III	Gr -IV	REFERRED	HOSP
5619	5430	3520	1249	514	134	13	144	3

Report to be submitted at two (2) monthly interval as detailed below

Period of Reporting

Report to be sent by

FOR APRIL -MAY	15 th OF JUNE
FOR JUNE - JULY	15 th OF AUGUST
FOR AUGUST - SEPTEMBER	15 th OF OCTOBER
FOR OCTOBER - NOVEMBER	15 th OF DECEMBER
FOR DECEMBER - JANUARY	15 th OF FEBRUARY
FOR FEBRUARY - MARCH	15 th OF APRIL

- Report to be prepared at sub - centre Level by F . T . S
- All the under - Five(Years)children are to be weight at tow monthly interval
- For Gr -I and Gr - II Mal -nutrition necessary counselling on nutrition is to be given at sub - centre level and other social factors beaddressed
- Gr - III and Gr -IV Mal --nutrition cases are to be referred immediately to the specialist / hospital for taking corrective measures

Pshind
H/O

Health Officer
BUDGE BUDGE MUNICIPALITY

BUDGE BUDGE MUNICIPALITY

REPORTING FORMAT FOR GROWTH MONITORING OF UNDER - FIVE
(YEARS) CHILDREN

TOTAL NO OF U -5 CHILDREN	NO OF U -5 CHILDREN WEIGHT	NO . OF U -5 CHILDREN WITH					REFD	
		NORMAL WEIGHT	Gr -1	Gr - 11	Gr - 111	Gr - 1v	R	H
5386	5149	3394	1115	477	148	15	163	2

Report to be submit at tow (2)monthly interval as detailed below

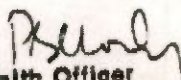
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 Health Officer
 BUDGE BUDGE MUNICIPALITY
 17.5.06