



o/c

G. Balachandhran, I.A.S.,  
SECRETARY  
MUNICIPAL AFFAIRS DEPARTMENT  
GOVERNMENT OF WEST BENGAL  
WRITERS' BUILDINGS  
KOLKATA - 700 001  
&  
CHAIRMAN  
STATE URBAN DEVELOPMENT AGENCY  
Phone No. : 00-91-33-215-1216  
Fax No. : 00-91-33-235-1632

D.O. No. .... SI/DA-15/98/PL/VV/157

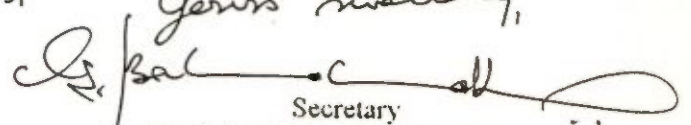
Date 15/06.2001 .....

Dear Shri Verma,

You are aware that World Bank's funding to the present tenure of IPP-VIII-(Extn.) in 10 ULBs ( Siliguri, Darjeeling, Jalpaiguri, Alipurduar, English-Bazar, Raiganj, Balurghat, Bardhaman, Durgapur and Kharagpur ) ends in June-30, 2001.

2. Hence compliance of the following is imperative within 30.6.2001:
  - (i) The vacant posts of sanctioned man-power have to be filled-up within this period.
  - (ii) All the schedule of expenditure towards provision of basic facilities to SHPs and renovation of Girls' Primary Schools, procurement of furniture for HPs and SHPs are to be incurred within June-2001 positively.
3. Please give your personal attention & monitor the work through the District Project Director, IPP-VIII-(Extn.) who is your ADM.

With best wishes,

Yours sincerely,  
  
Secretary  
Municipal Affairs Department

To,  
Sri. Anil Verma, IAS  
District Magistrate,  
Darjeeling.



**G. Balachandhran, I.A.S.,**  
**SECRETARY**  
**MUNICIPAL AFFAIRS DEPARTMENT**  
**GOVERNMENT OF WEST BENGAL**  
**WRITERS' BUILDINGS**  
**KOLKATA — 700 001**  
**&**  
**CHAIRMAN**  
**STATE URBAN DEVELOPMENT AGENCY**  
Phone No. : 00-91-33-215-1216  
Fax No. : 00-91-33-235-1632

9c

D.O. No. SI/DA-15/98(PL.VV) 157

Date 15/06/2001

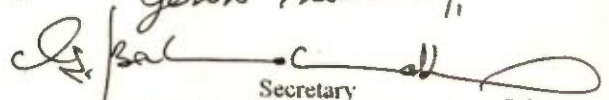
Dear *Shri Verma,*

You are aware that World Bank's funding to the present tenure of IPP-VIII-(Extn.) in 10 ULBs ( Siliguri, Darjeeling, Jalpaiguri, Alipurduar, English-Bazar, Raiganj, Balurghat, Bardhaman, Durgapur and Kharagpur ) ends in June-30, 2001.

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  - (ii) All the schedule of expenditure towards provision of basic facilities to SHPs and renovation of Girls' Primary Schools, procurement of furniture for HPs and SHPs are to be incurred within June-2001 positively.

3. Please give your personal attention & monitor the work through the District Project Director, IPP-VIII-(Extn.) who is your ADM.

*With best wishes,*

*Yours sincerely,*  
  
Secretary  
Municipal Affairs Department

To.  
Sri. Anil Verma, IAS  
District Magistrate,  
Darjeeling.

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. ....  
SUDA-15/98(Pt-V)/ 900

Date .....  
14.2.2001

**From: Adviser(Health)**  
SUDA

**To: The Project Director,**  
IPP-VIII-(Extn.),  
**Municipal Corporation/ Municipality**

**Sub: Endorsement of proper certificate on the body of Challan while receiving store under IPP-VIII-(Extn.)**

Sir,

Different items of store under the project are being supplied to your ULB. While receiving the store the following certificate should be endorsed on the body of the challan under signature of the representative of the Project Director/ Chairperson:

"Received in good condition as per specification and entered in stock ledger page no.—"

This is essential for settlement of the bills concerned as also for audit purpose.

In view of the facts stated above , you are requested to take necessary action..

Yours faithfully,  
*[Signature]*  
Adviser(Health)

14/2/01

*etc*

SUDA-15/98(Pt-V)/ 900(1-10)

14.2.2001

C.C

The Mayor,  
The Chairperson,

**Municipal Corporation**  
**Municipality**

For favour of kind information and necessary action.

*[Signature]*  
Adviser(Health)

14/2/01



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. ....

Date .....

SUDA-15/98(Pt-V)/ 90

14.2.2001

From: Adviser(Health)  
SUDA

To: The Project Director,  
IPP-VIII-(Extn.),  
Municipal Corporation/ Municipality

Sub: Submission of Utilisation Certificate under IPP-VIII-(Extn.)

Sir,

Utilisation Certificate in respect of fund released to your ULB from SUDA under the project are required to be obtained by this office on monthly frequency. Receipt of the said certificate at least to the tune of 70% will qualify for further release of fund to your ULB.

It is observed that such U/C is pending, resulting in non-submission of the statement of fund spent to IPP-VIII, CMDA. This has also impeded further release of fund from IPP-VIII, CMDA to IPP-VIII-(Extn.), SUDA.

In view of the facts and circumstances spelled above you are requested to take-up the issue on top most priority basis and ensure submission of the U/C - both pending as also future ones. A very early action is requested for.

Yours faithfully,

*[Signature]*  
Adviser(Health)

SUDA-15/98(Pt-V)/ 90(1-10)

14.2.2001

C.C

The Mayor,  
The Chairperson,

Municipal Corporation  
Municipality

For favour of kind information and necessary action.

*[Signature]*  
Adviser(Health)



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-IV)/ 721

Date 13.12.2000.....

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII-(Extn.),  
Municipal Corporation/ Municipality.

Sub: Functioning of OPD at one of the existing HPs stationed at temporary accommodation.

Sir,

Construction of OPD with MH is yet to take a couple of months for completion. In the meantime it is worth consideration, if OPD can function at one of the existing HPs stationed at temporary accommodation. The centrally located H.P. may be selected for the purpose and Specialists' services ( of three disciplines- General Medicine, Paediatrics, Ob.& Gyn.) catered through the OPD located therein.

Action taken in the matter may kindly be intimated urgently.

Yours faithfully,  
N.S. Banerjee  
Adviser(Health)

13/12/2000

Memo No.SUDA-15/98(Pt-IV)/ 721(L)

13.12.2000

C.C  
Mayor/ Chairman,  
kind information & necessary action.

Municipal Corporation / Municipality for favour of

N.S. Banerjee  
Adviser(Health)

13/12/2000

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-IV)/79

8.1.2001  
Date

From: Adviser(Health)  
SUDA

To : The Project Director, IPP-VIII-(Extn.)  
Municipal Corporation/ Municipality

Sub: Deployment of Professionals (Doctors and Nurses) on fee basis for service  
Delivery under IPP-VIII-(Extn.).

Sir,

It appears that all the HPs are still to be provided with full quota of M.O(Pt-time) and Nurses. Implementation of services are jeopardised due to non-positioning of the said staff. It is high time now to launch delivery of services in no time. To combat the situation for the time being, deployment of professionals on fee basis may be arranged for conducting different service sessions like immunisation, ante/post-natal clinic and the like in Health Facilities where no such personnel are engaged as yet. The fees admissible is Rs. 150/- (Rupees one hundred & fifty) and Rs. 100/- (Rupees one hundred) only for Doctor and Nurse respectively for a session of ninety minutes. Total amount of such fees paid to an individual Doctor and Nurse per month should not exceed Rs. 1600/- (Rupees one thousand six hundred) and Rs. 1250/- (Rupees one thousand two hundred & fifty) only respectively. The Expenditure may be debited against IPP-VIII-(Extn.)-O & M-HP Sundries.

This is for your kind information and guidance.

Yours faithfully,

*N.S. Saini*  
Adviser(Health) 8/1

SUDA-15/98(Pt-IV)/79 (1-10)

8.1.2001

C.C  
The Mayor/Chairman  
information and guidance.

Municipal Corporation/ Municipality for kind

*N.S. Saini*  
Adviser(Health) 8/1

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. SUDA-15/98(Pt-IV) 721

Date 13.12.2000.....

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII-(Extn.),  
Municipal Corporation/ Municipality.

**Sub: Functioning of OPD at one of the existing HPs stationed at temporary accommodation.**

Sir,

Construction of OPD with MH is yet to take a couple of months for completion. In the meantime it is worth consideration, if OPD can function at one of the existing HPs stationed at temporary accommodation. The centrally located H.P. may be selected for the purpose and Specialists' services ( of three disciplines- General Medicine, Paediatrics, Ob.& Gyn.) catered through the OPD located therein.

Action taken in the matter may kindly be intimated urgently.

Yours faithfully,

*M.S. Banerjee*  
Adviser(Health) 13/12/2000

Memo No.SUDA-15/98(Pt-IV) 721(1)

13.12.2000

C.C

Mayor/ Chairman,  
kind information & necessary action.

Municipal Corporation / Municipality for favour of

*M.S. Banerjee*  
Adviser(Health) 13/12/2000



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No: SUDA-15/98(Pt-IV)

Date .....5.12.2000

From: Adviser (Health)  
S. U. D. A.

To: The Mayor/ Chairman  
.....Municipal Corporation/Municipality

**Sub: Supply of Exhibition Set and Translite Box under IPP-VIII-(Extn.)**

*Sir,*

Reference is invited to this office letter no: SUDA-15/98(Pt-IV)/629 dated 23.11.2000. The electricians from M/S CONTRE JOUR will visit your place for fixing up the exhibits. This is for your kind information & necessary action.

Yours faithfully,

*(Signature)*  
(Adviser Health) 8/12

Memo No: SUDA-15/98(Pt-IV)  
C.C

Dated 5.12.2000

Project Director, IPP-VIII-(Extn.).....for favour of kind information & necessary action.

M/S Contre Jour , 6/1, Dehi Entally Road, Calcutta-700 014

*(Signature)*  
(Adviser Health) 8/12

*o/c*

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. ....

Date .....

SUDA-15/98(Pt-IV)/662

30.11.2000

From: Adviser(Health)  
SUDA

To: The Project Director,  
IPP-VIII-(Extn.)

Municipality/ Municipal Corporation

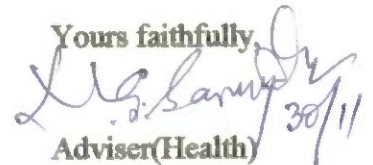
**Sub: Entitlement of Attendant & Sweeper at different Health Facility Level  
under IPP-VIII-(Extn.)**

Sir,

This is to inform you that one Attendant and one Sweeper are admissible at each H.P as also OPD cum MH level.

They are to be paid @ Rs.650/- and Rs. 450/- per month respectively, and charged to "SUNDRIES".

Yours faithfully,

  
Adviser(Health) 30/11

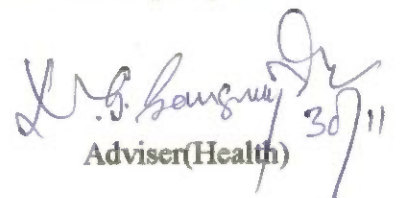
SUDA-15/98(Pt-IV)/662(1)

30.11.2000

C.C

The Mayor/ Chairperson,  
favour of kind information & necessary action.

Municipal Corporation/ Municipality for

  
Adviser(Health) 30/11

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...SUDA-15/98(Pt-IV)/629.

Date .....23.11.2000

From: Adviser(Health)  
SUDA

To: The Chairman/ Mayor  
-----Municipality/ Municipal Corporation

Sub: Supply of Exhibition Set and Translite Box  
under IPP-VIII(Extn).

Sir,

An Exhibition Set of 10 panels and a Translite Box on IPP-VIII(Extn) are under despatch from this office and will reach you by the end of this month.

You are requested to make necessary arrangement to receive these.

Yours faithfully,

*[Signature]* 23/11/2000  
Adviser(Health)

Memo No.SUDA-15/98(Pt-IV)/629(1)

dated 23.11.2000

C.C

Project Director, IPP-VIII(Extn)----- for  
favour of kind information & necessary action.

*[Signature]* 23/11/2000  
Adviser(Health)



## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ. সি. ব্লক, সেক্টর-৩, বিধান নগর, কলিকাতা ৭০০ ০৯১, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector-III, Bidhannagar, Calcutta 700 091, West Bengal

ক্রমিক নং ..... SUDA-15/98(Pt.IV)... 381

তারিখ ..... 15.09.2000

## ORDER

Sanction is hereby accorded for payment of ex-gratia @ Rs. 1000/- ( Rupees one thousand ) only per head irrespective of the amount of the monthly honorarium to the following categories of personnel working in IPP-VIII-(Extn.) during the ensuing festival of 2000 :

- |    |                        |                 |
|----|------------------------|-----------------|
| 1. | HHW                    | attached to HPS |
| 2. | FTS                    | "               |
| 3. | ANM                    | "               |
| 4. | Store-Keeper cum Clerk | "               |
| 5. | G.D.A.                 | "               |
| 6. | Sweeper                | "               |

This ex-gratia sanctioned will only be admissible to those categories of personnel who are actually engaged and working in the relevant period for at least a period of six months. The ex-gratia so sanctioned will not be admissible to such category of personnel who are full time employees of the State Govt. or the ULB.

The expenditure is to be debited against IPP-VIII-(Extn.) fund – honorarium, excepting for Sl.No. 5 & 6. The expenditure for Sl. No. 5 & 6 is to be debited from IPP-VIII-(Extn.) fund – “O&M” Sundries.

The order issues with approval of the Competent Authority.

*[Signature]*  
Adviser (Health) 18/9/2001  
SUDA

Dr Paul/LH/p-1

No.SUDA-15/98(Pt.IV)/...381(1-22)

Date..18.09.2000

C.C.

- 1-10. Mayor / Chairperson ..... Municipal Corporation / Municipality  
11-20. Project Director, IPP-VIII-(Extn.) ..... M.C. / Municipality  
21. Finance Officer, Health, SUDA  
22. Project Officer, Health, SUDA

*L.S. Sanjay Das*  
Adviser (Health) 18/9/2000  
SUDA

No.SUDA-15/98(Pt.IV)/...381(2)

Date..18.09.2000

C.C.

1. Secretary , M.A. Dept., Govt. of West Bengal,

*L.S. Sanjay Das*  
Adviser (Health) 18/9/2000  
SUDA

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ. সি. ব্লক, সেক্টর-৩, বিধান নগর, কলিকাতা ৭০০ ০৯১, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector-III, Bidhannagar, Calcutta 700 091, West Bengal

ক্রমিক নং .....SUDA-15/98(Pt.IV)/ 377

তারিখ .....15.09.2000

From : Adviser (Health)  
SUDATo : The Mayor / Chairperson  
.....Municipal Corporation / MunicipalitySub : Procurement of Ladies Umbrella and distribution  
of the same to the HHWs under IPP-VIII-(Extn.)

Sir,

The undersigned is directed to accord approval for procurement of ladies umbrella to the HHWs under IPP-VIII-(Extn.).

Accordingly, you are requested to procure the ladies umbrella only for HHWs of IPP-VIII-(Extn.) at present working under your kind control, at a cost exceeding Rs. 100.00 (Rupees one hundred ) only each after observing all formalities of purchase.

The expenditure will be booked under the head “Sundries” of IPP-VIII-(Extn.) fund.

Yours faithfully,  
*M. S. Sangupta*  
Adviser (Health)  
SUDA

Date..15.09.2000

No.SUDA-15/98(Pt.IV)/ 377(4-6)

CC

4. Project Director, IPP-VIII-(Extn.),
5. Finance Officer, Health, SUDA
6. Project Officer, IPP-VIII-(Extn.), SUDA

M.C. / Municipality  
*M. S. Sangupta*  
Adviser (Health)  
SUDA

Date..15.09.2000

No.SUDA-15/98(Pt.IV)/ 377(2)

C.C.

2. Secretary, M.A. Dept., Govt. of West Bengal.

*M. S. Sangupta*  
Adviser (Health)  
SUDA

Dr. Paul L.H/p-5

দূরভাষ ৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স ৩৫৮ ৫৮০০

Tel : 358 6403/6421/5767, Fax : 358 5800, E.Mail : dirsuda@cal3.vsnl.nct.in



## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ. সি. ব্লক, সেক্টর-৩, বিধান নগর, কলিকাতা ৭০০ ০৯১, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector-III, Bidhannagar, Calcutta 700 091, West Bengal

ক্রমিক নং .....SUDA-15/98(Pt.IV) 377

তারিখ .....15.09.2000

From : Adviser (Health)  
SUDATo : The Mayor / Chairperson  
.....Municipal Corporation / MunicipalitySub : Procurement of Ladies Umbrella and distribution  
of the same to the HHWs under IPP-VIII-(Extn.)

Sir,

The undersigned is directed to accord approval for procurement of ladies umbrella to the HHWs under IPP-VIII-(Extn.).

Accordingly, you are requested to procure the ladies umbrella only for HHWs of IPP-VIII-(Extn.) at present working under your kind control, at a cost exceeding Rs. 100.00 (Rupees one hundred ) only each after observing all formalities of purchase.

The expenditure will be booked under the head “Sundries” of IPP-VIII-(Extn.) fund.

Yours faithfully,

N.S. Saugunder  
Adviser (Health)  
SUDA

Date..15.09.2000

No.SUDA-15/98(Pt.IV) 377(4-6)

CC

4. Project Director, IPP-VIII-(Extn.),
5. Finance Officer, Health, SUDA
6. Project Officer, IPP-VIII-(Extn.), SUDA

M.C. / Municipality

N.S. Saugunder  
Adviser (Health)  
SUDA

Date..15.09.2000

No.SUDA-15/98(Pt.IV) 377(2)

C.C.

2. Secretary, M.A. Dept., Govt. of West Bengal

N.S. Saugunder  
Adviser (Health)  
SUDA

Dr. Paul L.Hip-5

দূরভাষ ৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স ৩৫৮ ৫৮০০

Tel : 358 6403/6421/5767, Fax : 358 5800, E.Mail : dirsuda@cal3.vsnl.net.in

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

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

Ref No. SUDA-15/98 (Pt-IV) / 413

Date ..... 29.9.2000

From: Adviser(Health)  
SUDA

To: The Mayor Chairman  
~~Kharagpur~~ ---Municipal Corporation/Municipality

CORRIGENDUM

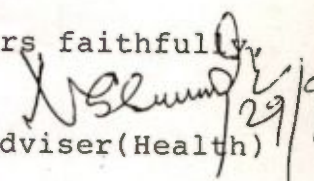
Sir,

Reference is invited to this office communication vide no.SUDA-15/98(Pt-IV)/377 dated 15.09.2000 regarding procurement of Ladies Umbrella and distribution of the same to the HHWs under IPP-VIII(Extn).

Second line of para-2 should be read as ----- at a cost not exceeding Rs.100/- in lieu of at a cost exceeding Rs.100/-.

This is for your kind information and necessary action.

Yours faithfully,

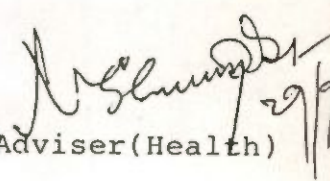
  
Adviser(Health)

dated 29.9.2000

Memo no. SUDA-15/98(Pt-IV) / 413(1)

C.C

F.O, Health, SUDA  
Project Officer, IPP-VIII(Extn), SUDA

  
Adviser(Health)



Government of West Bengal  
Municipal Affairs Department  
Writers' Buildings: Calcutta-1.



7 SEP 2000

No. 704/MA/P/C-10/3S-21/98 dated: the 31st August, 2000.

ORDER.

To: The District Magistrate;

The Governor is pleased to appoint the following officers as Project Directors of IPP-VIII (Extension) Programme from the dates they are functioning as such, in addition to their normal duties, for the towns mentioned against each :-

1. Shri Manish Jain, - Darjeeling.  
ADM, Darjeeling.
2. Shri Arnab Roy, - Siliguri.  
C.E.O., S.J.D.A.
3. Shri Binod Kumar - Jalpaiguri and  
ADM, Alipurduar. Alipurduar.
4. Shri Ghazanfar - Raiganj.  
Ali Khan,  
A.E.O., Uttar Dinajpur  
Zilla Parishad.
5. Shri Deb Kumar Chakraborty, - Balurghat.  
A.D.M., Dakshin Dinajpur.
6. Shri N. Manjunath Prosad, - Durgapur  
C.E.O., ADDA.
7. Shri Provat Kumar Misra, - Burdwan.  
A.D.M., Burdwan.
8. Shri A. Subbiah, - Kharagpur.  
ADM (G), Midnapore.
9. Shri H. Hazra, - English bazar.  
ADM, Malda.

This order issues with the concurrence of the Home (P&A.R.), Department, Government of West Bengal.

*soh*  
31/8/2000

Secretary to the Govt. of West Bengal.

No. 704/1(9)/MA/P/C-10/3S-21/98 dated: the 31st August, 2000.

Copy forwarded to Shri .....

.....

.....

for information & necessary action.

*Seen, Mark*

*Pl give me a  
xerox copy  
for 715*

*[Signature]*  
Joint Secretary.

*Govt. P.O.*





Government of West Bengal  
Municipal Affairs Department  
Writers' Building, Kolkata

No. 704/2 ( )/MA/P/C-10/3S-21/98 dated: the 31st August, 2000.

Copy forwarded to :-

1. Secretary, CMDA.
2. The Chief of Health, IPP-VIII, (Extn.), CMDA.
3. Director and Chief Executive, SUDA.
4. Chief Engineer,  
Municipal Engineering Directorate.
5. The Mayor/Chairman,

.....  
 .....Municipal Corporation/Municipality,  
 P.O..... Dist.....  
 for information and necessary action.

Joint Secretary,  
 Municipal Affairs Department  
 Government of West Bengal.

No. 704/3 ( )/MA/P/C-10/3S-21/98 dated: the 31st August, 2000.

Copy forwarded to the :-

1. Principal Secretary, Home (P&AR) Department.
2. Chief Executive Officer, CMDA,  
3A, Auckland Place, Calcutta- 700 017.
3. P.A. to Chief Secretary of this Govt.
4. Shri J.K. Chakraborty,  
Joint Director, ILGUS.

5. P.S. to MIC of this Deptt.  
 6. Adviser, Health, SUDA. **ILGUS BHAVAN, 'Hc' - Block, Sector - III**  
**→ Salt Lake, Cal - 91**

Joint Secretary,  
 Municipal Affairs Department  
 Government of West Bengal.

*[Handwritten signatures and notes at the bottom of the page, including 'Joint Secretary' and various initials.]*



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. ....SUDA-15/98(Pt-II)/153

Date .....7.7.2000

From: Adviser(Health)  
S. U. D. A

To: ✓ The Project Director, IPP-VIII(Extn) 8

Sub: Engagement of Medical Officer, at ULB level under IPP-VIII(Extn).

Sir,

Provision of Medical Officer at the ULB level (Monitoring, Supervision & Training) under IPP-VIII(Extn) has been under consideration of Competent Authority for speedy implementation of the said project.

The undersigned is now directed to convey the sanction of the Competent Authority towards this engagement of Medical Officer, @One (1) per ULB under the project

for the purpose of supervision, monitoring & training. The engagement will be purely temporary and on daily fee basis of Rs.125/- (Rupees one hundred & twenty five). The expenditure for the same may be met out of the O & M head-subhead "sundries".

Action taken in the matter may kindly be communicated in due course.

Yours faithfully,

*N.S. Sangupta*  
Adviser(Health) 71

dated 7.7.2000

Memo no SUDA-15/98(Pt-II)/153 (17)

C.C

The Chairperson, -----Municipality.

The Mayor, -----Municipal Corporation.

The official Health Wing, SUDA.  
for kind information & necessary action.

*N.S. Sangupta*  
Adviser(Health) 71

dated 7.7.2000

Memo no.SUDA-15/98(Pt-II)/153(1)

Secretary, MA Deptt.Govt.of West Bengal for favour of kind information.

Tel No. : 358 6403/6421/5767, Fax No. 358 5800

*N.S. Sangupta*  
Dr. N. G GANGOPADHYAY  
Adviser (Health) 71

S. U. D. A

## STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. .... SUDA-15/98(Pt-II)/103

Date ..... 20.6.2000..

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Bardhaman/ Darjeeling/  
Durgapur/ English Bazar/ Jalpaiguri/ Kharagpur/  
Raiganj/ Siliguri.Sub: Enhancement of rate of honorarium for  
grass-root level workers of different categories  
engaged in IPP-VIII(Extn) in 10 ULBs.

Sir,

Reference is invited to memo no.472/MA/C-10/3S-4/2000  
dated 5th June,2000 from the Deptt.of Municipal Affairs,  
Govt.of West Bengal on the above subject.In this context, communication no.SUDA-15/98(Pt-II)/77  
dated 6.6.2000 may kindly be referred to. In the said comm-  
unication monthly honorarium of Nurse engaged in HP and  
combined OPD/MH may please be read as Rs.1050/-each instead  
of Rs.1200/- and Rs.1400/-each respectively.At the enhanced rate of honorarium, the monthly  
honorarium of different categories of staff will be as  
follows:

Level	Staff	Monthly Honorarium
<u>Block</u>	HHW	750/-
<u>SHP</u>	FTS	920/-
<u>HP</u>	MO(Pt-Time)-2	1600/- each
	ANM-2	1250/-each
	Clerk cum SK	850/-
<u>Combined OPD/MH</u>	MO(Pt-Time)-1	1600/-
	Nurse-2+1* (*when MH starts)	1250/-each
	Lab Tech cum SK	1200/-

Contd. Pg-2



**SUDA**

The above rates will be effective from 1.8.99.  
Payment accordingly may be made out of the IPP-VIII(Extn)  
fund already released to you and Utilisation Certificate  
submitted.

Yours faithfully

*N.S. Sanyal* 20/6  
Adviser(Health)

Memo no SUDA-15/98(Pt-II)/103(10)

dated 20.6.2000

The Chairman-Alipurduar/ Balurghat/ Bardhaman/ Darjeeling  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj Mpl.

The Mayor--Durgapur/ Siliguri Municipal Corporation

---for favour of kind information & necessary action.

*N.S. Sanyal* 20/6  
Adviser(Health)

Memo no SUDA-15/98(Pt-II)/103(1/1)

dated 20.6.2000

C.C

Secretary, MA Deptt, Govt.of West Bengal--for favour of  
kind information.

*N.S. Sanyal* 20/6  
Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/103(10/2)

dated 20.6.2000

C.C

Finance Officer,Health Wing, SUDA.

, -for information & necessary action.

*N.S. Sanyal* 20/6  
Adviser(Health)

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/78

Date .....7..6..2000.....

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Bardhaman/ Darjeeling/  
Durgapur/ English Bazar/ Jalpaiguri/ Kharagpur/  
Raiganj/ Siliguri.

Sub: Fixation of Hoardings on IPP-VIII(Extn).

Sir,

Hoardings are to be fixed in prominent places as spelled out in this office guideline communicated to you vide memo no.SUDa-15/98(Pt-II)/52 dated 19.5.2000. Number of such hoardings per ULB shall be 3-4 accommodated within the budget of Rs.65000/-.

A sample specification for the hoarding are annexed. Usual norms may kindly be followed for preparation & installation of the same. Specimen of Key Messages are also annexed which may kindly be perused for insertion. However, please feel free to decide the issye and exercise your option to include other messages as deemed appropriate pursuant to local situation.

Enclo: as stated.

Yours faithfully,  
*N.S. Samanta*  
Adviser(Health) 7/6  
dated 7.6.2000

Memo no.SUDA-15/98(Pt-II)/78(1-10)

The Chairman,

Municipality

The Mayor,

Municipal Corporation

-----for favour of kind information & necessary action.

*N.S. Samanta*  
Adviser(Health) 7/6



SAMPLE SPECIFICATION OF HOARDING

1. Preparation and installation of Hoarding:

Size: 20' X 10' each made of 28 G tin plate with sal wooden frame size 2" X 1½" in back side and 2" X ¾" in front side. Hoarding are to be painted in multi color both line drawings and half tone design. The design is to be painted vividly with high quality synthetic enamel colour.

Hoarding Structure Fittings:

- a) 2 pcs. vertical iron joists of 7" x 3½" x 23' each. Each iron joist is to be erected 4' under the ground. 9' clear space from ground level to the lower edge of the board and 10' of the height of the board.
- b) Masonary work: Lower portion of iron joist of 4' should be erected under ground with concrete pillars.
- c) Horizontal iron angles-3 pcs., size 2½" X 2½" X 20' x 3 pcs  
1 pc. to be fitted on upper edge of the back side board,  
1 pc. to be fitted below 10' from the upper edge and 1pc. in middle of the board.
- d) The board should be fitted with the Iron Structure by necessary nut and bolt and bind with galvanised wire.
- e) The iron joist & Frame of the board should be painted with synthetic enamel colour as per layout.



## Key Messages ( Specimen )

১. আজকের কিশোরী আগামী দিনের মা -  
তাকে দেখে মনে গড়ে তুলুন
২. ঘন ঘন গর্ভ ধারণ মা ও শিশুর স্বাস্থ্যের পক্ষে বিপজ্জনক।  
দুই সন্তানের মধ্যে অন্তত ৩ বছরের ব্যবধান থাকা উচিত।
৩. গর্ভবতী হলেই নিকটবর্তী স্বাস্থ্যকেন্দ্রে / মাতৃসদনে / হাসপাতালে নাম  
নথিতুক্ত করান। গর্ভবতী মায়ের দুই ডোজ টিটেনাস টকসয়েড টিকাকরণ  
আবশ্যিক।
৪. ৯ মাস থেকে ১ বছর বয়সের মধ্যে হামের টিকা দিতে ভুলবেন না। হামের টিকায়  
কোন বিপদ নেই।
৫. মাতৃদুগ্ধ শিশুর আদর্শ খাদ্য।
৬. আপনার শিশুকে সময়মত টিকা দিয়ে সুস্থ রাখুন।
৭. শিশুর পুষ্টির জন্য চাই মায়ের সচেতনতা।
৮. ১৮ বছরের আগে মেয়েদের বিয়ে নয়।
৯. ২০ বছরের আগে সন্তান ধারণ নয়।

১০. আজকের শিশুই আগামী দিনের সূনাগরিক।

### শিশুদের প্রতিষেধক টিকা

১২	মাস বয়সে	:	বি. সি. জি. টিকা ডি.পি.টি. / পোলিও (১ম ডোজ)
২৪	মাস বয়সে	:	ডি.পি.টি. / পোলিও (২য় ডোজ)
৩৬	মাস বয়সে	:	ডি.পি.টি. / পোলিও (৩য় ডোজ)
৯ - ১২	মাস বয়সে	:	হামের প্রতিষেধক টিকা।

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. .... SUDA-15/98(Pt-II)/76

Date ..... 6.6.2000

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Bardhaman/ Darjeeling  
Durgapur/ English Bazar/ Jalpaiguri/ Kharagpur/  
Raiganj/ Siliguri

Sub: Items of Expenditure to be borne under SUNDRIES.

Sir,

Partial modification of Annexure-"B" of Guide-  
lines communicated to you vide this office memo no.SUDA-  
15/98(Pt-II)/52 dated 19.5.2000.

Kindly find enclosed herewith the Guideline regarding  
Items of Expenditure to be borne under SUNDRIES.

This is for your information and guidance.

Enclo: as stated

Yours faithfully  
*[Signature]*  
Adviser(Health)  
dated 6.6.2000

Memo no.SUDA-15/98(Pt-II)/76(1-10)

Chairperson/ Mayor,  
Municipality/Muni-  
cipal Corporation for information and guidance.

*[Signature]*  
Adviser(Health)  
dated 6.6.2000

Memo no.SUDA-15/98(Pt-II)/76(1)

C.C.

The Secretary, MA Deptt.Govt.of W.B for favour of kind  
information.

*[Signature]*  
Adviser(Health)  
6/6



## SUNDRIES - ITEMS OF EXPENDITURE

LEVEL	ITEMS OF EXPENDITURE
<b>SHP</b> @ Rs.6000 per year	Fuel Cost for Sterilisation, Transport Charges for Immunisation & Nutrition materials, replacement of MSR, T.A. F.T.S. etc.
<b>HP</b> @ Rs.50,000 per year	TA / DA of Staff, Transportation Cost for collection of Stores / Medicines, Labour Charges, Repair and Replacement of Kit Bags, Hiring charges of generator for laparoscopic camp, conveyance charges of MO. from HP to Beneficiary's residence and sub-health post, incidental charges of holding weekly and monthly meeting, stationeries, postage, duplicating, xeroxing etc.
<b>OPD</b> @ Rs.60,000 per year	Electricity Charges, stationery, replacement of MSR, Transportation Charges for collection of Stores & Medicines, TA for staff, Emergency purchase of life saving Medicines, Contingency for Doctors/Fuel, Incidental Cost for sterilisation and other operation.
<b>MATERNITY HOME</b> @ Rs.50,000 per year	Fuel Cost for generator, replacement of MSR maintenance of sanitation, transport cost for collection of medicines and other stores, purchase of life saving drugs, incidental charges for sterilisation, operation, stationery, TA., electricity charges etc.
<b>MEDICAL STORES</b> @ Rs.62,000 per year	Transport Cost for collection and delivery of Medicines, Loading & Unloading Charges, Electricity Charges, Packing Charges, TA, Stationery, Repairing, Xeroxing etc.
<b>TRAINING</b> @ Rs.13,000 per HP per year.	Stationery, Duplicating, Xeroxing, TA., Incidental Expenses for meetings and Camps etc.
<b>IEC</b> @ Rs.28,000 per ULB per year	Stationery, Xeroxing, Labour Charges, Transport Charges, TA. and Other Incidental Charges etc.
<b>INNOVATIVE PROGRAMME</b> @ Rs.52,000 per HP per year	Maintenance of Records, Fuel Cost, Training Appliances, White Washing, Maps and Charts, Transport Cost, Labour Charge, Stationeries, Xeroxing, TA etc.
<b>MANAGEMENT AND SUPERVISION CELL AT ULB</b> @ Rs.75,000 per ULB per year.	Stationery, Duplicating, Xeroxing, Incidental Expenses for meetings / Conference, TA / DA, Other Miscellaneous Utility Expenses including maintenance, Telephone Charges, Transport Charges, Labour Charge and any other expenses of Contingent Nature etc.

**N.B.** The Cost estimates towards sundries have been given on yearly basis. On this basis ULBs may work out their approximate monthly requirement of expenditure.



**STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

Ref No. .... SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
remuneration under IPP-VIII(Extn).

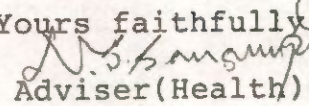
Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANUARY 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

Level	Staff	Monthly Hon/Remu	Remarks
<u>Block</u>	HHW	550/-	
<u>SHP</u>	FTS	720/-	
<u>HP</u>	MO(Pt-time)-2	1400/-each	
	ANM-2	1200/-each	
	Clerk cum SK	650/-	
	Contingencies for cleaning/security & consumables Rs.6000/- per month per centre		
<u>Combined OPD MH</u>	MO(Pt.time)-1	1400/-	
	Staff Nurse-2+1* (*when MH)	1400/-each	
	Lab Tech cum SK	1000/-	
	Specialist Doctors (Gen.Med/Ob&Gyn/Paed)	1000/-per month for two visits per week each	

Tel No. : 358 6403/6421/5767, Fax No. 358 5800

Level	Staff	Monthly Hon/Remu	Remarks
	Contingencies for cleaning/security & consumables Rs.10000/-per month per MH		
<u>Project Office</u>	CD Specialist	8000/-	For retired Govt.   employees fixation   as per rules   within stipulated   ceiling
	PHN(Trg)	6000/-	
	Acctts.Asstt.	6000/-	
	Clerk	3500/-	

Yours faithfully  
  
 Adviser(Health)

dated 6.6.2000

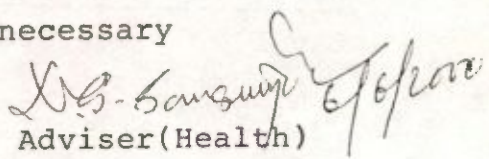
Memo no SUDA-15/98(Pt-II)/77 (1-10)

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English

Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary  
action.

  
 Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C

Secretary, MA Deptt.Govt.of West Bengal- for favour of  
kind information.

  
 Adviser(Health)



**STATE URBAN DEVELOPMENT AGENCY****"ILGUS BHAVAN"**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West BengalRef No. ....  
SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
remuneration under IPP-VIII(Extn).

Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANuary 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

Level	Staff	Monthly Hon/Remu	Remarks
<u>Block</u>	HHW	550/-	
<u>SHP</u>	FTS	720/-	
<u>HP</u>	MO(Pt-time)-2	1400/-each	
	ANM-2	1200/-each	
	Clerk cum SK	650/-	
	Contingencies for cleaning/security & consumables Rs.6000/- per month per centre		
<u>Combined OPD MH</u>	MO(Pt.time)-1	1400/-	
	Staff Nurse-2+1* (*when MH)	1400/-each	
	Lab Tech cum SK	1000/-	
	Specialist Doctors (Gen.Med/Ob&Gyn/Paed)	1000/-per month for two visits per week each	

Tel No. : 358 6403/6421/5767, Fax No. 358 5800



Level	Staff	Monthly Hon/Remu	Remarks
	Contingencies for cleaning/security & consumables Rs.10000/-per month per MH		
<u>Project Office</u>	CD Specialist	8000/-	For retired Govt. employees fixation as per rules within stipulated ceiling
	PHN(Trg)	6000/-	
	Acctts.Asstt.	6000/-	
	Clerk	3500/-	

Yours faithfully  
*N.S. Sangupta* 6/6/2000  
 Adviser(Health)

Memo no SUDA-15/98(Pt-II)/77 (1-10)

dated 6.6.2000

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English

Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary action.

*N.S. Sangupta* 6/6/2000  
 Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C

Secretary, MA Deptt.Govt.of West Bengal- for favour of kind information.

*N.S. Sangupta* 6/6/2000  
 Adviser(Health)

**● STATE URBAN DEVELOPMENT AGENCY****"ILGUS BHAVAN"**

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

West Bengal

Ref No. .... SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
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Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANuary 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

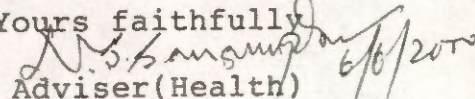
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	Contingencies for cleaning/security & consumables Rs.6000/- per month per centre		
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Tel No. : 358 6403/6421/5767, Fax No. 358 5800

Contd. Page-2



Level	Staff	Monthly Hon/Remu	Remarks
	Contingencies for cleaning/security & consumables Rs.10000/-per month per MH		
<u>Project Office</u>	CD Specialist	8000/-	For retired Govt.   employees fixation   as per rules   within stipulated   ceiling
	PHN(Trg)	6000/-	
	Acctts.Asstt.	6000/-	
	Clerk	3500/-	

Yours faithfully  
  
 Adviser(Health) 6/6/2000

dated 6.6.2000

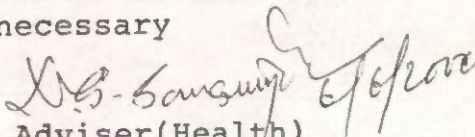
Memo no SUDA-15/98(Pt-II)/77 (1-10)

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English

Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary  
action.

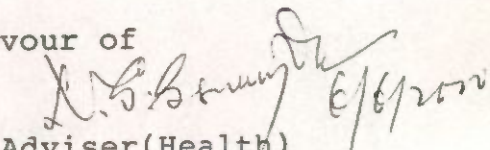
  
 Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C

Secretary, MA Deptt.Govt.of West Bengal- for favour of  
kind information.

  
 Adviser(Health)

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

Ref No. .... SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
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Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANUARY 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

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	Staff Nurse-2+1* (*when MH)	1400/-each	
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	Specialist Doctors (Gen.Med/Ob&Gyn/Paed)	1000/-per month for two visits per week each	

Tel No. : 358 6403/6421/5767, Fax No. 358 5800



Level	Staff	Monthly Hon/Remu	Remarks
	Contingencies for cleaning/security & consumables Rs.10000/-per month per MH		
<u>Project Office</u>	CD Specialist	8000/-	For retired Govt.   employees fixation   as per rules   within stipulated   ceiling
	PHN(Trg)	6000/-	
	Acctts.Asstt.	6000/-	
	Clerk	3500/-	

Yours faithfully

N.S. Sangupta  
Adviser(Health) 6/6/2000

Memo no SUDA-15/98(Pt-II)/77 (1-10)

dated 6.6.2000

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English

Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary  
action.N.S. Sangupta  
Adviser(Health) 6/6/2000

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C

Secretary, MA Deptt.Govt.of West Bengal- for favour of  
kind information.N.S. Sangupta  
Adviser(Health) 6/6/2000

## STATE URBAN DEVELOPMENT AGENCY ●

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bandhaman .Sub: Provision of Man-Power with honorarium/  
remuneration under IPP-VIII(Extn).

Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANuary 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

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<u>Block</u>	HHW	550/-	
<u>SHP</u>	FTS	720/-	
<u>HP</u>	MO(Pt-time)-2	1400/-each	
	ANM-2	1200/-each	
	Clerk cum SK	650/-	
	Contingencies for cleaning/security & consumables Rs.6000/- per month per centre		
<u>Combined OPD MH</u>	MO(Pt.time)-1	1400/-	
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-for favour of kind information & necessary action.

*N.S. Sangupta*  
 Adviser(Health) 6/6/2000

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

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*N.S. Sangupta*  
 Adviser(Health) 6/6/2000

**STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

Ref No. .... SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
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To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
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Siliguri / Bardhaman .

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remuneration under IPP-VIII(Extn).

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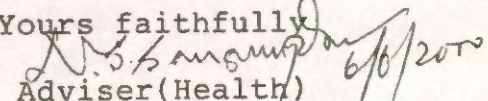
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 Adviser(Health) 6/6/2000

dated 6.6.2000

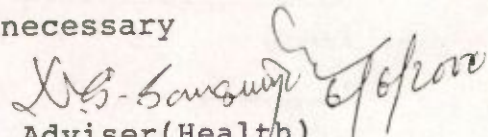
Memo no SUDA-15/98(Pt-II)/77 (1-10)

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English

Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary  
action.

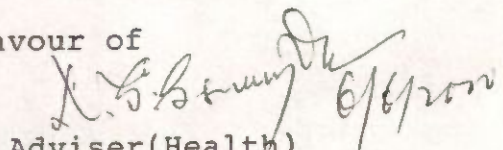
  
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Memo no.SUDA-15/98(Pt-II)/ 77 (1)

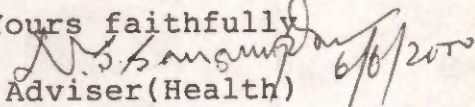
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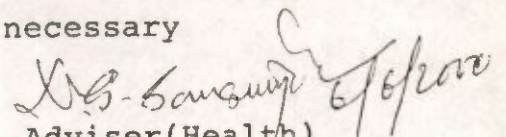
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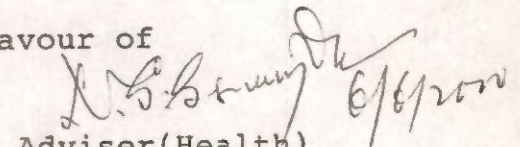
  
 Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

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Secretary, MA Deptt.Govt.of West Bengal- for favour of  
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 Adviser(Health)



**STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

Ref No. .... SUDA-15/98(Pt-II)/77

Date ..... 6.6.2000.....

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .

Sub: Provision of Man-Power with honorarium/  
remuneration under IPP-VIII(Extn).

Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANuary 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

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Tel No. : 358 6403/6421/5767, Fax No. 358 5800

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Yours faithfully  
*N.S. Sangupta* 6/6/2000  
 Adviser(Health)

Memo no SUDA-15/98(Pt-II)/77 (1-10)

dated 6.6.2000

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English  
 Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman  
 The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary action.

*N.S. Sangupta* 6/6/2000  
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Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

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Secretary, MA Deptt.Govt.of West Bengal- for favour of kind information.

*N.S. Sangupta* 6/6/2000  
 Adviser(Health)



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

Ref No. SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

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SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
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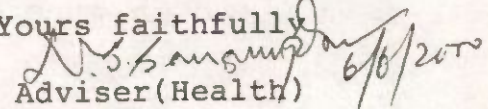
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Memo no SUDA-15/98(Pt-II)/77 (1-10)

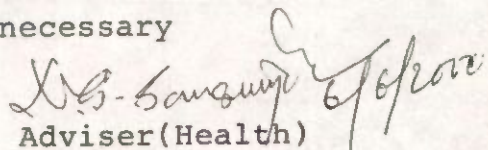
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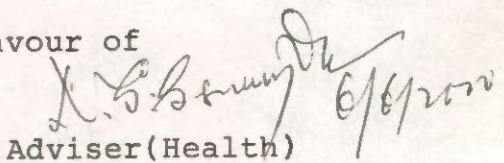
  
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Memo no.SUDA-15/98(Pt-II)/ 77 (1)

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Secretary, MA Deptt.Govt.of West Bengal- for favour of  
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 Adviser(Health) 6/6/2000



**STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/77

Date 6.6.2000

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
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Sub: Provision of Man-Power with honorarium/  
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Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANUARY 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

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*N.S. Sangupta* 6/6/2000  
 Adviser(Health)

Memo no SUDA-15/98(Pt-II)/77 (1-10)

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**STATE URBAN DEVELOPMENT AGENCY**

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West Bengal

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Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
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Contd. Page-2



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**STATE URBAN DEVELOPMENT AGENCY****"ILGUS BHAVAN"**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
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Memo no SUDA-15/98(Pt-II)/77 (1-10)

dated 6.6.2000

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English  
 Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman  
 The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary action.

*N.S. Sangupta* 6/6/2000  
 Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C  
 Secretary, MA Deptt.Govt.of West Bengal- for favour of kind information.

*N.S. Sangupta* 6/6/2000  
 Adviser(Health)



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

Ref No. SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

From: Adviser(Health)  
SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
remuneration under IPP-VIII(Extn).

Sir,

Govt. of India in its Administrative Approval of IPP-VIII(Extn) communicated under memo no. L 19012/7/98-APS (VOL.III) dated JANUARY 27,2000 have made provision of certain staff at different levels of the Project. The complement of staff with honorarium/ remuneration are as under:-

Level	Staff	Monthly Hon/Remu	Remarks
<u>Block</u>	HHW	550/-	
<u>SHP</u>	FTS	720/-	
<u>HP</u>	MO(Pt-time)-2	1400/-each	
	ANM-2	1200/-each	
	Clerk cum SK	650/-	
	Contingencies for cleaning/security & consumables Rs.6000/- per month per centre		
<u>Combined OPD MH</u>	MO(Pt.time)-1	1400/-	
	Staff Nurse-2+1* (*when MH)	1400/-each	
	Lab Tech cum SK	1000/-	
	Specialist Doctors (Gen.Med/Ob&Gyn/Paed)	1000/-per month for two visits per week each	

Tel No. : 358 6403/6421/5767, Fax No. 358 5800

Level	Staff	Monthly Hon/Remu	Remarks
	Contingencies for cleaning/security & consumables Rs.10000/-per month per MH		
<u>Project Office</u>	CD Specialist	8000/-	For retired Govt. employees fixation as per rules within stipulated ceiling
	PHN(Trg)	6000/-	
	Acctts.Asstt.	6000/-	
	Clerk	3500/-	

Yours faithfully  
*N.S. Samsungr* 6/6/2000  
 Adviser(Health)  
 dated 6.6.2000

Memo no SUDA-15/98(Pt-II)/77 (1-10)

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English  
 Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman  
 The Mayor - Durgapur/ Siliguri Municipal Corporation

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Secretary, MA Deptt.Govt.of West Bengal- for favour of kind information.

*N.S. Samsungr* 6/6/2000  
 Adviser(Health)



**STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/77

Date 6.6.2000

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .

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*N.S. Sansui*  
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**STATE URBAN DEVELOPMENT AGENCY****"ILGUS BHAVAN"**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal

Ref No. SUDA-15/98(Pt-II)/77

Date .....6.6.2000.....

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SUDATo: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .Sub: Provision of Man-Power with honorarium/  
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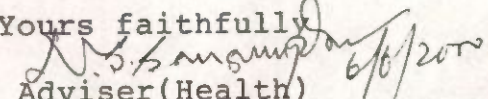
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Memo no SUDA-15/98(Pt-II)/77 (1-10)

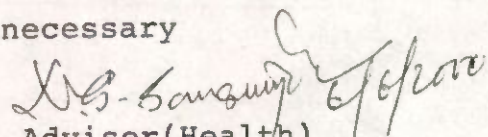
dated 6.6.2000

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Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary  
action.

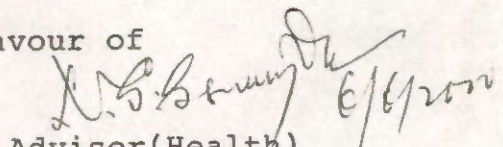
  
 Adviser(Health)

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C

Secretary, MA Deptt.Govt.of West Bengal- for favour of  
kind information.

  
 Adviser(Health) 6/6/2000



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/77

Date 6.6.2000

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)--  
Alipurduar/ Balurghat/ Darjeeling/ Durgapur/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raiganj/  
Siliguri / Bardhaman .

Sub: Provision of Man-Power with honorarium/  
remuneration under IPP-VIII(Extn).

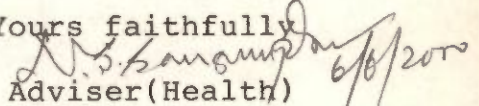
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 Adviser(Health) 6/6/2000

Memo no SUDA-15/98(Pt-II)/77 (1-10)

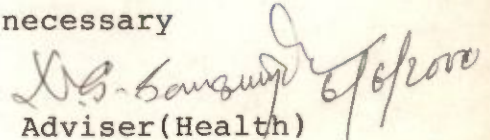
dated 6.6.2000

The Chairman -Alipurduar/ Balurghat/ Darjeeling/ English

Bazar/ Jalpaiguri/ Kharagpur / Raiganj/ Bardhaman

The Mayor - Durgapur/ Siliguri Municipal Corporation

-for favour of kind information & necessary  
action.

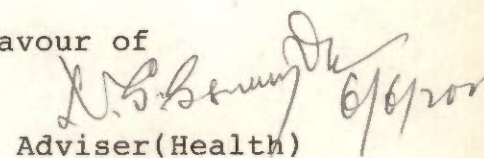
  
 Adviser(Health) 6/6/2000

Memo no.SUDA-15/98(Pt-II)/ 77 (1)

dated 6.6.2000

C.C

Secretary, MA Deptt.Govt.of West Bengal- for favour of  
kind information.

  
 Adviser(Health) 6/6/2000



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF MUNICIPAL AFFAIRS  
WRITERS' BUILDINGS : CALCUTTA.

Dr. Gaurin  
Project of H-1 PPM  
make the  
franchise  
9/6

No.472/MA/C-10/3S-4/2000.

Dated : 5th June, 2000

From : The Special Secretary to the Govt. of West Bengal.

To : The Adviser,  
Health, SUDA, 'ILGUS BHAWAN', HC-Block, Sector-III,  
Salt Lake City, Calcutta-700091.

Sub : Enhancement of rate of honorarium for grass-root level workers  
of different categories engaged in IPP-VIII(Extn.) in 10 ULBs.

M E M O

The undersigned is directed by Order of the Governor to say that the Governor has been pleased to sanction enhancement of additional honorarium at the flat rate of Rs.200/- per month for grass-root level workers of different categories engaged in IPP-VIII(Extn.) in 10 ULBs with effect from 1.8.99.

This enhancement in the rate of honorarium is not applicable to full time personnel under this programme.

This order is issued with concurrence of the Finance Deptt. vide their u/o. Gr.'S' No.7249 dated 2.6.2000.

The Principal Accountant General, West Bengal and other concerned are being informed.

*[Signature]*  
Special Secretary.

No.472/MA/C-10/3S-4/2000.

Dated : 5th June, 2000.

Copy forwarded to :-

1. The Principal Accountant General, West Bengal, Treasury Buildings, Calcutta-1.
2. The Finance Deptt. of this Govt.
3. The Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta-12.
4. The Treasury Officer, \_\_\_\_\_ Dist. \_\_\_\_\_ P.O. \_\_\_\_\_
5. The Director & Chief Executive, SUDA, 'ILGUS BHAWAN', HC-Block, Sector-III, Salt Lake City, Calcutta.
6. The Chief Engineer, Municipal Engineering Directorate.
7. The Chief Executive Officer, C.M.D.A.
8. The Secretary, C.M.D.A.
9. The Chief of Health, IPP-VIII, C.M.D.A.
10. The Director, Health Programme Unit, C.M.D.A.
11. The Deputy Secretary, Establishment, CMDA.
12. The Deputy Secretary, Works, CMDA.
13. The Mayor/Chairman, \_\_\_\_\_ Municipal Corporation/ Municipality, P.O. \_\_\_\_\_ Dist. \_\_\_\_\_ for information and necessary action.


*[Signature]*  
Special Secretary.

akm/3v12000.



The Advisory Group will co-ordinate implementation of various components of the project in the field, interaction with the organisations pursuing identical types of works in the areas as well as the Ward Committees, C.D.S. etc. and ensure availability of quality services to the beneficiaries even after June, 2001.

The Advisory Group will meet at least once in a month, review the progress and problems encountered in implementing the project and evolve remedial measures. The proceeding of the meeting shall be communicated to State Government and State Urban Development Agency on a regular basis.

  
Secretary.


No. 460/1/MA/C-10/3S-12/2000.

Dated, Calcutta, The 29th May, 2000.

Copy forwarded to -

1. Mayor/Chairman - all IPP-VIII(Extn) Towns.
2. Project Director - all IPP-VIII(Extn) Towns.
3. Special Secretary,  
Department of Municipal Affairs,  
Government of West Bengal.
4. Director & Chief Executive,  
State Urban Development Agency,  
'ILGUS BHAWAN', Salt Lake City, Calcutta-700 091.
5. Chief Engineer,  
Municipal Engineering Directorate,  
'BIKASH BHAWAN', Salt Lake City, Calcutta-700 091.
6. Adviser(Health), State Urban Development Agency.

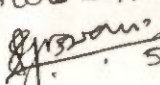
ILGUS BHAWAN, Salt Lake city, Cal-91

  
Secretary.

Memo no. SUDA-15/98 (Pr-II) 1148      dated 5.7.2000

Copy to all officers - IPP-VIII Exh.

1. Project Officer
2. C D specialist-
3. Procurement specialist-
4. Medical specialist-
5. Sr. Engineer

  
5.7.2000  
P.O. - IPP-VIII Exh.

PO - 1 PA-VIII (Call)  
6/6  
Advise PA-VIII (Call)  
may be informed

Now  
03/2000



Government of West Bengal  
Department of Municipal Affairs.  
Writers' Buildings, Calcutta.

No. 460/MA/C-10/3S-12/2000. Dated, Calcutta, The 29th May, 2000.

O R D E R

IPP-VIII(Extn) project was launched in the 10 selected towns outside the CMD Area in the year 1999. The project has to be completed by June, 2001 after which World Banks assistance will cease and the health services have to be continued with local resources. In order to ensure that (i) the project is implemented in right earnest, (ii) the civil construction part is completed by June, 2001 and (iii) the health services are started in full swing and continued beyond June, 2001 with local resources in the interest of the urban poor, especially mother and children, it has been decided to constitute a Advisory Group with the following members with immediate effect in each of the 10 towns under coverage of this project :

1. District Magistrate - Chairman.
2. Project Director -IPP-VIII(Extn.) - Convenor.
3. Chief Medical Officer of Health District -
4. Chairpersons/  
Councillor in charge of IPP-VIII (Extn.).
5. Health Officer of the Urban Local Bodies.
6. Red Cross Society.
7. Indian Medical Association.
8. Superintendent of the District/Sub-Divisional Hospital.
9. Superintending Engineer/Executive Engineer,  
Municipal Engineering Directorate.

Contd....2...



The Advisory Group will co-ordinate implementation of various components of the project in the field, interaction with the organisations pursuing identical types of works in the areas as well as the Ward Committees, C.D.S. etc. and ensure availability of quality services to the beneficiaries even after June, 2001.

The Advisory Group will meet at least once in a month, review the progress and problems encountered in implementing the project and evolve remedial measures. The proceeding of the meeting shall be communicated to State Government and State Urban Development Agency on a regular basis.

*[Signature]*  
Secretary.

No. 460/1/MA/C-10/3S-12/2000.

Dated, Calcutta, The 29th May, 2000.

Copy forwarded to -

1. Mayor/Chairman - all IPP-VIII(Extn) Towns.
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3. Special Secretary,  
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Government of West Bengal.
4. Director & Chief Executive,  
State Urban Development Agency,  
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5. Chief Engineer,  
Municipal Engineering Directorate,  
'BIKASH BHAWAN', Salt Lake City, Calcutta-700 091.

Adviser(Health), State Urban Development Agency.

ILGUS BHAWAN, salt lake city, cal-91

*[Signature]*  
Secretary.

Memo no. SUDA-15/98 (T-II) 1148 dated 5.7.2000

Copy to all officers - IPP-VIII Exh.

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3. Procurement specialist-
4. Medical specialist-
5. Sr. Engineer

*[Signature]*  
5.7.2000  
P.O. - IPP-VIII Exh.

*PO - 1 PA-VIII (Exh)*  
*Adv 1 PA-VIII (Exh)*  
*services may be informed*  
*[Signature]*  
*6/6*

*None*  
*20.5.2000*



Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Calcutta.

No. 460/MA/C-10/3S-12/2000. Dated, Calcutta, The 29th May, 2000.

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Contd....2...

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Government of West Bengal.
4. Director & Chief Executive,  
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Municipal Engineering Directorate,  
'BIKASH BHAWAN', Salt Lake City, Calcutta-700 091.

Adviser(Health), State Urban Development Agency.

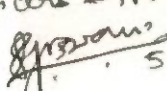
ILGUS BHAWAN, salt Lake city, cal-91

  
Secretary.

Memo no. SUDA-15-98 (P-11) 1148 Dated 5.7.2000

Copy to all officers - IPP-VIII Exh.

1. Project officer
2. CD specialist-
3. Procurement specialist-
4. Medical specialist-
5. Sr. Engineer

  
5.7.2000  
P.O. - IPP-VIII Exh.

*PO. - 1 PP-VIII (G)*  
*Dec 1 PP-VIII (G)*  
*Dec 1 PP-VIII (G)*  
*may be informed*  
*6/6*

*Done*  
*5.7.2000*



Government of West Bengal  
Department of Municipal Affairs.  
Writers' Buildings, Calcutta.

No. 460/MA/C-10/3S-12/2000. Dated, Calcutta, The 29th May, 2000.

ORDER


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No. 460/1/MA/C-10/3S-12/2000.

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'BIKASH BHAWAN', Salt Lake City, Calcutta-700 091.
6. Adviser(Health), State Urban Development Agency.

ILGUS BHAWAN, salt lake city, cal-91

  
Secretary.

Memo no. SUDA-15/98 (P-11) 1148 dated 5.7.2000

*PO. - 1/PP-VIII (G)*  
*By 1/PP-VIII (G)*  
*Staffs may be informed*  
*[Signature]*  
*6/6*

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3. Procurement specialist-
4. Medical specialist-
5. Sr. Engineer

*[Signature]*  
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P.O. - 1/PP-VIII Extn.

*Now*  
*5.7.2000*



Government of West Bengal  
Department of Municipal Affairs.  
Writers' Buildings, Calcutta.

No. 460/MA/C-10/3S-12/2000. Dated, Calcutta, The 29th May, 2000.

O R D E R

IPP-VIII(Extn) project was launched in the 10 selected towns outside the CMD Area in the year 1999. The project has to be completed by June, 2001 after which World Banks assistance will cease and the health services have to be continued with local resources. In order to ensure that (i) the project is implemented in right earnest, (ii) the civil construction part is completed by June, 2001 and (iii) the health services are started in full swing and continued beyond June, 2001 with local resources in the interest of the urban poor, especially mother and children, it has been decided to constitute a Advisory Group with the following members with immediate effect in each of the 10 towns under coverage of this project :

1. District Magistrate - Chairman.
2. Project Director -IPP-VIII(Extn.) - Convenor.
3. Chief Medical Officer of Health District -
4. Chairpersons/  
Councillor in charge of IPP-VIII (Extn.).
5. Health Officer of the Urban Local Bodies.
6. Red Cross Society.
7. Indian Medical Association.
8. Superintendent of the District/Sub-Divisional Hospital.
9. Superintending Engineer/Executive Engineer,  
Municipal Engineering Directorate.

Contd....2...

1

**Minutes of the meeting of Project Directors, Chairman / Mayor  
of IPP-VIII Extn., held at ILGUS Bhavan, Salt Lake on 18.5.2000**

No.SUDA-15/98 (Pt.II) / 52

19.5.2000

**Participants :**

- i. Sri. Asok Bhattacharyya – MIC, MA & UD, Dept.
- ii. Sri. P.K. Pradhan – Secretary, M.A. Deptt.
- iii. Smt. N. Chatterjee – CEO, CMDA
- iv. Sri. R.N. Dutta – Spl. Secretary, M.A. Deptt.
- v. Sri. D. K. Roy, Director & Chief Executive, SUDA.
- vi. Sri. S.K. Mukharjee – CE, MED.
- vii. Dr. B. Bhattacharjee – Chief of Health, IPP-VIII – CMDA.
- viii. Dr. N.G. Gangopadhyay – Advisor ( H ), SUDA
- ix. Sri. J. K. Chakraborty – Jt. Director, ILGUS.
- x. Sri. B. Das – APO – Health Wing, SUDA.
- xi. Sri. A. K. Sinha – S.E., Health Wing, SUDA.
- xii. Dr. R. N. Kar – Project Officer, RCH – Asansol, SUDA.
- xiii. Dr. S. Goswami – Project Officer IPP-VIII-Extn. SUDA.
- xiv. Sri. S.K. Mukharjee – Mayor, Asansol Municipal Corp.
- xv. Sri. D.D. Kalyani – Chairman, Raiganj Municipality.
- xvi. Sri. D.K. Chakraborty – ADM ( G ), Dakshin Dinajpur.
- xvii. Sri. A. Subbiah – ADM ( G ), Midnapur.
- xviii. Sri. B.Kumar – ADM ( G ), Jalpaiguri.
- xix. Sri. P.K. Misra – ADM ( G ), Burdwan.
- xx. Sri. S. Mondal – Chairman, Burdwan Municipality.
- xxi. Sri. P. Das – MMIC, Siliguri Municipal Corporation.
- xxii. Dr. M. Santra - H.O., Alipurduar.
- xxiii. Dr. S. Dutta – H.O. Durgapur.
- xxiv. Sri. T. S. Sukul – MMIC Health, Durgapur Mpl. Corp.



- xxv. Sri. K. Mukhopādhyay – P.S. to MIC.  
 xxvi. Sri. A. Sarkar – PA to MIC.  
 xxvii. Sri. A. Mukherjee – SI Alipurduar Municipality.

MIC, MA & UD Dept. Chaired the meeting session and focussed on the following points for effective service implementation of the project within the stipulated project period i.e. 30th June 2001.

- Regular Meeting of Local Co-ordination Committee already formed in each ULB under the Project [ vide Annexure – A ] should be held.
- With a view to involve existing health infrastructure , NGOs etc. an Advisory Group would be constituted in each ULB for monitoring progress of IPP-VIII-Extn. [ vide Annexure – A ].
- Services should be disseminated from HPs / OPDs in temporary accommodation till civil works of health facilities completed.
- IPP-VIII-Extn. – Should be discussed as No.1 agenda in the Board of Councillors meeting at each ULB. Councillor in charge of health of the concerned ULB will be responsible for presenting report on writing on IPP-VIII-Extn. in the said meeting. Different activities under the project to be discussed and to setup targets for the project, which will be evaluated in the next meeting to monitor the progress.
- Recently published booklet on IPP-VIII Extn. should be distributed by the ULBs. ULBs have been requested to procure supply of ‘বার্তা ও নির্দেশিকা’ from Health Wing , SUDA.
- Wide circulation regarding the project in each corner of the town and at all level may be done through meetings, hoardings, cable net work etc.
- Stress should be given on the participatory approach of the project which is “bottom-up” in real sense of the term instead of “top down”.
- More and more group discussions at the block level with beneficiaries under the project shall be held to create demand generation from the community force group.
- SUDA should prepare one/two page leaflet on IPP-VIII Extn. for wider circulation.
- There after detail discussion were held on the project status in different ULBs. Certain constraints were pointed out by different participants.



**The following action points were decided after discussion :-**

1. Fund will be released by SUDA to ULBs as lump sum. The ULBs should submit Utilisation Certificate (U.C.) in respect of the released fund head-wise as already intimated to the ULBs [ vide Annexure – B ]. Release of next fund will depend on receipt of utilisation at least to the tune of 70% by SUDA. Each ULB should submit U.C. in the prescribed manner each month.
2. Procurement of furniture for HPs/SHPs should be completed by the ULBs by Mid June 2000 as per list provided and within the total ceiling cost indicated [Vide Annex-C ].
3. The ULBs are to collect store of equipments / Kit Bag / Family schedule from SUDA at the earliest. The date for the collection may be mutually settled.
4. Interim procurement of drugs as per list (vide Annexure - D ) should be made by the ULBs at local level after observing usual formalities, through NIQ.  
The ULB may procure drugs not exceeding Rs. 3000/- per HP per month through local shopping procedure (atleast 3 quotations should be obtained). The expenditure may be booked under the head "Procurement Drug". Only those medicines which could not be supplied may be procured.
5. Provision of basic facilities to SHPs :  
ULBs to submit the list of SHPs indicating ownership status, facilities to be provided along with likely estimate by 31<sup>st</sup> May 2000. Maximum amount admissible per SHP for the purpose is Rs. 35000/- .
- 6 Renovation of existing Girls' primary schools :  
ULB to submit list of such schools for repair /renovation /provision of basic facilities indicating likely estimate for each school by 15<sup>th</sup> June 2000. Ceiling limit for the purpose per school is Rs. 1 lakh.  
No. of schools admissible for the purpose ULB wise is furnished in (Annex- E).  
The admissible number per ULB may however be increased depending on the local situation within the total amount available for the ULBs.



7. Pending procurement of ambulance, the ULBs may hire ambulance services for referral of beneficiary pregnant women to hospitals. The expenditure for the purpose is to be met out of the HP contingency.
8. IPP-VIII Extn. aims at 100% deliveries to be conducted at institutions. To achieve this facility Maternity Home has been provided. Pending construction of the same, private institutions including nursing homes may be utilised for conduction of normal deliveries. Maximum charge of Rs. 1000/- per case is admissible for the purpose. ULB-wise annual no. of such referrals permissible are given [ in Annex - F ].
- 9 Training Activities.
  - a) Training of remaining no. of HHWs at Siliguri, English Bazar and Jalpaiguri to be completed by July 2000.
  - b) F.T.S. selection and training to be completed by the ULB within July 2000 Questionnaire (objective type) for selection of FTS from among the HHWs and training schedule for FTS are to be procured by ULB from SUDA.
  - c) Community Mothers' Meeting :  
To conduct 2 meetings per block per month @ Rs. 125/- per meeting. One such group shall not exceed participants number more than 25. The discussion will be conducted by HHW/ANM/PHN/ M.O. (Pt.)
  - d) Vocational Training for women under the project.
    - ★ Identification of trainees & trades to be done by ULB by mid June 2000.  
The fund allotted for the purpose is Rs. 1.40 lakhs per HP during entire project period.
    - ★ Linking of the trained women with SJSRY for building up trade through bank loan etc.
  - e) Re-orientation training for Pt MOs, Health personnel etc. To chalk out action plan for 3 months indicating training topic and time schedule including venue by May 2000.
  - f) Exchange visit / sharing sessions at IPP-VIII Calcutta ----- Programme to be scheduled by ULB and fixed up in consultation with SUDA.
  - g) Orientation training of Pt. MO. to be organised by SUDA.

- h) IEC training to be arranged at SUDA for the project functionaries in two batches -
- (I) Managerial Staff in 2<sup>nd</sup> week of June and
  - (II) Field staff in 4th week of June 2000.
- i) All HP personnel i.e. Pt. MO ( 2 ), ANM ( 2 ), Storekeeper cum Clerk ( 1 ) should be engaged by end of mid June 2000 and training of ANMs completed by 4th week of June 2000.

All the expenses incurred for the purposes mentioned under training activities is to be booked in broad head "Training" mentioning Sub head.

10. IEC (Information, Education, Communication)

- a. Deployment of local indigenous media i.e. songs /choreography /Baul / Kirtan /Puppet show/Magic/Rolc play / drama etc. by ULB for disseminating message on different Health & F.W issues.

Initially the programme may be started @ 1/HP/month @ Rs.1500/- per programme. Depending on the local need, the no. of programmes may be increased.

- b. Hoarding sites:-

Four no. of sites may be identified by the ULB at prominent places like post office / market place /Court / office area / Mpl. office etc.

Rs.65000/- has been allotted for the purpose per ULB.

- c. Exhibition Set : For preparation of Laminated Photos, the ULBs may take photographs on the following activities.

- i. Home visit by HHW
- ii. Immunisation of Under 1 year Children.  
( BCG, Polio, DPT, Measles )
- iii. Examination of pregnant women.  
(General Examination, Weighing, abdominal examination, immunisation etc. )
- iv. Demonstration on ORS / Cooking.
- v. Distribution of oral pill.
- vi. Treatment of Cases at SHP
- vii. Treatment of minor ailments by HHWs at doorsteps of beneficiaries.



- viii. Weighing of U - 5 children.
- ix. IEC session.
- x. Group meeting / Training / Staff conference etc.

Post card size coloured photograph with negative should be sent to SUDA by June 2000.  
Expenditure incurred for the purpose may be booked under IEC.

- 11. Several ULBs sought to know the item of expenditure under contingencies. The details are enumerated [ at Annexure - B ]
- 12. CE - MED would issue work orders for all units except 19 Nos. by 31<sup>st</sup> May, For the balance units work order can be issued as soon as Govt. approval is received. CE-MED was requested to ask the concerned Executive Engineer to prepare the detail construction programme and submit the same to the Chairperson and the Project Director who will monitor the programme and sort out local problems if any. Copy of the Programme will be sent to SUDA also.  
The meeting ended with thanks to all present.

( Sd/- P. K. Pradhan )

Secretary

Municipal Affairs

19.5.2000

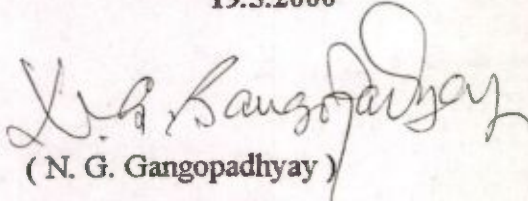
No.SUDA-15/98 (Pt.II) / 52 (30)

Copy to all concerned

To

Sri. ....

.....

  
( N. G. Gangopadhyay )

Advisor (Health)

SUDA

Local Coordination Committee (LCC) Constituted at the level of each Municipality / Municipal Corporation with the following persons :

1. Mayor / Chairperson, Municipal Corporation / Municipality	Chairman
2. One Woman Councillor	Member
3. MMIC / Member Chairman in Council / Councillor in Charge ( Urban Poverty Eradication Cell )	Member
4. Project Director & Chief Executive	Member Convenor
5. Project Officer, SJSRY	Member
6. Health Officer of the ULB	Member
7. Executive Officer of the ULB	Member
8. One Member nominated by Project Coordinator	Member
9. A representative of District Magistrate	Member
10. A representative of CMOH	Member
11. Local Executive Engineer, MED	Member

---

Proposed Composition of Advisory Group for monitoring progress of IPP-VIII-Extn. at each ULB level :

1. District Magistrate	Chairman
2. Project Director, IPP-VIII-Extn.	Member
3. Councillor in Charge of Health	Member
4. CMOH	Member
5. Representative of Red Cross	Member
6. Representative of IMA	Member
7. CD Specialist / AHO	Member-Convenor

---



## ITEM OF EXPENDITURE

## A. CONSTRUCTION

- i. Civil Work for renovation of SHPs - not exceeding Rs.35,000 per SHP
- ii. Civil Work for renovation of Girls' Primary School @ not exceeding Rs.1,00,000 per school.

## B. NON - RECURRING

## 1. Procurement

- a. Furniture - For HP @ Rs.95,000 per HP.  
For SHP @ Rs.10,500 per SHP
- b. Drugs - Interim arrangement by the ULB, till received of supply of medicine from SUDA - not exceeding Rs.3,000 per HP.

## 2. Training

- i. Training of Health Man Power / Opinion leaders / Councillors & Others
- ii. Study Tour
- iii. Vocational Training
- iv. Workshop / Seminars

## 3. IEC.

- i. Advertisement / Hoarding
- ii. Out door display
- iii. Group Meetings / Block Level Meetings
- iv. Indigenous Media Deployment i.e. Songs / Choreography / Magic etc.

## 4. Consultancy

- i. AHO.
- ii. Statistician
- iii. Specialist Doctors for OPD
- iv. Part Time M.O. / ANM on fee basis per session if required

## 5. Innovative

- i. Bridge Course
- ii. Women EDP
- iii. Nutrition Awareness
- iv. Hiring Obstetric Services
- v. Teaching Aids to Schools ( Primary )

## C. RECURRING

1. Salaries – for man power at management and supervision cell.

" CD specialist – Not exceeding Rs.8,000 per month
" PHN (Training) " " Rs.6,000 per month
" Account Assistant " " Rs.6,000 per month
" Clerk " " Rs.3,000 per month
  
2. **Honorarium**
  - i. H.H.W. @ Rs.550 per month
  - ii. F.T.S. @ Rs.720 per month
  - iii. Pt. M.O.@ Rs. 1400 per month
  - iv. Laboratory cum Store Keeper  
@ Rs.1000 per month
  
3. **Rent**
  - i. Hiring Charge for HP temporary accommodation @ Rs.2000 per H.P.
  - ii. Hiring of Training facilities, if any @ Rs.1.25 lakhs per ULB for entire project period.
  
4. **Consumables**
  - i. Linen
  - ii. Cotton / Bandage / Syringe/ needle etc.
  - iii. Kerosene Oil
  - iv. Laboratory Chemicals
  
5. **O & M**
  - i. Sundries - SHP / HP / OPD / MH /  
Medical Store / Training / IEC. / Innovative /  
Management & Supervision Cell ULB.  
Electricity Charge, TA bill, Repair Charge, Conveyance Charges  
For collection and dispatch of stores / Visit of Pt. MO. / ANMs.
  - ii. Vehicle Hiring
  - iii. Postage / Stationeries
  - iv. Printing & any other expenditure of contingent nature.



**List of furniture  
for one Health Post (H.P) under IPP VIII (Extn.)**

Sl.No.	Name of Item	Quantity
1.	Steel Almirah without locker	2
2.	Metal Shelving Racks	2
3.	Chairs steel without arms	50
4.	Cushion Chair with Arm (Steel & moulded)	1
5.	Moulded Chair with Arm	7
6.	Moulded Bench without Arm & Backrest (6" x 12" x 18")	2
7.	Half Secretariat Table (Steel)	1
8.	Table Small Steel (35" x 23½ x 30")	2
9.	Table Office Wooden (47" x 29" x 30")	2
10.	Chair without Arm (Steel)	5
11.	Stool Steel (12" x 12" x 18")	2
12.	Refrigerator 165 litre	1
13.	Calculator	2

**N.B. Ceiling limit @ Rs.95,000/- per H.P.**

## SUNDRIES - ITEM OF EXPENDITURE

LEVEL	ITEM OF EXPENDITURE
<b>SHP</b> @ Rs.500 per month	Fuel Cost for Sterilisation, Transport Charges for Immunisation & Nutrition materials, replacement of MSR, T.A. F.T.S. etc.
<b>HP</b> @ Rs.1165 per month	TA / DA of Staff, Transportation Cost for collection of Stores / Medicines, Labour Charges, Repair and Replacement of Kit Bags, Hiring charges of generator for laparoscopic camp, conveyance charges of MO. from HP to Beneficiary's residence and sub-health post, incidental charges of holding weekly and monthly meeting, stationers, postage, duplicating, xeroxing etc.
<b>OPD &amp; MATERNITY HOME</b> @ Rs.10,000 per month	Electricity Charges, stationery, replacement of MSR, Transportation Charges for collection of Stores & Medicines, TA for staff, Emergency purchase of life saving Medicines, Contingency for Doctors, Fuel Cost for sterilisation and other operation. Fuel Cost for generator, maintenance of sanitation etc.
<b>MEDICAL STORES</b> @ Rs.5000 per month	Transport Cost for collection and delivery of Medicines, Loading & Unloading Charges, Electricity Charges, Packing Charges, TA, Stationery, Repairing, Xeroxing etc.
<b>TRAINING</b> @ Rs.13,000 per HP For entire Project Period	Stationery, Duplicating, Xeroxing, TA., Incidental Expenses for meetings and Camps etc.
<b>IEC</b> @ Rs.28,000 per ULB for entire project period	Stationery, Xeroxing, Labour Charges, Transport Charges, TA. and Other Incidental Charges
<b>INNOVATIVE PROGRAMME</b> @ Rs.52,000 per HP for entire project period	Maintenance of Records, Fuel Cost, Training Appliances, White Washing, Maps and Charts, Transport Cost, Labour Charge, Stationeries, Xeroxing, TA etc.
<b>MANAGEMENT AND SUPERVISION CELL AT ULB</b> @ Rs.6250 per ULB per month	Stationery, Duplicating, Xeroxing, Incidental Expenses for meetings / Conference, TA / DA, Other Miscellaneous Utility Expenses including maintenance, Telephone Charges, Transport Charges, Labour Charge and any other expenses of Contingent Nature etc.



**List of furniture  
for one sub-Health Post under IPP VIII (Extn.)**

<b>Sl.No.</b>	<b>Name of Item</b>	<b>Quantity</b>
1.	Steel Almirah without locker	1
2.	Table Steel (47" x 29" x 30")	1
3.	Chair Moulded without Arm	3
4.	Chair Moulded with Arm	1
5.	Bench Moulded without Arm & Back rest (6" x 12" x 18")	2
6.	Stool Steel ( 12" x 12" x 18")	2

**N.B: Ceiling limit @ Rs.20,500/- per SHP.**

**IPP - VIII (Extn.)**

**Annexure - D  
Contents of Unit Drug Packet**

Sl.No.	Name of item
1.	Acetyl Salicylic acid 300 mg per Tablet
2.	Combined gastric Antacid Tab containing Aluminium Hydroxide & Mag. Hydroxide total salt being not less than 500 mg.
3.	Bromhexine Hydrochloride 8 mg. Tablet
4.	Chlorpheniramine Maleate 4 mg. Tablet
5.	Tablet Folifer (large) containing Ferous Sulphate 80 mg. And Folic Acid 0.5 mg.
6.	Tab. Folifer (Small) containing Ferous Sulphate 60 mg. And Folic Acid 0.1mg.
7.	Furazolidone 100 mg. Tab.
8.	Mebendazole - 100mg Tablet
9.	Metronidazole (Film coated) - 200mg Tab
10.	ORS Citrate each Sachet of 27.9 containing Sodium chloride 3.5gm. Dextrose - 20 gm. pot chloride 1.5gm. sodium citrate - 2.9gm.
11.	Oxyphenonium Bromide 5 mg. Tab.
12.	Paracetamol 500 mg. Tab
13.	Sulphamethoxazole 400 mg. & Trimethoprim 80 mg. Combined Tab.
14.	Antiseptic Lotion containing 2% Benzal Konium Chloride 200 ml. Each in bot.
15.	Merurochrome of 20 Phials
16.	Nitro-Furazone 0.2% (W/W) skin ointment 15 gm. Tube
17.	Chloramphenicol Eye 1% applicap
18.	Absorbent Gauze Sterilised in Packets containing 10 Pcs. Of 10 cm x 10cm. Separately in Poly pack
19.	Adhesive plaster in Reel of 125cm each
20.	Benzyl Benzoate application 100ml. Bots
21.	Cotton Absorbents in packet of 50 gm.



ULB wise admissible no of Girls' Primary Schools to be provided with Basic Facilities @ Rs. 1.00 lakh each.

ULB	NO. OF GIRLS' PRIMARY SCHOOLS
1. Alipurduar	3 ✓
2. Bardhaman	3 ✓
3. Balurghat	7 ✓
4. Darjeeling	7 ✓
5. Durgapur	7 ✓
6. English Bazar	7
7. Jalpaiguri	3 ✓
8. Kharagpur	3 ✓
9. Raiganj	7 ✓
10. Siliguri M.C.	5 ✓
<b>TOTAL</b>	<b>52</b>

ULB wise admissible no of Hiring of Obstetric cases in Nursing Homes / Private Hospitals for normal confinement per year @ maximum Rs.1000/- per case.

ULB	NO. OF OBSTETRIC CASES PER YEAR
1. Alipurduar	197
2. Bardhaman	865
3. Balurghat	362
4. Darjeeling	237
5. Durgapur	1817
6. English Bazar	365
7. Jalpaiguri	260
8. Kharagpur	664
9. Raiganj	396
10. Siliguri M.C.	1367
<b>TOTAL</b>	<b>6530</b>



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/38

Date .....9.5.2000.....

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn),  
& ADM,

Sub: Provision of basic facilities at SHPs  
under IPP-VIII(Extn).

Sir,

A sum of Rs.35,000/-(Rupees thirty five thousand) only has been sanctioned for providing basic facilities in *each* of the Sub-Health Post, under IPP-VII(Extn). The basic facilities will include provision of toilet, drinking water/ wash basin and the like. You are requested to intimate list of such SHPs as per following format:

Sl. No.	SHP no. & Address	Type of accommodation	Nature of <sup>work</sup> to be under-taken.
		Private   Non-Private (Mpl/Govt /Clubs etc.)	

An early reply is requested for. *On receipt of the information necessary action would be taken for release of the fund after due examination.*

Yours faithfully,

*[Signature]*  
Adviser(Health)

dated 9.5.2000

Memo no. SUDA-15/98(Pt-II)/38(i)

C.C

Mayor/ Chairperson,  
for favour of kind information & necessary action.

*[Signature]*  
Adviser(Health)

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. SUDA-15/98(Pt-II)/35

Date ....9.5.2000.....

From: Adviser(Health)  
SUDa

To: The Project Director, IPP-VIII(Extn),  
& ADM,

Sub: Undertaking cases of normal delivery in Private  
Institutions- Nursing Homes etc.

Sir,

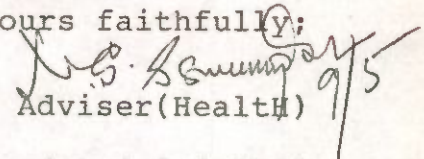
You are aware that promotion of institutional deliveries is one of the salient service component under IPP-VIII (Extn). Still today a sizeable population of deliveries take place at home.

Pending construction & functioning of Maternity Home it may be necessary to hire services of Private Institution (Nursing Homes) for normal deliveries. Such clientles are to be from the beneficiaries under the project and screened judiciously.

Nursing Home/<sup>Private hospital</sup> charges for the purpose per case may be upto Rs.1000/- (Rupees one thousand) only. The total maximum no. of cases admissible for a quarter for your ULB is

This is for your kind information & necessary action.

Yours faithfully;

  
Adviser(Health)

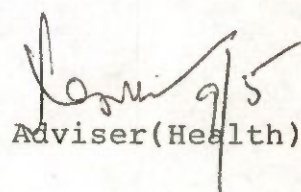
Memo no. SUDA-15/98(Pt-II)/35(C)

dated 9.5.2000

C.C

Chairperson,

for favour of kind information & necessary action.

  
Adviser(Health)



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. ....SUDA-15/98(Pt-II)/39

Date ..... 9.5.2000

From: Adviser(Health)  
SUDA

To: The Project Director, IPP-VIII(Extn)  
& ADM,

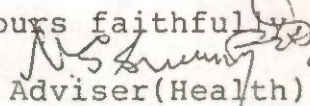
Sub: Interim procurement of essential medicines  
under IPP-vIII(Extn).

Sir,

For effective implementation of services at HP (including its SHPs) level, you are requested to procure essential medicines locally as per enclosed list, observing usual formalities.

The expenditure for the purpose shall not exceed Rs.3000/- per month per HP<sup>unit</sup> be incurred from the contingency fund of HP. **This arrangement is for the interim period till procurement of medicines made available to you from this end.**

Enclo: as stated

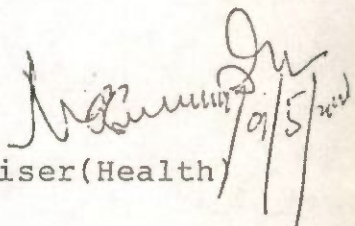
Yours faithfully  
  
Adviser(Health)

dated 9.5.2000

Memo no.SUDA-15/98(Pt-II)/39(1)

C.C

Mayor/ Chairman,  
for favour of kind information & necessary action.

  
Adviser(Health)

Description or specification of materials to be supplied
1. Acetyl Salicylic acid 300 mg per Tablet
2. Combined gastric Antacid Tab containing Aluminium Hydroxide & Mag. Hydroxide total salt being not less than 500 mg.
3. Bromhexine Hydrochloride 8 mg. Tablet
4. Chlorpheniramine Maleate 4 mg. Tablet
5. Tablet Folifer (large) containing Ferrous Sulphate 180 mg. And Folic Acid 0.5 mg.
6. Tab. Folifer (Small) containing Ferrous Sulphate 60 mg. And Folic Acid 0.1mg.
7. Furazolidone 100 mg. Tab.
8. Mebendazole - 100mg Tablet
9. Metronidazole (Film coated) - 200mg Tab
10. ORS Citrate each Sachet of 27.9 gms. containing Sodium chloride 3.5gm. Dextrose - 20 gm. potassium chloride 1.5gm. sodium citrate - 2.9gm.
11. Oxyphenonium Bromide 5 mg. Tab.
12. Paracetamol 500 mg. Tab
13. Sulphamethoxazole 400 mg. & Trimethoprim 80 mg. Combined Tab.
14. Antiseptic Lotion containing 2% Benzal Konium Chloride 200 ml. Each in bot.
15. Mercurchrome of 20 gm. Phials
16. Nitro-Furazone 0.2% (W/W) skin ointment 15 gm. Tube
17. Chloramphenicol Eye 1% applicap
18. Absorbent Gauze Sterilised in Packets containing 10 Pcs. Of 10 cm x 10cm. Separately in Poly pack
19. Adhesive piaster in Reel of 125cm each
20. Benzyl Benzoate application 100ml. Bots
21. Cotton Absorbents in packet of 50 gm.



৪.১৬ ঔষধ ব্যবহার ও প্রয়োগ বিধি

ক্রমিক সংখ্যা	ঔষধের নাম	ব্যবহার ক্ষেত্র	সেইরীর বয়স অনুসারে মাত্রা ও প্রয়োগ বিধি			মতবা
			০-১ বছর	২-৪ বছর	৫-১৪ বছর	
১।	ক্লোরামফেনিকল আই এপ্লিকেশন (Chloramphenicol 1% Eye applicap)	চক্ষু ওঠ, চোখের অন্যান্য অসুখ	০-১ বছর	৫-১ বছর	১৫ বছর ও তার বেশী	
২।	এনটিসিপালিক স্কিন অয়েন্টমেন্ট (Nitrofurazone Skin ointment.)	বা বা বীজামু সংক্রান্ত কত			১০-১৪ বছর	
৩।	ক্লোরোক্রেসল (Chlorocresol 2%)	স্বচ্ছতার যা, কত				
৪।	এসিসিট্রিন (এসিড এনোসিল স্যালিসিসেট) (Acid Acetyl salicylate)	মাথাব্যথা, কানব্যথা, দাঁড়াব্যথা।				
৫।	প্যারাসিটামল ট্যাবলেট (Paracetamol 500 mg tablet)	ষম, মাথাব্যথা, শিঠে ব্যথা, গাটে ব্যথা, কামি বা সর্দি, কোঁড়া ইত্যাদি	প্রতিবারে ১/৪ ভাগ বডি মুখু বা জলে সুখ খাওয়ার পর মিনে ৩ বার।	প্রতিবারে ১/২ ভাগ বডি মিনে ৩ বার	প্রতিবারে ১-২ বডি মিনে ৩ বার	এইসব বডি যদি শেটে খাওয়া চলবে না।
৬।	ক্লোরফেনিরাইন (Chloro- pheniramine maleate 4 mg. tablet)	সর্দি, জ্বাৰবাত	১টি বডি গুঁড়া করে ১/৪ ভাগ ২ ভাগ জলে গুঁলে তার ১ চাষচ মিনে ২ বার	প্রতিবারে ১/২ ভাগ বডি মুখু বা জলে গুঁলে মিনে ৩ বার	প্রতিবারে ১-২টি বডি মিনে ৩ বার	ঔষধ খাবার পর সামান্য কিছুমিনি খাসতে পারে
৭।	মেট্রোফিডোজোল (Metrolidazole 200 mg. tablet)	জ্বাৰমুখা, কত জ্বাৰমুখা	প্রতিবারে ১টি বডি মিনে ৩ বার	প্রতিবারে ১টি বডি মিনে ৩ বার	১-২টি বডি মিনে ৩ বার	যদি শেটে খাওয়া চলবে না।
৮।	ফুরাজোলিন (Furazolidone 100 mg. tablet)	যে কোন রকমের জ্বাৰমুখা বিবেশ করে খর ও শেট বাস্বা সহ	১/৪ ভাগ বডি জলে গুঁলে মিনে ৩-৪ বার	প্রতিবারে ১/২ বডি মিনে ৩ বার	প্রতিবারে ১টি বডি মিনে ৩ বার	ঔষধ প্রয়োগের পর প্রমাণের নয় সাময়িক ভাবে লাগতে বা কমু বর্ণ হতে পারে।
৯।	সালফোথায়োজোল ট্রাইমেথোপ্রিম (Sulphame- thoxazole Trimethoprim 80 mg. tablet)	বৌদ্বীকম ষম, সর্দি-কামি, শেটের জন্ম দূষিত কত	প্রতিবারে ১/২ বডি জলে গুঁলে মিনে ২ বার	প্রতিবারে ১টি বডি মিনে ২ বার	প্রতিবারে ২টি বডি মিনে ২ বার	জ্বাৰমুখার প্রায়শ্চিত্তিক চিকিৎসা ও জ্বাৰ এস থানা হওয়া বিবেশ

যে কোন ক্ষতস্থানে প্রাথমিকভাবে সোশন কাণিয়ে প্রয়োগ করা হতো মনয় লাগতে ও ব্যাভেক করাতে হবে।

IPP-VIII Exth.

৪.১৬ ঔষধ ব্যবহার ও প্রয়োগ বিধি

ক্রমিক সংখ্যা	ঔষধের নাম	বাব্যের ক্ষেত্র	রোগীর বয়স অনুসারে মাত্রা ও প্রয়োগ বিধি				মন্তব্য	
			৪	৫	৬	৮		
১০১	মিবেনডাজোল (Mebe-ndazole 100 mg. tablet)	সর্বপ্রকারের শেউস ক্রিমিতে	০-১ বছর	২-৪ বছর	৫-৯ বছর	১০-১৪ বছর	১৫ বছর ও তার বেশী	৪ মাসের নিচে শিশুদের দেওয়া চলেবে না। অধিক পরিমাণে পানীয় জল খেয়েন আবশ্যিক।
১১১	ফেরাস সালফেট ট্যাবলেট (Ferrous sulphate 200 mg. tablet)	রক্তক্ষতা বা এনিমিয়া	সব বয়সেই প্রতিবারে ১টি বড়ি দিনে ২ বার পর পর জিঙ্গিন।					
১২১	গ্যাস্ট্রিক এন্টাসিড ট্যাবলেট (Combined Gastric Antacid table-1-containing Aluminium Hydroxide & Magnesium Hydroxide, total salt not less than 500mg)	বমি, পেটখাশা, পেটখালি	—	প্রতিবারে ১/২ খানা বড়ি দিনে ২ বার।	প্রতিবারে ১/২ খানা বড়ি দিনে ২ বার	প্রতিবারে ১/২ খানা বড়ি দিনে ২ বার	প্রতিবারে ১টি বড়ি দিনে ২ বার	কিছু ঝাওয়ার পর ঔষধ প্রয়োগ করতে হবে
১৩১	এটি স্যান্ডাবিক ট্যাবলেট (Containing active ingredient of atropine sulph.)	শেউখা	—	১/৪ ভাগ বড়ি জলে গুলে ১ চামচ করে দিনে ২ বার।	১/৩ বড়ি জলে গুলে দিনে ৩ বার	১/২ বড়ি জলে গুলে দিনে ৪ বার।	১টি বড়ি দিনে ৩ বার	
১৪১	ও তার এস পড্ডার (Oral Rehydration Salt as powder containing: Sodium Chloride 3.5 gm. Glucose 20 gm. Pot Chloride 1.5 gm. Trisod' Citrate dihydrate 2.9 gm.)	ডায়াসিয়া, বমি	শাওকেনে গুলা ১ লিটার পানীয় জলের সঙ্গে তুল করে মিশিয়ে নিয়ে লোগীকে ২-৪ চামচ প্রতি ৫-১০ মিনিট অন্তর শাওকাত হবে					
১৫১	ক্লোরিন ট্যাবলেট (Chlorine 4 mg. Halazone)	পানীয় জল কীবাণু-মুক্ত করার ঔষধ	প্রতি ১ লিটার জলে ১টি বড়ি মিশিয়ে জলত: ১/২ বটা রেখে দিয়ে পরে ঐ জল শাওকাত চলেবে।					
১৬১	ব্রোমহেক্সেসিন ট্যাবলেট (Bromhexine Hydrochloride 8 mg. tablet.)	কাশি, হাঁসানী	—	১/২ বড়ি দিনে ২ বার	১/২ বড়ি দিনে ৩ বার	১/২ বড়ি দিনে ৩-৪ বার	১টি বড়ি দিনে ৩ বার	



1 P.P-VIII Exh.

आर. २५-१

LIST OF CONTENTS OF ALLOPATHIC COMPOSITE DRUG PKTS.

Sl. No.	Name of items (with composition)	Unit pack	Quantity
1.	Chloramphenicol 1% Eye applicap	Bottle of 50 softi caps	2 Bottles
2.	Antiseptic ointment for topical application (Topical anti infc- cive skin ointment) Nitrofurazon Ointment	15 gm. tube	2 Tubes
3.	Antiseptic Lotion chlorocresol 2%	Bottle of 200 ml.	2 Bottles
4.	Acid Acetylsalicylas 300 mg. Tablet	50 tablet container	2 Containers
5.	Paracetamol 500 mg. Tablet	50 tablet container	3 Containers
6.	Chlorpheniramine Maleate 4 mg. Tablet	50 tablet container	1 Container
7.	Metronidazole 200 mg. (Film coa- ted) tablet.	50 tablet container	1 Container
8.	Furazolidone 100 mg. coated Ta- blet.	100 tablet container	1 Container
9.	Sulphamethoxazole 400 mg. Tri- methoprim 80 mg. combined Ta- blet	100 tablet container	1 Container
10.	Me bendazole 100 mg. Tablet	100 tablet container	1 Container
11.	Ferrous sulphate 200 mg. coated ta- blet	100 tablet container	1 Container
12.	Combined Gastric Antacid Tab. co- ntaining Aluminium Hydroxide & Magnesium Hydroxide total salts being not less than 500 mg.	100 tablet container	2 Containers
13.	Anti spasmodic Tab. containing single active ingredient Atropine sulph	25 tablet container	1 Container
14.	Oral Rehydration Salt as powder for reconstitution containing Sodium Chloride - 3.5 gm. Glucose - 20 gm. Pot. Chloride 1.5 gm. Trisod Citrate dihydrate - 2.9 gm	27.9 gm. packet	12 Packets
15.	Chlorine 4 mg. Tab. (Halazone)	100 tablet container	1 Container
16.	Bromhexine Hydrochloride B.P. 8 mg. Tablet	100 tablet container	1 Container
17.	Gauze Sterilised in packets	Packet	6 Packets
18.	Adhesive Plaster Plain 91 cm. x 10 cm.	Roll	1 Roll
19.	Medicated adhesive dressing 50 cm. x 6 cm.	Packet of 1 strip	1 Packet





1PP-VIII Extn.

KIT FOR HONORARY HEALTH WORKER UNDER  
C.U.D.P. - III HEALTH PROGRAMME

LIST OF CONTENTS OF KIT BAG

1.	Plastic slide box with 5 slides	1
2.	Muslin Cloth for cleaning slides	1
3.	Hagedron needle in small tube	1
4.	Lead pencil soft	1
5.	Clinical Thermometer (Hicks)	1
6.	Tea spoon superior S.S.	1
7.	Scissors (S.S. both points blunt straight-14 cm. long)	1
8.	Absorbent gauze (3 mt. x 60 cm.)	1 Pkt.
9.	Absorbent Cotton Wool 50 gm.	1 Pkt.
10.	Roller bandage (6.25 cm. x 4 mt.)	1 Roll
11.	Triangular Bandage (1 mt.)	1 Pkt.
12.	Adhesive plaster (1.25 cm. x 1 mt.)	1 Roll
13.	Soap case and one toilet soap	1
14.	Towel ordinary (45 cm. x 30 cm.)	1
<del>15.</del>	<del>Suitable screw cap plastic (HDP) container for drugs</del>	<del>18 Bottles</del>
		<del>(2 N.M. + 16</del>
		<del>W.M.)</del>
16.	School exercise book (200 pages) hard cover	1
17.	Diary (1 page full day) rexine cover 7" x 6"	1

LIST OF CONTENTS OF ALLOPATHIC COMPOSITE DRUG PKTS.

Sl. No.	Name of items (with composition)	Unit pack	Quantity
1.	Chloramphenicol 1% Eye applicap	Bottle of 50 softi caps	2 Bottles
2.	Antiseptic ointment for topical application (Topical anti infective skin ointment) Nitrofurazon Ointment	15 gm. tube	2 Tubes
3.	Antiseptic Lotion chlorocresol 2%	Bottle of 200 ml.	2 Bottles
4.	Acid Acetylsalicylas 300 mg. Tablet	50 tablet container	2 Containers
5.	Paracetamol 500 mg. Tablet	50 tablet container	3 Containers
6.	Chlorpheniramine Maleate 4 mg. Tablet	50 tablet container	1 Container
7.	Metronidazole 200 mg. (Film coated) tablet.	50 tablet container	1 Container
8.	Furazolidone 100 mg. coated Tablet	100 tablet container	1 Container.
9.	Sulphamethoxazole 400 mg. Trimethoprim 80 mg. combined Tablet	100 tablet container	1 Container
10.	Mebendazole 100 mg. Tablet	100 tablet container	1 Container
11.	Ferous sulphate 200 mg. coated tablet	100 tablet container	1 Container
12.	Combined Gastric Antacid Tab. containing Aluminium Hydroxide & Magnesium Hydroxide total salts being not less than 500 mg.	100 tablet container	2 Containers
13.	Anti spasmodic Tab, containing single active ingredient Atropine sulph	25 tablet container	1 Container
14.	Oral Rehydration Salt as powder for reconstitution containing Sodium Chloride - 3.5 gm. Glucose - 20 gm. Pot. Chloride 1.5 gm. Trisod Citrate dihydrate - 2.9 gm	27.9 gm. packet	12 Packets
15.	Chlorine 4 mg. Tab. (Halazone)	100 tablet container	1 Container
16.	Bromhexine Hydrochloride B.P. 8 mg. Tablet	100 tablet container	1 Container
17.	Gauze Sterilised in packets 91 cm. x 10 cm.	Packet	6 Packets
18.	Adhesive Plaster Plain 2.5 cm. x 10 mt.	Roll	1 Roll
19.	Medicated adhesive dressing 50 cm. x 6 cm.	Packet of 1 strip	1 Packet



৪.১৬ ঔষধ ব্যবহার ও প্রয়োগ বিধি

ক্রমিক সংখ্যা	ঔষধের নাম	ব্যবহার ক্ষেত্র	কোনো বয়স অনুসারে মাত্রা ও প্রয়োগ বিধি				মন্তব্য
			৪	৫	৬	৭	
			০-১ বৎসর	২-৪ বৎসর	৫-৯ বৎসর	১০-১৪ বৎসর	১৫ বৎসর ও তার বেশী
১০১	মিথেনডাজোল (Mebendazole 100 mg tablet)	সর্বকালের স্ট্রেসে ক্রিমিতে	সব বয়সেই প্রতিবারে ১টি বড়ি দিনে ২ বার পর পর ডিনদিন।				৪ মাসের নিচে শিশুদের দেওয়া চলাবে না। অধিক পরিমাণে পানীয় জল সেবনে আকাঙ্ক্ষ।
১১১	ফেরাস সালফেট ট্যাবলেট (Ferrous sulphate 200 mg tablet)	রক্তহীনতা বা এনিমিয়া	—	প্রতিবারে ১/২ খানা বড়ি দিনে ২ বার।	প্রতিবারে ১/২ খানা বড়ি দিনে ২ বার	প্রতিবারে ১/২ খানা বড়ি দিনে ২ বার	প্রতিবারে ১টি বড়ি দিনে ২ বার
১২১	গ্যাস্ট্রিক এন্টাসিড ট্যাবলেট (Combined Gastric Antacid tablet-containing Aluminium Hydroxide & Magnesium Hydroxide, total salt not less than 500mg)	বমি, শেঁটিকা, পেটখালা	১/৪ ভাগ বড়ি জলে গুলে ১ চামচ করে দিনে ২ বার।	১/৩ বড়ি জলে গুলে দিনে ৩ বার	১/২ বড়ি জলে গুলে দিনে ৪ বার।	১টি বড়ি দিনে ৩ বার	১-২টি বড়ি দিনে ৩ বার
১৩১	একি স্প্যাসমডিক ট্যাবলেট (Containing active ingredient of atropine sulph.)	শেঁটিকা	—	প্রতিবারে ১/৩ ভাগ বড়ি জলে গুলে দিনে ৩ বার	প্রতিবারে ১/২ বড়ি দিনে ৩ বার	প্রতিবারে ১টি বড়ি দিনে ৩ বার	প্রতিবারে ১-২টি বড়ি দিনে ৩ বার
১৪১	ও জার ওয় পুডিডার (Oral Rehydration Salt as powder containing Sodium Chloride 3.5 gm. Glucose 20 gm. Pot Chloride 1.5 gm. Trisod Citrate dihydrate 2.9 gm.)	জ্বালাদিয়া, বমি	প্যাকেটের ওজন ১ স্টিটার পানীয় জলের সঙ্গে ভাল করে মিশিয়ে নিয়ে সেরোকে ২-৪ চামচ প্রতি ৫-১০ মিনিট অন্তর খাওয়াতে হবে				
১৫১	ফ্রোব্রোমেক্সিন ট্যাবলেট (Chlorobromhexine Hydrochloride 8 mg. tablet.)	পানীয় জল সীমাবদ্ধ করার ঔষধ	—	প্রতি ১ স্টিটার জলে ১টি বড়ি মিশিয়ে অন্ততঃ ১/২ ঘণ্টা রেখে দিয়ে পরে ঐ জল খাওয়া চলাবে।			
১৬১	হ্যালোথের্মিন ট্যাবলেট (Halothone Bromobexine Hydrochloride 8 mg. tablet.)	কান্না, ঠাণ্ডানী	—	১/২ বড়ি দিনে ২ বার	১/২ বড়ি দিনে ৩ বার	১/২ বড়ি দিনে ৩-৪ বার	১টি বড়ি দিনে ৩ বার





RCH Sub- Project/ IPP-VIII(Extn)

Medical Officer (Part-Time)

Job Responsibilities

1. Will remain incharge of H.A.U, SCs & Command area.
2. Will visit/ attend SCs on rotation basis as per a pre-fixed schedule.
3. Will attend referred cases by HHWs.
4. Will conduct/ supervise different service activities at the SCs viz. M.C.H (antenatal/ postnatal/ well baby etc.) Nutrition program (Weight Monitoring, Grading of Malnutrition etc.), Immunization, Treatment of referred cases, F.W, and the like.
5. Will undertake/ supervise simple clinical tests at SCs for determination of Anaemia ,Toxaemia of pregnant women.
6. Will collect blood slides of fever cases and arrange its despatch to earmarked laboratories for detection of M.P.
7. Will refer the cases to E.S.O.P.D/ M.H.
8. Will take up in-house/ on the job training program of FTSS for administration of injectable immunizations/ drawing of blood slides.
9. Will draw the Action plans of the HAU/HP in regard to various service-components under the project.
10. Will visit field for the purpose of checking data-entry by HHWs in Family Schedule/Operational Research/Miscellaneous formats. At least 10% cross check per month is desirable.
11. Will remain responsible for collection/compilation/ transmission of HAU-report in prescribed proforma(s) in specified time to ULB & SUDA as per instruction.
12. Will render guidance to Health staff of the HAU in matters of medical & allied topics.
13. Will plan/ participate in various IEC-sessions on Health & F.W issues.
14. Will maintain liaison with people's Representatives, Community Leaders, C.B.Os and other concerned organizations, Officials and people.
15. Will put up demands(indents) for Drugs, Vaccines for HAU to Health Officer, & maintain stock ledger.
16. Will receive assistance of STSS particularly in the matter of H.I.S and I.E.C programs.
17. Will perform any other duties assigned to him/ her by Authorities.

# Government of West Bengal

Municipal Affairs

Department

FROM : Shri A.M. Chakrabarti,  
Secy. to the Govt. of West Bengal

To : Dr. N.G. Gangopadhaya, Adviser (Health)  
SUDA

No. 112-S/2000 Dated Calcutta, the 9th February, 2000 ~~th~~

Sir,

Enclosed please find ~~are~~ a copy of  
Memo. No. H/SPWB/IV-2-1-2000/ dt. 9.2.2000  
of Jt. Director of Health Services (FW) for your  
information and necessary action.

Yours faithfully,

*[Signature]*  
9/2/2000

Secy. to the Govt. of W. Bengal

*Do. Kon*  
*Pl send one copy*  
*of report to each*  
*member by FAX*  
*in sealed post*

*19/2*  
*Complied to*  
*Pl 15/2/2000*





No.151/1-S/2000.

Copy forwarded for information and necessary action to:

- 1) Mayor/Chairperson, \*\* Municipal Corporation/  
Municipality.
- 2) Director & Chief Executive,  
State Urban Development Agency.
- 3) Chief Engineer,  
Municipal Engineering Directorate.
- 4) Adviser (Health),  
State Urban Development Agency.

Dated the  
22nd Feb., 2000.

*File no 22.2.2000*  
Secretary,  
Municipal Affairs Department.

\*\* Mayor, Siliguri M.C.  
Mayor, Durgapur M.C.  
Chairpersons, Raiganj/Balurghat/~~Darjeling~~/Englishbazar/Burdwan  
Municipalities,



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. ...SUDA/15-98(Pt-II)/210

Date .....17.11.99

From: Adviser(Health)  
S. U. D. A

TO: The Project Director, IPP-VIII(Extn) &  
Chief Executive Officer,  
Durgapur-Asansol Development Authority/  
-Siliguri-Jalpaiguri Development Authority.

The Project Director, IPP-VIII(Extn.) & ADM-  
Alipurduar/ Balurghat/ Burdwan/ Darjeeling/  
Malda/ Jalpaiguri/ Kharagpur/ Raigang  
Municipality.

Sub: Procurement of free medicine  
for utilisation under IPP-VIII(Extn).

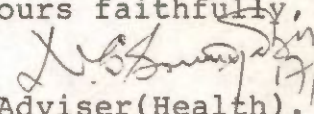
Sir,

Medicines required for IPP-VIII(Extn) have not yet been provided to you due to some cognate reasons.

However, for the present medicines required for HHWs' Kit Bags and HPs/ SHPs may be procured from Govt./ other sources free of cost.

This will facilitate smooth implementation of services under the project.

Action taken in the matter may kindly be intimated in due course.

Yours faithfully,  
  
Adviser(Health).

Memo no. SUDA/15-98(Pt-II)/210(1)

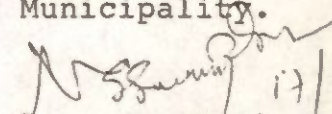
dated 17.11.99

C.C

The Mayor-Durgapur/ Siliguri Mpl. Corporation.

The Chairman-Alipurduar/ Balurghat/ Burdwan/ Darjeeling/  
English Bazar/ Jalpaiguri/ Kharagpur/ Raigang Municipality.

-for kind information & necessary action.

  
Adviser(Health).



Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings: Calcutta.

No. 111/MA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

From : The Joint Secretary to the  
Government of West Bengal.To : The Director of Local Bodies,  
West Bengal.

The Governor has been pleased to approve recruitment of twenty three Assistant Health Officers for the municipalities in C.M.D.A. area as shown below for a period of one year only, on contract basis, in connection with the implementation of Health and Family Welfare Programme in municipal areas under I.P.P. Project VIII Sponsored by C.M.D.A. =

- 1) Barasat (2) Chandernagar (3) Bhadravari (4) Garulia
- (5) Halisahar (6) Hooghly-Chinsurah (7) Howrah (8) Panihati
- (9) Bhatpara (10) Mahestala (11) North Barrackpore (12) Rajarhat-Gopalpur
- (13) Naihati (14) Kamarhati (15) Titagarh
- (16) Serampore (17) Rajpur Sonarpur (18) South Dum Dum
- (19) Uluberia (20) Rishra (21) Bansberia (22) Uttarpara-Kotrang (23) North Dum Dum.

The Governor has further been pleased to approve the following recruitment procedures and the duty chart for the aforesaid Assistant Health Officers :-

Method of recruitment : By way of selection through a Selection Committee to be constituted for this purpose.

Qualification : M.B.B.S. with at least two years experience as a private medical practitioner.

Age : Between 25 and 58 years.

Nationality : Must be an Indian Citizen.

Terms & Condition of appointment : An Assistant Health Officer will be appointed on contract basis, for a period of one year only, at a consolidated pay of Rs 3750/- only per month and will not be eligible to draw any other allowances. His appointment may be terminated at any time by giving notice of one month without assigning any reason. He may be allowed 14 days' leave on personal ground in a year.

Duties : (1) An Assistant Health Officer will devote at least 4 hours on each working day in connection with Health & Family Welfare Programme adopted by the municipality under I.P.P. Project VIII.

(2) He will supervise the functioning of Health Administrative Unit under I.P.P. Project VIII.

(3) He will arrange framing programmes/workshops for the employees attached to the Health and Sanitary Programmes of the municipality, Honorary Health Workers and private voluntary organisations to be involved in I.P.P. VIII project and for the intended beneficiaries of the proper to create awareness among them about Health and Family Welfare including family planning methods, clean sanitary conditions, women's education, child care and nutrition, first aid, creche programme and preventive measures and/or immunisation against Malaria, Tuberculosis, Leprosy, Polio, Typhoid, Measles etc.

Contd. 2.

Sl. 141



(4) He will attend patients on call from the Nonorary Health Workers, at the residence of beneficiaries and visit all the sub-centres at least once a week according to predetermined scheduled to provide medical check-up and supervise immunisation programmes.

(5) He will submit indents for Health Administrative Unit to the Central Store for supply of medicines, vaccines etc. through the respective Health Officers.

(6) The ambulatory cases will be referred by him for attendance by a specialist.

(7) Cases requiring hospitalisation or investigations will be recommended and referred by him to the appropriate medical centre.

(8) Chairman of the municipality and the Health Officer entrust any other health and sanitary function on him under I.P.P. Project-VIII.

(9) Assistant Health Officer will function under the overall supervision and control of the Chairman and Health Officer.

In discharging aforesaid duties he will work in close contact with other health and sanitary officers and workers of the municipality.

The expenditure for payment of remuneration to the Assistant Health Officers so appointed will be borne by C.M.D.A.

This order issues with the concurrence of the Finance Department vide their Un-Official No. Group 'S' 4561 dated 7.10.98.

*[Signature]*  
Joint Secretary.

No. 111/1(7)/MA/O/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy to the :

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal, Purta Bhavan, Salt Lake City, Calcutta - 700 091.
3. Mayor/Chairman, Rajarhat Gopalpur Corporation/Municipality.  
P.O. Rajarhat Gopalpur Dist: 24 Pgs (N)
4. Treasury Officers \_\_\_\_\_
5. Accountant General West Bengal, Treasury Buildings, Calcutta - 1.
6. Finance Department of this Government.
7. Health Department of this Government.
8. D.M. \_\_\_\_\_ District.

*[Signature]*  
Joint Secretary.

skc

\*14/5



Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings: Calcutta.

No.112/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Resolution

The Governor has been pleased to constitute a Selection Committee in each of the districts of Howrah, Hooghly, North 24-Parganas and South 24-Parganas for selection of Assistant Health Officer to be recruited on contract basis, in connection with the implementation of IPP Project VIII in the municipalities in CMDA Area, with the following members :-

- |  |   |                  |
|--|---|------------------|
| 1. Mayor/Chairman of the concerned Municipality/Corporation            | - | Chairman         |
| 2. Dy. Chief Medical Officer of Health                                 | - | Member           |
| 3. S.D.O. of the concerned Sub-Division or his representative          | - | Member           |
| 4. Deputy/Assistant Director of Local Bodies of the concerned division | - | Member           |
| 5. A representative of Chief of Health, C.M.D.A.                       | - | Member Secretary |

The Selection Committee as constituted above will issue advertisements in local newspaper inviting application from candidates having the requisite qualification and experience prescribed in Government Order No. 111/MA/O/C-9/2A-19/87dt.13.5.99 and select a suitable candidates after interview and forward its recommendation to the Government.


By order of the Governor  
sd/- H. Mistri.  
Joint Secretary.

No.112/1(9)/C-9/2A-19/97

Dated, Calcutta, the 13th May 1999.

Copy forwarded for information to :-

1. Secretary, C.M.D.A.
2. Director of Local Bodies, West Bengal, Purta Bhavan, Salt Lake,
3. Mayor/Chairman, Rajshahi Jhalpur Corporation/Municipality.
4. Treasury Officer P.O. Rajshahi Jhalpur Dist 24 Pgs (N).
5. Accountant General West Bengal, Treasury Buildings, Calcutta-1.
6. Finance Department of this Government.
7. Health Department of this Government.
8. S.D.O. \_\_\_\_\_
9. Home (P&AR) Department of this Government.
10. D.M. ----- District.

  
Joint Secretary.

44/11





IPP - VIII. CMDA

## FAMILY WELFARE (US) PROJECT

Unnayan Bhavan, Bidhan Nagar 'G' Block, 3rd Floor, Calcutta - 700 091 Phone : 334-5257 / 358-6771 / 337-0697 Fax : 358-3931

No. 95 /CMDA/A-25/99/FW(US)/IPP-VIII

Dated : 25-1-2000

From : The Project Director, IPP-VIII &  
Secretary, CMDA.

To : The Secretary,  
Department of Municipal Affairs,  
Govt. of West Bengal,  
Writers' Buildings,  
Calcutta - 700 001.

Sir,

Enclosed please find a copy of the World Bank's Aide Memoire dt. 29.12.99. Against component 1 of the Benchmark, the Bank has advised appointment of at least one staff nurse and one full time medical officer (preferably Lady Doctor) per municipality to provide quality out-reach services and supportive supervision including on the job training for the Honorary Health Workers. The target date for finalisation of the issue has been fixed as March 31, 2000. ? Copy

Since the IPP-VIII Health Programme is being implemented in the Urban Slums or in similar situation in the Calcutta Metropolitan Area covering 40 municipal bodies ( 3 municipal corporations and 37 municipalities ) appointment of total 40 staff nurses and 40 full-time medical officers is urgently required. In this context, it may be stated that a proposal for creation of one post each of Assistant Health Officer in 23 municipalities under IPP-VIII was sent to your department with a view to provide close supervision and monitoring of the project activities including on the job training of the HHWs for skill development. In response to the said proposal which was also cleared by the Apex Committee in 4th meeting on 4.6.97 the Municipal Affairs Deptt. has already issued order under No. 111/MA/O/C-9/2A-19/97 dt. 13.5.99 creating the aforementioned posts. It may be further stated that to provide such supervision an yardstick of having more than 2 Health Administrative Units either under CUDP-III or IPP-VIII programme was fixed. With the progress of the programme additional Health Administrative Units, ESOPDs & Maternity Homes have been available by this time and the remaining will be ready by December, 2000.

(1)



As such, to maintain supervision and monitoring, 9 (nine) more municipal bodies have already been eligible to get one additional Asst. Health Officer for the purpose. The proposal for creation of 9 (nine) such additional posts of Asstt. Health Officer for the municipal bodies mentioned in the enclosed list may, therefore, kindly be considered in the light of above and finalised early. This will take the total posts of Asstt. Health Officer to 32 ( 23 + 9). It is worth while to mention that although the World Bank has recommended appointment of 40 full-time medical officers (preferably lady doctors) and 40 full-time staff nurses but in consideration of the fact that the project has reached its last phase having only one and half years left, it would be judicious not to financially over burden the project at this stage by creating 40 new posts of medical officer. Accordingly, it has been decided that the total 32 Assistant Health Officers when created would be utilised for the function of the full-time medical officers recommended by the World Bank and in this view of the matter the project proposes to create only 8 additional posts of full-time medical officers (preferably lady doctors ) for the municipal bodies as in the enclosed list to meet the requirement of 40 full-time medical officers in compliance with the recommendation of the World Bank. The project would however, require all the 40 posts of full-time staff nurse in each of the municipalities as per recommendation of the World Bank.

Originally a consolidated remuneration of Rs. 3750/- was proposed for the Assistant Health Officers but in consideration of the fact that Municipal Affairs Deptt. has already raised the consolidated pay of Health Officers from Rs. 4000/- p.m. to Rs. 5000/- p.m. it is just fair and reasonable that the consolidated remuneration of Assistant Health Officer should also be raised from Rs. 3750/- to Rs. 4750/- p.m. to keep a parity in payment of emoluments to the above categories of officers. Therefore the project recommends fixation of consolidated emolument of RS. 4750/- p.m. for the posts of full-time medical officer proposed to be created as well as for the posts of Asstt. Health Officer and Rs. 3750/- p.m. for the post of full-time staff nurse (minimum qualification being General Nursing & Midwifery (GNM) and registered with West Bengal Nursing Council ) The annual financial involvement for filling-up all these posts (Asstt.H.O. and Medical Officer) and 40 posts of staff nurse therefore works out as follows which will be borne out of IPP-VIII fund during the project period.



**Staff Nurse**

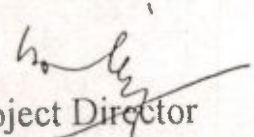
**Full time Medical Officer  
and Asst. Health Officer**

Rs. 3500 x 40 x 12 = 16,80,000/- per year    Rs. 4750 x 40 x 12 = Rs.22,80,000/- per year  
(Rs. 22,80,000 - 23 x 4750x40) = Rs. 13.00 lakhs

**Grand Total = Rs. 26.49 lakhs**

The approval of the Municipal Affairs Deptt. is now sought for to the  
aforementioned proposal in the interest of successful implementation of IPP-VIII  
programme activities.

Yours faithfully,

  
Project Director  
IPP-VIII, Calcutta  
& Secretary, CMDA

No.            /1/CMDA/A-25/99/FW(US)/IPP-VIII

Dated :

Copy forwarded to the Principal Secretary, Health and Family Welfare  
Department, Government of West Bengal for favour of information and  
necessary action please.

Project Director  
IPP-VIII, Calcutta  
& Secretary, CMDA

List of the local bodies with HAU's and posts of Assistant Health Officer/Medical Officer (full-time) already created/proposed to be created further.

Sl.No.	Name of the local body	No. of HAU's			Remarks
		IPP-8	CUDP-III		
1.	Barasat	7	+ 1	= 8	
2.	Bhadreswar	2	+ 2	= 4	
3.	Chandannagar Municipality	1	+ 2	= 3	
4.	Garulia "	1	+ 2	= 3	
5.	Halisahar "	2	+ 1	= 3	
6.	Hooghly-Chinsurah "	3	+ 2	= 3	23(twenty-three)
7.	Howrah Municipal Corpn.	9	+ 2	= 11	posts already
8.	Panihati Municipality	3	+ 2	= 5	created by the
9.	Bhatpara "	6	+ 0	= 6	Municipal Affa-
10.	Mahestala "	6	+ 0	= 6	irs Department
11.	North Barrackpore "	2	+	= 2	vide Govt. Order
12.	Rajarhat-Gopalpur "	4	+ 0	= 4	No.111/MA/0/
13.	Naihati "	2	+ 1	= 3	C-9/2A-19/97
14.	Kamarhati "	4	+ 0	= 4	dated 13.5.99.
15.	Titagarh "	3	+ 0	= 3	
16.	Serampore "	4	+ 1	= 5	
17.	Rajpur-Sonarpur "	4	+ 1	= 5	
18.	South Dum Dum "	5	+ 0	= 5	
19.	Uluberia "	3	+ 1	= 4	
20.	Rishra "	3	+ 1	= 4	
21.	Bansberia "	2	+ 1	= 3	
22.	Uttarpara-Kotrang "	2	+	= 2	
23.	North Dum Dum "	2	+ 1	= 3	
24.	Budge Budge Municipality	2	+ 1	= 3	Additional
25.	Barrackpore "	2	+ 1	= 3	9(nine) posts
26.	Bally "	3	+ 1	= 4	of Assistant
27.	Baidyabati "	2	+ 1	= 3	Health Officer
28.	Champdany "	2	+ 1	= 3	proposed to be
29.	Kanchrapara "	2	+ 1	= 3	created.
30.	Kardarh "	3	+ 1	= 4	
31.	Madhyamgram "	3		= 3	
32.	New Barrackpore "	2	+ 1	= 3	

contd...2



Sl.No.	Name of the local body	No. of		HAUs	Remarks
		IPP-8	CUDP-III		
33.	Baranagar Municipality	1	+ 0 = 1	8(eight)	
34.	Bidhannagar "	1	+ 0 = 1	local bodies	
35.	Calcutta Municipal Corpn.	1	+ 0 = 1	proposed to	
36.	Kalyani Municipality.	1	+ 0 = 1	be manned by	
37.	Konnagar "	1	+ 1 = 2	full-time	
38.	Pujali "	1	+ 0 = 1	Medical Offi-	
39.	Dum Dum "	1	+ 1 = 2	cer(prefer-	
40.	Gayeshpur "	1	+ 1 = 2	ably Lady	

Doctor)in  
each case by  
creation of  
equivalent  
new posts.

SUDA

# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

SUDA-15/98(Pt.II)/

1.2.99

Ref No.....

From : Dr. N. G. Gangopadhyay  
Advisor (Health)

Date.....

To : The Addl. District Magistrate  
Darjeeling/ Jalpaiguri/ Raiganj/ Balurghat/ Bardwan/Midnapore

Sub: Requirement of fund for establishing Project Office,  
imparting training to the HHW's

Sir.

I am directed to refer to the above subject and intimate you the following :

The list of the finally selected Honorary Health Workers (HHWs), both regular as also panel, duly signed by all the members of the L.C.C. may please be sent to SUDA for record.

The training of the HHWs and panel candidates may please be started at the earliest.

For the purpose of training and initial setting up of Project Office, you may incur expenditure on following items and prefer re-imbursement from SUDA. :

For Training :

- 1) O.H.P. with Screen and Pointer - 1
- 2) White Board - 1
- 3) Black Board - 1
- 4) Marker ( of 3 colours) - 1 set
- 5) Chair (Blow Plast) - 100
- 6) Hiring of P.A. equipment
- 7) Hiring of coloured T.V. & V.C.R.
- 8) Exercise Book- 1, Dot Pen - 1, Pencil - 1, Scale - 1, Eraser- 1; all put in a plastic folder : 1 such set per each HHW trainee X total No. of HHW trainees' including panel candidates - trainees.
- 9) Other Expenses :
  - (a) Tea + Tiffin @ Rs.15.- per head/ per Day during training days.
  - (b) Honorarium @ Rs.150.- and Rs.100.- for external and internal trainers respectively for session of ninety minutes.



- (c) All HHW - trainees including panel candidates to be paid Rs.10.- per diem during the training - days as mobility support. The amount thus paid to the regular HHWs will however to be deducted from their honorarium during its payment in future.
- (d) Miscellaneous & Sundries Expenses - Upto Rs.5,000/- (Rupees five thousand) only for the present.

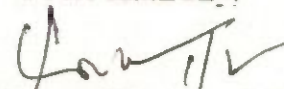
For RCH Project Office at ULB level : -

- |    |  |   |   |
|----|--|---|---|
| 1) | Secretariat Table  | - | 2 |
| 2) | Cushion Chair  | - | 2 |
| 3) | Typewriter (English)                                       | - | 1 |
| 4) | Typewriter (Bengali)                                       | - | 1 |
| 5) | Steel Almirah  | - | 1 |
| 6) | File Cabinet   | - | 1 |
| 7) | Miscellaneous & Sundries - Upto Rs.5000.- for the present. |   |   |

The purchases are to be made and expenditure incurred after observing norms and formalities as laid down by the Bank. The re-imbursement claim to SUDA should be accompanied by all bills, receipts, cash memos, vouchers etc. (Xerox copy), duly authenticated and certified by the competent authority.

O/C

Yours faithfully,


  
Advisor (Health), SUDA

No. SUDA-15/98 (Pt.II) 1277(3)

1.2.99.

Copy forwarded to :-

1. The Mayor, chairperson, ~~Durgapur Municipal Corporation~~ <sup>Balughat Municipality</sup>.
2. The Special Secretary, , M.A. Deptt.
3. The Director & Chief Executive, SUDA

  
Advisor (Health), SUDA



33

Government of West Bengal  
Directorate of Health Services  
S.F.W.B., P-16, India Exchange  
Place Extn. C.I.T. Buildings,  
(5th floor), Calcutta - 73.

Memo. No. H/SFWB/IV-2-I-200/

Dt. \_\_\_\_\_ 2000

- To
- 1-7) The Chief Medical Officer of Health, Jalpaiguri/Darjeeling/  
Malda/Uttar Dinajpur / Burdwan / Dakshin Dinajpur / Midnapur.
- 8-14) The Dy. Chief Medical Officer of Health, Jalpaiguri/Darjeeling/  
Malda/Uttar Dinajpur/Burdwan/Dakshin Dinajpur/Midnapur.

Sub :- Supply of Vaccines, M.C.H Medicines &  
Cold Chain equipments to extended I.P.P-VIII  
Project.

I.P.P-VIII Project is going to be extended to the towns of Alipurdum, Jalpaiguri, Siliguri, Darjeeling, English Bazar, Raiganj, Balurghat, Burdwan, Durgapur & Kharagpur.

Municipal Affairs Deptt. Govt. of West Bengal is implementing the Project and the Addl. District Magistrates have been appointed as the Project Director.

You are requested to please arrange to supply U.I.P Vaccines, Cold Chain equipments & M.C.H Medicines, Contraceptives etc. to the I.P.P-VIII Project Director of your district.

Addl. District Magistrate & Project Director of your district is being requested to approach you with his requirement of Medicines, Contraceptives etc.

Sd/-

State Family Welfare Officer &  
Jt. Director of Health Services  
(FW), West Bengal.

Memo. No. H/SFWB/IV2-I-2000/234(14)/1(10)

Dt. 28/01/2000

Copy forwarded to :-

1. The P.A. to Secretary Municipal Affairs Deptt. Govt. of West Bengal for kind information please.
2. The P.A. to Principal Secretary, Deptt. of Health & F.W. Govt. of West Bengal for kind information please.
3. The Commissioner(FW), West Bengal for kind information please.
- 4-10) The Addl. District Magistrate & Project Director extended I.P.P-III Project for kind information & necessary action please.

PA

Please fax copies to  
PDS of all 10 towns  
and also to Dr. N.G.  
Gangopadhyay

28/01/2000  
State Family Welfare Officer &  
Jt. Director of Health Services  
(FW), West Bengal.





# STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

West Bengal

Ref No...../SUDA-15/98

Date..... 24 Nov. '98.

From : Dr. N.G. Gangopadhyay  
Adviser (Health), SUDA.

To : Additional District Magistrate  
& Project Director, IPP-VIII (Extn.)

Sub : Requirement of fund for establishing Project  
Office, imparting training to the HHWs.

Sir,

I am directed to refer to your office Memo No.178/C (ADM) dated 21.11.98 on the above subject and intimate you the following:

The list of the selected Honorary Health Workers (HHWs) both regular as also panel, duly signed by all the members of the L.C.C. may please be sent to S.U.D.A. for record.

Fund requisitioned can not be placed at the moment, because the Project is yet to be formally approved by Government of India.

However, you may incur expenditure on following items and prefer re-imburement from S.U.D.A. :

## FOR TRAINING -

- 1) O.H.P. with Screen and Pointer - 1
- 2) White Board - 1
- 3) Black Board - 1
- 4) Marker ( of 3 colours ) - 1 set
- 5) Chair ( Blow Fast ) - 100
- 6) Hiring of P.A. equipment
- 7) Hiring of coloured T.V. & V.C.R.
- 8) Exercise Book - 1, Dot Pen - 1, Pencil - 1, Scale - 1, Eraser - 1; all put in a plastic folder : 1 such set per each H.H.W trainee x Total No. of HHW trainees' including panel candidates - trainees.

... 2





Phone : 215-1216  
Fax : 235-1632

সচিব  
পৌরবিষয়ক বিভাগ  
পশ্চিমবঙ্গ সরকার  
কলিকাতা-৭০০ ০০১

Asok M. Chakrabarti  
SECRETARY  
MUNICIPAL AFFAIRS DEPARTMENT  
GOVERNMENT OF WEST BENGAL  
WRITERS BUILDINGS  
CALCUTTA-700 001

D.O.No.409(D)-5/98

Dated Calcutta, the 2nd November,1998.

I hope the Local Coordination Committee for IPP VIII(Extension Project) for your town has become properly functional by now. We are hopeful that the Project Agreement will be signed by the end of this month. In view of the fact that the time available for project implementation is rather short, we need to complete all our preparatory action by the first week of December, 1998 or so. Unless all the project activities start in full swing in early 1999, it will be difficult to complete the project within the stipulated time.

The LCC happens to be the most important forum for review of progress and regular monitoring of the project. It is important that the LCC meets atleast once in two months, in the initial period of the project. You are aware that the following officials have been designated as the representative of Project Coordinator for different towns :-

- 1) Shri R.N. Dutta,  
Special Secretary,  
Municipal Affairs Deptt., - Alipurduar & Jalpaiguri  
Telephone No.235-3452.
- 2) Dr. H.G. Gangopadhyay, - Kharagpore  
Advisor(Health),S.U.D.A.,  
Telephone Nos.-358-5767/  
6403/6421 & 337-4103.
- 3) Shri J.K. Chakraborty, - Darjeeling & Siliguri  
Jt. Director, ILCUS,  
Telephone No.359-1985 & 358-5767/6403.
- 4) Dr. R.N. Kar, - Burdwan & Durgapur  
Asstt.Director(Health),SUUDA,  
Telephone No.358-5767/6403/  
6421 & 337-4103.
- 5) Shri Biswajit Das, - Raiganj, Balurghat &  
Project Officer, IPP VIII, Englishbazar.  
Telephone Nos.358-5767/  
6403/6421.

It will be good for all of us if important decisions regarding implementation of the Project are taken at LCC meetings in presence of the representative of the Project Coordinator. I would request you to make it a point to invite the representative of Project Coordinator for your town to LCC meetings without fail. I suggest that intimations about LCC meetings should be sent to the concerned officer atleast ten to twelve days in advance so that he can purchase railway tickets and make advance preparations for visiting your town.

Contd....2



# STATE URBAN DEVELOPMENT AGENCY

'ILGUS BHAVAN'

H-C BLOCK, SECTOR-III, SALT LAKE CITY, CALCUTTA-700 091

West Bengal

Ref. No. SUDA-15/98/615(30)

Date August 10, 1998

From : Advisor (Health)  
S U D A

To :

## ORDER

In continuation of earlier General Order dated 25.6.98, I am directed to intimate that the following criteria may be followed during selection of Honorary Health Workers (HHWs) under IPP-VIII(Extended) Programme to be implemented in your city/town :

- women aged 35-45 years ;
- the residents of low income urban poor pockets and members of Below Poverty Line (BPL) families ;
- have passed atleast Class VIII standard ; and
- have motivation/experience of rendering social services.

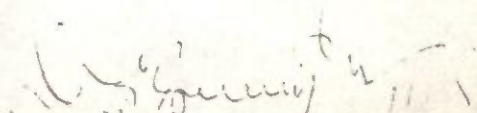
Advisor (Health)  
SUDA

No. SUDA-15/98/615(30)

dated August 10<sup>th</sup>, 1998

Copy forwarded for favour of information to :

1. Mayor / Chairman \_\_\_\_\_
2. The Secretary, C.M.D.A.
3. Special Secretary, Municipal Affairs Department,  
Government of West Bengal
4. Director & Chief Executive, SUDA
5. Chief of Health, IPP-VIII, CMDA
6. Advisor, Health, SUDA
7. Project Officer, Health, SUDA
8. Sr. Training Officer, CMDA and Joint Director, ILGUS
9. A. P. O., SUDA.

  
Advisor (Health)  
SUDA

All Communication to Government should give the Number, Date and Subject of any previous Correspondence and be addressed to the Secretary of the Department concerned.

# Government of West Bengal

## Municipal Affairs Department

..... Branch

No. 296(10)-S/98

From : A.M. Chakrabarti,  
Secretary to the Govt. of West Bengal &  
Project Coordinator, IPP VIII (Extended) Project.

To :

Dated Calcutta, the 3rd August, 1998

Sub: Identification of resource persons to act as Key Trainers.

Sir,

In partial modification of the General Guidelines dt. 25.6.98, It is intimated that only qualified Medical Officers should be identified as resource persons (Key Trainers) for imparting training to Honorary Health Workers. It is desirable that the resource persons should have experience in Mother & Child Health.

The number of such Medical Officers are given below ULB-wise :-

1) Darjeeling	-	4
2) Jalpaiguri	-	4
3) Siliguri	-	8
4) Alipurduar	-	4
5) Englishbazar	-	6
6) Raiganj	-	6
7) Balurghat	-	6
8) Durgapur	-	9
9) Kharagpore	-	8
10) Burdwan	-	8

You are requested to identify and forward their names along with Biodata to the undersigned at the earliest.

3 day orientation courses (during August/September, 1998) will be held on zonal basis, at Siliguri, Englishbazar and Calcutta. The boarding and lodging expenses of the participants will be reimbursed, in addition they will be paid training allowances per diem.

Yours faithfully,

Sd/-

Secretary to the Govt. of  
West Bengal  
&  
Project Coordinator,  
IPP VIII (Extended) Project.

Contd....2




No.296/1(17)-S/98

Copy forwarded to :-

- 1) Mayor/Chairman,  

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- 2) Secretary, C.M.D.A. - may like to initiate action  
for organising training courses.
- 3) Special Secretary to the Govt.of  
West Bengal, M.A.Department.
- 4) Director & C.E., S.U.D.A.
- 5) Chief of Health, IPP VIII, C.M.D.A.
- 6) Adviser, Health, S.U.D.A.
- 7) Project Officer, Health, S.U.D.A.
- 8) Sr. Training Officer, C.M.D.A. & Jt.Director,ILGUS.

Dated the  
3rd August,1998.

  
Secretary to the Govt.of  
West Bengal.

Government of West Bengal  
Municipal Affairs Department

O R D E R

No.288-S/98

Dated Calcutta, the 28th July, 1998.

General guidelines on implementation of IPP VIII in the towns of Burdwan, Durgapur, Kharagpore, Englishbazar, Raiganj, Balurghat, Siliguri, Jalpaiguri, Alipurduar and Darjeeling were issued on 25.6.98.

The officers named below would act as the representative of the Project Coordinator in the Local Coordination Committees for the towns mentioned against their names:-

- 1) Shri R.N. Dutta,  
Special Secretary,  
Municipal Affairs Deptt. - Jalpaiguri &  
Alipurduar;
- 2) Dr. N.G. Gangopadhyay,  
Adviser, Health, S.U.D.A. - Kharagpore;
- 3) Dr. R.N. Kar,  
Adviser, Health, S.U.D.A. &  
Asstt. Director, CSIP, C.M.D.A. - Burdwan & Durgapur;
- 4) Shri J.K. Chakraborty,  
Jt. Director, ILGUS - Darjeeling &  
Siliguri;
- 5) Shri Uiswajit Das,  
Asstt. Project Officer,  
S.U.D.A. - Englishbazar,  
Raiganj & Balurghat.

In the interest of early launching of the project respective Project Directors in consultation with Mayor/Chairperson of the U.L.B., should immediately make arrangements for setting up Project Offices. Project Offices may be set up at any Government premises or in the office of the U.L.B. Project Directors have been advised to set up temporary Health Posts in rented buildings. The Project Office may also be set up in a portion of one of these rented premises. Action has already initiated centrally for providing Project Offices with furniture and equipments.

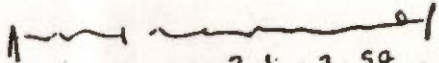
It is necessary to fill up posts of key staff at the Project Office immediately. All the appointments should be made by the Local Coordination Committee.



The qualification and manner of selection of staff at U.B level, are indicated below :-

<u>Sl. No.</u>	<u>Category of post</u>	<u>Qualification &amp; manner of engagement</u>
i)	Assistant Project Officer-cum-C.D. Specialist	Officers belonging to U.B.C.S. having atleast five years experience in development activities with emphasis on women's development. In the event of nonavailability of serving officers, retired officers of State Govt. or Central Govt. and other comparable cadres having considerable experience in development administration, may also be selected.
ii)	Assistant Health Officer	Medical Officer of West Bengal Health Services on deputation, failing which retired Medical Officers of Central Govt. or State Govt. or Govt. Undertaking having experience in Public Health services may also be selected.
iii)	Public Health Nurse (PHN)	Deputation from State or Central Govt. or Govt. Undertakings of nursing personnel recognised by the Nursing Council of India having experience in Public Health activities. In case serving officials are not available L.C. may also recruit retired Public Health Nurses having experience in Public Health Nursing.
iv)	Accountant	Deputation from Govt. services/ Undertakings of officials possessing B.Com. or equivalent qualification, and having experience in handling accounts matters. Retired Accountants or U.D. Clerks of State/Central Govt. possessing wide experience in accounts matters may also be considered.
v)	Statistical Assistant	Deputation from State/Central Govt. or Govt. Undertakings. The candidate must have experience in handling MIS and/or data compilation and reporting. A degree in Statistics is preferable.
vi)	Clerk-cum-Typist	Deputation from State/Central Govt. or Govt. Undertakings.

The pay etc. of officials joining the Project on deputation basis, will be determined on the basis of their grade pay. So far as retired Government officials are concerned there are standard formulae for determining their remunerations. Initially appointment will be made by the Municipality for a period of six months for the categories of staff mentioned above.

  
28.3.98  
(Asok M. Chakrabarti)  
Secretary,  
Municipal Affairs Department  
&  
Project Coordinator.





**Calcutta  
Metropolitan  
Development  
Authority**

Unnayan Bhavan, Bidhan Nagar, Calcutta-700 091

IPP-VIII Sector 'G'-Block, 3rd Floor

No. 506(40)/CMDA/Health/FW(US)/IPP-8/S-14/96.

Date 19. 3. 1997.

FROM : THE CHIEF OF HEALTH,  
IPP-VIII, C.M.D.A.

TO : THE MAYOR/CHAIRMAN,  
  
\_\_\_\_\_

SUB : Sanction to the authorisation for incurring  
expenditure of Contingent(Sundries) nature  
per HAU with Sub-centres under IPP-VIII Health  
Programme.

S i r,

In supersession of the previous standing order No. 2, dt. 25.8.95, I am to forward herewith the standing order No. 1, dt. 19.3.97 showing the increased admissible scale of expenditure of contingent(Sundries) nature including that of conveyance charges per HAU with Sub-centres under IPP-VIII Health Programme in your Municipal Corporation/Municipality keeping in view the cost of escalation of common contingency items.

In consideration of the difficulties faced by the local bodies to meet the contingent expenses out of the municipal fund, it is decided to allow an advance payment of Rs. 10,500.00 i.e. admissible contingency fund for 3(three) months per HAU on submission of proper requisition to that effect by the municipal bodies.

Bills for contingent expenditure may please be submitted within 10 (ten) days of the following month for payment.

In order to avoid any delay to meet the urgent day-to-day expenses on contingency items, an Imprest money of Rs. 1000.00 per HAU with Sub-centres may please be placed at the disposal of the respective Health Officer who ~~intern~~ get replenishment for such funds from the municipality on production of a statement of expenditure duly supported by vouchers.

.../P(2)





# Calcutta Metropolitan Development Authority

Unnayan Bhavan, Bidhan Nagar, Calcutta-700 091

Sector

Floor

In case where there is no Health Officer any of the executive Officer/ Finance Officer may be entrusted by the Mayor/Chairman to handle the Imprest Money.

A simplified Proforma is enclosed for making the preparation of the bill simpler which may be used for expediting payments.

ENCLO : As stated.

Yours faithfully,

*S. Chattopadhyay* 19.3.97  
Chief of Health, IPP-VIII  
C.M.D.A.

No. 506(40)/1(5) / CMDA/Health/FW(US)/IPP-8/S-14/96.

Date: 19.3.97.

Copy forwarded for information to :-

1. The Project Director, IPP-VIII & Secretary, CMDA, 3A, Auckland Place, Calcutta - 17.
2. Shri B. Dey, Adviser, PPI & OSD, CMDA.
3. The Joint Secretary, CMDA, 3A, Auckland Place, Cal-17.
4. The Dy. Secretary (Prog), CMDA, 3A, Auckland Place, Cal-17.
5. Sri S. Sen, Admn. Officer (Prog), CMDA, 3A, Auckland Place, Cal-17.

*S. Chattopadhyay* 19.3.97  
Chief of Health,  
IPP-VIII, C.M.D.A.

No. 506(40)/1(5) / <sup>(43)</sup> / CMDA/Health/FW(US)/IPP-8/S-14/96.

Date: 19.3.97

Copy forwarded for information and necessary action to :-

1. The Chief Municipal Health Officer, C.M.C., 5, S.N.Banerjee Rd., Cal.
2. Dr. M. A. Ali, Dy. Chief Municipal Health Officer, C.M.C., 5, S.N. Banerjee Road, Cal.
- 3 - 40. The Health Officer, Municipal Corporation/Municipality/NAA.

- 
41. Sri S. Ghosh, Accounts Officer, IPP-VIII, CMDA.
  42. Sri G. C. Dhali, Accounts Officer, IPP-VIII, CMDA.
  - 43 - 59. The Deputy Chief/Asstt. Chief/  
Project Officer, IPP-VIII, C.M.D.A.
- 

*S. Chattopadhyay* 19.3.97  
Chief of Health,  
IPP-VIII, C.M.D.A.





**Calcutta  
Metropolitan  
Development  
Authority**

Unnayan Bhavan, Bidhan Nagar, Calcutta-700 091

IPP-VIII Sector : 'G' Block, 3rd Floor

Standing Order No.1.

Date : 19.03.1997

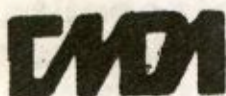
In supersession of previous Standing Order No.2 of 25.08.95, sanction to the authorisation for incurring an expenditure of contingent nature as detailed in the margin not exceeding Rs.42,000/- (Rupees forty-two thousand) only per annum per HAU with the sub-centres for proper running and maintenance of the same is hereby accorded subject to the following conditions :-

Items of expenditure

Fuel cost for sterilisation, transport charges for immunization and nutrition materials, mother leader meeting, transportation cost for collection of medicines/vaccines, conveyance charges of HO, two Part-time Medical Officers and two 2nd Tier Supervisors from HAU to Sub-centres and also to beneficiaries residence as and when required, conveyance charges of Health Officer and other concerned staff to District Headquarters/Sub-division and to CMDA Headquarter, incidental charges for holding weekly and monthly meetings, hiring charges of generator and other expenses for holding sterilization camps, printing of Referral Slips and other materials, repair and replacement of equipments & furniture etc., stationeries and other office expenses, postage, duplicating, xerox etc. electricity bill, telephone charges, Emergency drugs, Laboratory chemicals and reagents etc.

1. This order is effective from 01.04.97 and will be admissible from the date of actual functioning (service delivery) of such units whichever is later.
2. The yearly expenses per HAU and the Sub-centres should be regulated in such a manner that the total expenditure does not exceed the ceiling limits of Rs.42,000/- per annum.
3. The municipal bodies concerned will submit attested copy of passed bills for the expenses incurred along with attested copy of vouchers and requisite Certificates to the Chief of Health, IPP-VIII monthwise for arranging payment; (the requisite proforma for submitting the contingency bill is enclosed).
4. A cycle allowance of Rs.100/- p.m. may be paid to each of the 2nd Tier Supervisor provided they utilise cycle to visit the Sub-centres/beneficiaries' households etc. at least on 15 days p.m.
5. An advance of Rs.10,500/- i.e. admissible amount for contingent expenses of 3 months will be paid to meet the urgent contingent expenditure which should be adjusted against subsequent bills.





Sector

Floor

## 5. (contd.....)

Out of the total advance of Rs.10,500/- an amount of Rs.1000/- per HAU may be allowed in advance as imprest money to the Health Officer to avoid any delay to meet up the urgent day-to-day expenses of contingent nature for HAU and Sub-centres.

In the Municipal Bodies where there is no Health Officer, the advance may be allowed to any of the Officer as decided by the Mayor/Chairman of the Municipal Bodies.

## 6. Following guidelines regarding incurring expenditure on conveyance of Health Officer and part-time Medical Officers should be strictly followed :

(a) The Health Officer/Medical Officers may utilise their own vehicle (Motorcycle, Scooter etc.) for which actual expenses on Petrol, Oil and Lubricant (POL) may be paid subject to a maximum of Rs.250/- per month.

(b) A cycle-rickshaw may be hired on a daily contract basis for some fixed hours say 5 to 6 hours per day on payment of hired fixed charge not exceeding Rs.40/- per rickshaw per day. Attempt should, however, be made to arrange programme of H.O. & P.T.M.Os in such a manner that such duties may be performed suitably by engaging one rickshaw per HAU. This mode of hiring of one cycle-rickshaw is applicable for the visit of more than one Officer. The maximum ceiling limit is Rs.900/- per month.

: OR :

(c) The Health Officer/Medical Officer may hire a cycle-rickshaw 5-6 hours per day, as and when necessary and meet such charges not exceeding Rs.300/- per month per Officer.

7. A token expenditure of Rs.4.00 per participant may be paid for making sitting arrangements, lighting and tea etc. at Block Level mothers' meetings and such other meetings for inter-action with the beneficiaries.

8. Expenditures for procurement of emergency drugs, syringes, needles, Laboratory chemicals, disinfectants, gauze, cotton, leucoplast, bandages etc. to be billed separately under the heading "MCH Materials" to be sent for payment every 3rd month (quarter).

*B. Bhattacharjee* 19.3.77.

(Dr. B. Bhattacharjee)  
Chief of Health,  
IPP-VIII/CMDA.



Minutes of the meeting of Project Directors  
of extended IPP-VIII in selected 10 Urban  
local bodies outside CMA, held at ILGUS  
Bhawan, Salt Lake on 8.7.98.

NO. SUDA-15/98(Pt. II)/504(34)

Date : 15.07.98

Participants :

- Sri A.M. Chakrabarti, Secretary, M.A. Deptt.,  
Smt. Nandita Chatterjee, Secretary, CMDA.  
Sri D.K.Roy, Director and C.E., SUDA  
Sri S.K.Mukherjee, Chief Engineer, M.E.Dte.  
Sri R.N.Kar, Project Officer, Health , SUDA.  
✓ Sri J.K.Chakraborty, Joint Director, ILGUS  
Smt. C. Sirkar, Joint Director, ILGUS  
Sri B.Das, Asst. Project Manager, SUDA.  
Sri V. Bharadwaj, A.D.M., Darjeeling.  
Sri M. Agarwal, C.E.O. SJDA  
Sri A. Roy, A.D.M., Jalpaiguri.  
Sri Prasant. D.M., Raiganj.  
Sri H.K.Dwibedi, C.E.O., ADDA.  
Sri S. Biswas, A.D.M., Burdwan  
Sri Suresh Kumar, A.D.M., Midnapore  
Dr. Swapan Dutta, Health Officer, Durgapur Municipal Corporation.  
Sri Tara Sankar Sarkar. Member, MIC  
Sri A.C.Sikdar, A.D.M., Malda  
Dr. B. Bhattacharjee, Chief of Health, IPP-VIII, Calcutta  
Sri G.C.Dhali, Accounts Officer, IPP-VIII Health, CMDA.  
Dr. B.N.Tripathy, Asst. Chief, IPP-VIII .  
Sri S.C.Chakrabarti, Accounts Professional IPP-VIII, CMDA.

MIC, MA & UD Department and Vice-Chairman. CMDA participated in the meeting for sometime and advised the Project Directors as also officials of CMDA and M.A.Department and SUDA who were associated with Planning and implementation of this Project to complete all preparatory action for launching of

the project early and accord high priorities to this work. It was explained by MIC that the project activities were aimed at extending benefits to members of urban poor families directly and raise their health status. It was pointed out by MIC that IPP-VIII and similar health activities in Calcutta and its adjoining areas, had achieved significant success in improving the health status of women and children belonging to economically weaker sections residing in urban areas. He mentioned that the State Government gave high priorities to effective implementation of the project. MIC expressed the hope that the Project Directors and municipal authorities would realise the importance of the project and gear up their machineries so that the benefits of the project properly reached the urban poor families.

The salient aspects of the project were explained by Secretary, M.A.Department, Secretary, CMDA, Chief of Health, CMDA, Joint Director, ILGUS and Director, SUDA. An action plan for the next 4 to 6 weeks was drawn up in consultation with Project Directors. Some of the important decisions taken at the meeting are listed below.

- (a) Local Co-ordination Committees in terms of guidelines already circulated to Project Directors and municipalities, should be formed within the course of next 7 days.
- (b) Exhaustive lists of target group beneficiaries should be made ready by 30.7.98.
- (c) The process of preliminary selection of Honorary Health Workers should be completed by the first week of August, 1998. Induction training programmes for HHW should be launched at ten towns in Sept., 1998.
- (d) It was reported that in all the 10 towns sites for construction of Health Posts and Maternity Homes according to the model plans of the Bank had been identified. The particulars of sites along with building plans, should be made available to Govt. of India and Project Director, IPP-VIII (Secretary, CMDA) by 14.7.98. It transpired that some of these construction activities would take place on vested land and surplus Railway land. The title of these lands should immediately be transferred in favour of municipalities. Project Directors were advised to move the District Collectors in this regard without delay.

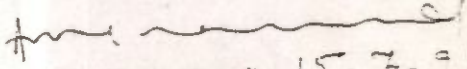


- (e) Immediate action should be taken for setting up of the Project Office and recruitment of ULB level staff for implementation of the Project. These offices should be full functional by the second week of August, 1998 or earlier. Suitable premises should be identified by 14.8.98, for setting up HPs and OPDs temporarily. Action for procurement of furniture and equipments for running these health facilities should be initiated immediately. Director, SUDA and Adviser, Health, SUDA should maintain constant liaison with Project Directors and Chairpersons of ULBs in these regards.
- (f) The task of numbering Health Posts and Sub-Health Posts and tagging beneficiaries with each Health post and each Sub-Health Post according to the guidelines, should be complete by first week of August, 1998.
- (g) Project Directors in consultation with Chairpersons of ULBs, were required to identify suitable personnel on part time basis, for manning the Health Posts and Maternity Homes. It transpired that the Municipal Engineering Directorate did not have any office at Raiganj and Durgapur. Chief Engineer, M.E.Dte. was requested to post officers at these towns by 15.8.98.
- (h) The Project Offices should open separate bank accounts for handling IPP-VIII funds. These accounts should be operated by the Mayor/Chairperson and Project Director jointly. Detailed guidelines on flow of funds from CMDA/SUDA to Project Offices should be prepared by Director, SUDA in consultation with the IPP-VIII Project Cell in CMDA, and circulated to concerned municipalities.
- (i) The work of identification of appropriate premises for housing sub-health posts should be initiated at an early date.
- (j) Project Directors in consultation with Chairpersons of ULBs should identify resource personnel for imparting training to HHWs and the same should be sent

to SUDA by 25<sup>th</sup> July positively. SUDA should make available the list of resource personnel to Project Director, IPP-VIII (Secretary, CMDA) by the last week of July 1998. CMDA would organise orientation course for these resource personnel towards the middle of August 1998. It was decided that Director, SUDA in consultation with Chief of Health, IPP-VIII (CMDA), would finalise MIS formats to be used by the ten cities. This job should be completed by 20.8.98. It will be necessary to identify agenda for action for launching innovative programmes under the project by September, 1998. IPP-VIII Project office in CMDA, would remain actively involved in the work of organising training courses for different levels of project functionaries, municipal authorities, representatives of beneficiaries and local NGOs. IEC materials for this project would be developed by CMDA and circulated among these ten cities.

- (k) Project Directors in consultation with Chairpersons of ULBs should identify appropriate NGOs for this programme.

The attention of Project Directors was drawn to the fact that the project implementation period was rather short. It was necessary that all the facilities envisaged in the project were set up at permanent or temporary locations, during the course of next 4 months or so, to extend maximum benefits to the target group.

  
(A.M. Chakrabarti) 15.7.98.

Secretary, M.A.Deptt.