

DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA.

No. 451/MA/C-10/3S-53/2005 Pt.

Dated, Kolkata, the 22nd April, 2008.

NOTIFICATION

A project for taking up Community Based Primary Health Care Services (CBPHC) in 63 Non-FMA Urban Local Bodies (ULBs) has been taken up with the budgetary support of Health & Family Welfare Department in line with the Community Based Health Care Programmes implemented in the remaining Urban Local Bodies earlier under various other Health Projects. For successful and smooth implementation of the Scheme, one Health Officer is required to be engaged in each ULB on contract basis with contractual remuneration. The matter was under active consideration of the Government for sometime past.

2. After careful consideration of all aspects, the Governor has been pleased to accord sanction to the creation of 63 posts of Health Officer, for the 63 ULBs, for covering Community Based Primary Health Care Services (CBPHC). The Health Officer shall be engaged by the concerned Urban Local Body on contractual basis.

3. The contractual remuneration of the Health Officers will be fixed taking into account the initial basic pay in the Scale of Rs.8000-13500/- plus Dearness pay as well as Dearness Allowance as is admissible on the date of contractual appointment.

4. The Selection of the Health Officer will be made through a selection process by the respective Urban Local Bodies in the manner stated below:-

- a) Names of Candidates be invited through Notification at least in two daily newspapers (1 Bengali, 1 English).
- b) Candidates must have minimum qualification of MBBS from any recognized University with desirable qualification of 2 years' practicing experience.
- c) Conditions regarding minimum and maximum age and other criteria on nationality & caste shall be governed by the existing orders of the Government for recruitment of Medical Officers.
- d) A Committee comprising Chairperson of the respective ULB as the Chairman, representative of the District Magistrate, representative of the Chief Medical Officer of Health of the district, an officer nominated by the Director of Local Bodies as the other members shall conduct the selection process.

5. This order entails discontinuation, at the same time of Medical Officer who are now continuing in the Urban Local Bodies on contractual pay of Rs.300/- per day subject to a maximum of Rs.6000/- p.m.

6. This order issues with the approval of the Cabinet and concurrence of Finance Department vide U.O.No.625 Cr.P(Service) dated 21.2.2008.

7. The Principal Accountant General (A&E), West Bengal and all others concerned are being informed accordingly.

By order of the Governor,

Sd/- A. Roy,

Secretary to the Govt of West Bengal

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001.

No.846/MA/C-10/3S-55/2005 Pt.I

Dated, the 8th Aug., 2008.

MEMORANDUM

Sub : Engagement of Health Officer under CBPHCS Scheme

Clarifications on a number of points in connection with this Department Notification No. 451/MA/C-10/3S-55/2005 Pt. dated 22.4.2008 regarding the captioned subject, were sought by different ULBs from time to time.

The Govt. in this Department is pleased to clarify the points raised as follows

1. The contractual remuneration to be reckoned as indicated in the said Notification, may however differ from time to time arising out of difference of the rate of D.A. admissible on the date of contractual engagement or date of renewal of contractual engagement of a H.O. but in no way it will include M.A. or H.R.A. or N.P.A or increment in Pay or other allowance or benefit. However, total contractual remuneration will remain unaltered for one year counted from the date of contractual engagement.
2. Contractual engagement will be made for one person for one ULB for 1(one) calendar year and thereafter if found satisfactory, it may be renewed for further 1(one) year with a gap of atleast 1(one) day between two contracts and so on, until any communication is made in the meantime, otherwise.
- 3.. The contractual remuneration to the Health Officer is to be paid out of the fund allotted on account of CBPHCS Scheme.
- 4 Reservation of post for SC/ST/OBC shall be Governed by the existing Circular of the Govt. But there is no mandate to reserve a post for any category having single contractual employee of that post.
- 5.. The maximum age limit for contractual engagement of a candidate for the first time is fixed at 32 years on the last date-of-birth subject to the relaxation as per Govt. rules for candidates belonging to SC/ST/OBC categories
- 6.. The Health Officer so engaged shall be entitled to leave as admissible under Rule 213 of the West Bengal Service Rules, Part-I of the Govt. of West Bengal.
7. The Chairman of the concerned ULB or any person designated by him for the purpose shall act as the leave sanctioning authority. In case of any dispute as to the leave, the matter will be settled by the DLB., West Bengal.

P). Put up to me.
Chairman.

9
30/9/08

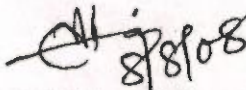
Sd/-D.Goswami
Joint Secretary

No. 846/1(160)/MA/C-10/3S-55/2005 Pt.I

Dated, the 8th Aug., 2008.

Copy forwarded for information & necessary action to the :

1. Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001.
2. ✓ Mayor/Chairperson, Baranguni, Corporation/Municipality,
P.O. _____, Dist. Uttar Dinajpur.
3. Commissioner/Chief Executive Officer, _____ Municipal Corporation,
P.O. _____, Dist. _____.
4. Pr. Secretary. H & F.W. Deptt., Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-106
5. District Magistrate, _____
P.O. _____ Dist. _____.
6. Project Director, (HSDI), Commissioner, Family Welfare & Spl.Secy., Govt. of W.B.,
Swasthya Bhavan, 4th floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-106.
7. Director of Local Bodies, W.B., Purta Bhavan, West Bengal.
8. Director, State Urban Development Agency, West Bengal
9. Project Officer, Health Wing, SUDA, West Bengal.
10. Finance Department, Gr.P (Services), Govt. of West Bengal.
11. P.S. to M.I.C., M.A. & U.D Department of this Government.
12. P.A. to the Principal Secretary of this Department.
13. P.A. to the Special Secretary (A.Roy) of this Department.
14. Shri Milan Bose, Cell-10 of this Department.
15. Guard file of Cell-10 of this Department.


8/8/08
Joint Secretary

SUDA

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STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No. ...SUDA-Health/63 ULBs/07/ 468 (57)

Date ...12..09..07

From : Director, SUDA

To : The Chairman

..... Municipality

ULBs, not included —
Dihata, Rajkurmitpur,
Kulti, Dhuliyon,
Gobardanga & Halda.

Sub. : Job responsibilities of personnel of Management & Supervision (M & S)
Cell engaged / to be engaged in respect of Community Based Primary
Health Care Services in 63 Non-KMA ULBs.

Sir / Madam,

As per order of the Dept. of Municipal Affairs bearing no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007, some of the ULBs have already engaged the described manpower and some ULBs are in the process of such engagement in respect of Community Based Primary Health Care Services.

A list indicating the job responsibilities of such personnel is enclosed herewith for compliance by your end.

Thanking you.

Yours faithfully,

Encl. : As stated.

SUDA-Health/63 ULBs/07/

CC

Director, Directorate of Local Bodies

Director, SUDA

Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

Ref No. ...SUDA-Health/63 ULBs/07/

Date

From : Director, SUDA

To : The Chairman

..... Municipality

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Cell engaged / to be engaged in respect of Community Based Primary
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Sir / Madam,

As per order of the Dept. of Municipal Affairs bearing no. 111-MA C-10/3S-55/2005 dt. 02.02.2007, some of the ULBs have already engaged the described manpower and some ULBs are in the process of such engagement in respect of Community Based Primary Health Care Services.

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Thanking you.

Yours faithfully,

Encl. : As stated.

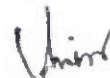
SA/xy

SUDA-Health/63 ULBs/07/468(57)/1(1)

Director, SUDA
10.09.2007

CC

✓ Director, Directorate of Local Bodies



Director, SUDA

Community Based Primary Health Care (CBPHC) Services in 63 Non-KMA ULBs
Job Responsibilities
of Personnel of Management & Supervision (M & S) Cell at ULB Level

Medical Officer

- Will assist Health Officer in organising training and capacity building programmes.
- Assist in liaising with District / Sub-Division / Rural Health Offices for establishing the referral services, particularly with RCH and disease control Programme Officers and public health.
- Assist HO for preparation & timely submission of Report and Returns.
- Attend the clinics at all Sub-Centres.
- Will be responsible for implementation, monitoring & supervision of Primary Health Care, Public Health & National Health Programmes at Sub-Centre at grass root level.
- To attend review meeting with members of the Management & Supervision Cell of ULB and grass root level functionaries.
- To attend different meetings, seminars / workshops.
- In addition, to perform such other functions as may be entrusted to him by the HO / Chairman.

Sanitary Inspector

- Will assist Health Officer in implementation of Public Health & National Health Programme ward-wise and ULB-wise.
- Will assist functioning of Sub-Centres including immunization programmes.
- Will be responsible for maintenance of cold chain for immunization.
- Will take part in awareness generation programme at community level.
- Will collect and compile data in respect of Public Health & National Health Programmes, ward-wise & ULB-wise.
- In addition, to perform such other functions as may be entrusted to him by the HO / Chairman.

Contd. to P-2.

Computer Assistant

- To develop system as to compare the data at various level i.e. inter Sub-Centres, e level
- To maintain computerised filing system at M & S Cell level
- To prepare all the reports and returns at M & S Cell level for onward submission to ULB and other echelons
- To enter data on monthly basis received from HHWs - to maintain consolidated HMIS at Sub-Centre M & S Cell level record
- To perform any other duty as will be assigned by the HO / MO or any other Competent Authority

Accounts Assistant

- Responsible for maintaining A/C's of the project separately
- To maintain A/C's ledger through double entry system
- To maintain separate Cash Book- head of A/C's for each type of expenditure is to be recorded in the Cash Book quoting voucher no. , narration of the expenditure stating the name of the party to whom paid and cheque no. etc.
- To scrutinise all the bills submitted by the parties for placement before the Competent Authority for passing and issuance of Pay order
- To prepare Statement of Expenditure and requisition of fund
- To prepare Utilisation Certificate quarterly for onward submission to M & S Cell at SUDA
- To perform any other duty as will be assigned by the HO or any other competent Authority

Multipurpose Helper cum Store Keeper cum Clerk

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

Health Assistant

- Work at office and outdoor in respect of implementation of Primary Health Care, Public Health and National Health Programmes at grass root, Sub-Centre, ward & Municipal level, as will be directed by Health Officer / MO / SI.
- To perform any other duty as will be assigned by the competent Authority

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

Ref No.SUDA-Health/63 ULBs/07/246(2)

Date 18.07.2007

From : Director, SUDA**To : The Chairman
Raniganj / Murshidabad Municipality****Sub. : Honorary Health Workers (HHWs) training under Community
Based Primary Health Care Services.**

Sir,

As the trainers' training will be completed centrally by SUDA on 20.07.2007 in respect of your ULB, you are requested to start HHWs' (both regular & panel candidates) training as per prescribed schedule of basic training course for HHWs and outline of course curriculum (vide enclosures *) by 10th August, 2007.

1. **The following training materials are to be provided to each HHW including panel candidates :**
 - a. Suitable folder or bag - 1.
 - b. Exercise book no. 12 - 1,
 - c. Ball pen, pencil, eraser, sharpener, scale - 1 each.
 - d. Nirdeshika for HHWs - to be Xeroxed from the training material booklet already provided to the trainers, if the printed material is not supplied in the mean time,
 - e. Family Schedule - 1 (already supplied),
 - f. Form A - 1 set,
 - g. Baseline Survey Format - 1 set.
2. **The rates of expenditure to carry out during the said training are detailed below :**
 - a. Training materials per HHW not exceeding Rs. 300/- (Rupees three hundred) only (total no. of HHWs + 5),
 - b. Tea & tiffin @ Rs. 30/- (Rupees thirty) only for the participants per head per day (total no. of HHWs + 5),
 - c. Mobility support @ Rs. 20/- (Rupees twenty) only per HHW trainees per day,
 - d. Trainers fees @ Rs. 200/- per trainer for two hours session,
 - e. Contingency not exceeding 10% of the total expenditure.

The expenditure is to be met out of the fund already provided to you and booked under the A/C head "Training - HHWs". Statement of Expenditure (SOE) is to be forwarded as per the prescribed proforma, already provided to you.

Contd. to P-2.

- 2 -

3. You are requested to conduct a pre-training examination & evaluation on 1st day of training and post-training examination & evaluation on last day of training. Questionnaire for both the pre & post training evaluation are enclosed in a separate sealed envelopes which are to be Xeroxed and kept ready before conduction of such examination. The score sheet for each of HHWs training is to be forwarded to the undersigned within 7 days on completion of examination.
4. A set of 3 (three) Charts consisting of (a) Human Body (b) Female Reproductive System (c) Balance Diet is sent to you along with this letter for use during HHWs' training.

The schedule dates for each day long sessions are to be indicated along with training venue, course co-ordinator, trainers name in the prescribed training schedule and a copy of the same may kindly be forwarded to the undersigned. After completion of training of HHWs for 45 days, and on receipt of Score Sheet of the above mentioned post evaluation examination, further instruction towards engagement of regular HHWs will be issued by this office.

You are also requested to send the information with regard to date of commencement of the training for HHWs, so that monitoring officer of SUDA could visit your ULB.

Thanking you.

Encl. : *

SUDA-Health/63 ULBs/07/246(2)/1(2)

Copy forwarded for information and necessary action to :

1. CMOH, Burdwan
2. CMOH, Murshidabad

SUDA-Health/63 ULBs/07/246(2)/2(3)

Copy forwarded for information to :

1. Director, Directorate of Local Bodies
2. P.O., Health, SUDA
3. F.O, SUDA

Yours faithfully,

Director, SUDA

Dt. .. 18.07.2007

Director, SUDA

Dt. .. 18.07.2007

Director, SUDA

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001

No.111-MA/C-10/3S-55/2005

Date :02.02.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairperson,
_____ Municipality.

Sub : Contractual appointment of staff in connection with running the Community Based Primary Health Care Services in 63 ULBs and formation of Municipal Management Cell thereunder.

Sir/Madam,

I am directed to request you to kindly proceed immediately for the contractual recruitment of the following categories of staff through due process as per qualification and contractual pay. The selection may be made through the Municipal Level Health and Family Welfare Committee.

Staff to be recruited contractually

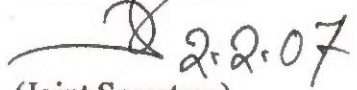
Sl. No	Category of staff	Education qualification	Experience	No. to be recruited	Contractual Pay
1.	Medical Officer	MBBS degree from a recognised university	Knowledge in Com.Health/maternity and child health programme	1 (only for these ULBs having more than 40 thousand population)	Rs.6000/- p.m.
2.	Sanitary Inspector	H.S. & Certificate course in the subject specific	2 years in the related field	1	Rs.5500/- p.m.
3.	Computer Asstt.	Graduate from a	Knowledge in M.S.Office, Tally	1	Rs.5000/- p.m.

		recognised university and course in Computer Technology	7.2 etc.		
4.	Accounts Asstt.	Graduate from a recognised university	Adequate experience in handling accounts independently and knowledge in accountings of Govt./Semi-Govt. offices	1	Rs.5000/- p.m.
5.	Multi-purpose Helper-cum-S.K. Clerk	Graduate from any recognised university	Adequate knowledge and experience in office work in Govt./Semi Govt. offices	1	Rs.5000/- p.m.
6.	Health Assistant	Madhyamik	Adequate knowledge and experience in community based health programme for 2 years.	1	Rs.5000/- p.m.

The contractual appointment will be initially for one year renewable for another year on satisfactory performance.

Age in all cases will be as applicable for municipal employees.

Yours faithfully,


(Joint Secretary)

No.111/1(2)-MA/C-10/3S-55/2005

Date :02.02.2007

Copy forwarded for information and necessary action to:

- 1) Director of Local Bodies, West Bengal.
- 2) Director, SUDA.


(Joint Secretary)

339/1(2)
21/3/07

**Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001**

No.239-MA/C-10/3S-55/2005

Date :07.03.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairperson,
_____ Municipality.

Sub : Corrigendum of the communications made under this office letter No.111-MA/C-10/3S55/2005 dated 2.2.07 in respect of Community Based Primary Health Care Services for 63 Non-KMA ULBs.

Sir/Madam,

The corrigendum may be noted as follows :

1. Management & Supervision Cell in place of Municipal Management Cell.
2. Education Qualification for Accounts Assistant
3. The ULBs having more than 40 thousand population shall be eligible to engage Medical Officer at the scale of one Medical Officer for each slab of 40 thousand population instead one M.O. only in the ULB having more than 40 thousand population. The eligibility of engagement of M.O. as per scale ULB-wise is given below :
 - i) One M.O. in 20 ULBs, viz. Rampurhat, Katwa, Gangarampur, Kalimpong, Kurseong, Arambag, Old Malda, Contai, Panskura, Tamluk, Ghatal, Jhargram, Dhulian, Jiaganj-Azimganj, Chakdah, Ranaghat, Baduria, Gobardanga, Islampur and Kaliaganj.
 - ii) Two M.O.s in 9 ULBs, viz. Jamuria, Raniganj, Haldia, Nabadwip, Santipur, Habra, Bangaon, Basirhat and Ashokenagar-Kalyangarh.
 - iii) Four M.Os only in Kulti Municipality.

Yours faithfully,

Sdt

(Joint Secretary)

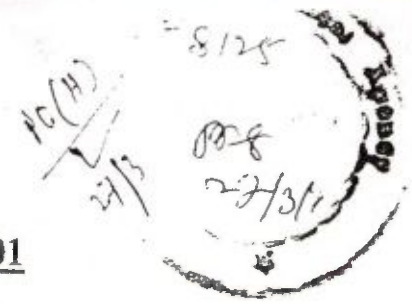
No. 239/1(2)-MA/C-10/3S-55/2005

Date :07.03.2007

- Copy forwarded for information and necessary action to :
- 1) Director, SUDA
 - 2) Director of Local Bodies, West Bengal.

Sdt
7.3.07
(Joint Secretary)

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001



No.447-JS(SB)/07

Date :20.03.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairperson,
_____ Municipality.

Sub : Corrigendum to communication No.239-MA/C-10/3S-55/2005 dated 7.3.07 in respect of Education Qualification for Accounts Assistant under Community Based Primary Health Care Services for 63 Non-KMA ULBs.

Sir/Madam,

Kindly refer to Sl. No.2 of the letter under reference. Inadvertently the full sentence had not been typed out.

Educational Qualification for the post of Accounts Assistant should be preferably Commerce Graduate.

This may be noted.

Yours faithfully,

S.K. Bhowmick
(Joint Secretary)

No.447/1(2)-JS(SB)/07

Date :20.03.2007

Copy forwarded for information and necessary action to :

- 1) Director of Local Bodies, West Bengal
- 2) Director, SUDA.

S.K. Bhowmick
20.3.07
(Joint Secretary)

SUDA

o/e

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"

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

Ref No. SUDA-Health/63 ULBs/06/181(60)

Date13.11.2006

From : Director, SUDA

To : The Chairman

..... Municipality

Sub. : (a) Amendment in the Panel list of Grass root level manpower
(b) Procurement of Equipment for M & S Cell at ULB
- in connection with Community Based Primary Health Care
Service in 63 Non-KMA ULBs.

Sir,

I am to refer to this office earlier communication bearing no. SUDA-Health/63 ULBs/06/ dt. on the subject of grass root level manpower and health facilities, wherein no. of 1st and 2nd panel candidates had been specified. It is amended that instead of 1st and 2nd panel list, only one (1) panel list is to be prepared where the nos. of candidates will be the total of panel candidates as was indicated in the 1st and 2nd panel earlier. Number of HHWs (regular) will remain unaltered. While prepare in list of panel candidates, it is to be ensured that not more than one candidate is get in panel from any specific ward. Other criteria will remain same. ULB-wise number of HHWs (regular) and panel is enclosed.

Furthermore, an additional list of the equipment for M & S Cell at ULB level is enclosed herewith. You may go ahead with such procurement.

You are requested to complete the selection of HHWs both regular and panel and procurement of the items so far have been admitted, at the earliest (by 15th December, 2006, positively)

You are also requested to provide a feed back in this regard.

Thanking you.

Yours faithfully,

[Signature]
13/11/06
Director, SUDA

13.11.2006

[Signature]
13/11/06
Director, SUDA

Encl. : As stated.

SUDA-Health/63 ULBs/06/181(60)/1(60)

Copy forwarded for kind information to :

District Magistrate,

[Handwritten mark]

COMMUNITY BASED PRIMARY HEALTH CARE SERVICES IN 63 NON-KMA ULBS

District	Sl. No.	ULBs	No. of HHWs (Regular)	Panel Candidates	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training
Bankura	1	Sonamukhi	15	5	20	15
Birbhum	2	Dubrajpur	16	6	22	16
	3	Nalhati	16	6	22	16
	4	Rampurhat	17	6	23	17
	5	Dainhat	14	5	19	14
Burdwan	6	Gushkara	16	6	22	16
	7	Jamuria	29	9	38	29
	8	Katwa	24	8	32	24
	9	Memari	16	6	22	16
	10	Raniganj	36	11	47	36
	Cooch Behar	11	Dinhata	16	6	22
12		Haldibari	11	5	16	11
13		Mathabhanga	12	5	17	12
14		Mekhliganj	9	3	12	9
15		Tufanganj	12	5	17	12
Dakshin Dinajpur	16	Gangarampur	18	6	24	18
Darjeeling	17	Kalimpong	23	8	31	23
	18	Kurseong	20	6	26	20
	19	Mirik	9	3	12	9
Hooghly	20	Arambag	18	6	24	18
	21	Tarakeshwar	15	5	20	15
Jalpaiguri	22	Dhupguri	16	6	22	16
	23	Mal	16	6	22	16
Malda	24	Old Malda	20	6	26	20
Medinipur (East)	25	Contai	26	8	34	26
	26	Egra	14	5	19	14
	27	Haldia	45	14	59	45
	28	Panskura	17	6	23	17
	29	Tamluk	22	8	30	22
Medinipur (West)	30	Chandrakona	12	5	17	12
	31	Ghatal	17	6	23	17
	32	Jhargram	18	6	24	18
	33	Kharar	10	3	13	10
	34	Khirpai	10	3	13	10
	35	Ramjibanpur	11	5	16	11

District	Sl. No.	ULBs	No. of HHWs (Regular)	Panel Candidates	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training
Murshidabad	36	Beldanga	14	5	19	14
	37	Dhulian	19	7	26	19
	38	Jiaganj-Azimganj	17	6	23	17
	39	Kandi	17	6	23	17
	40	Murshidabad	16	6	22	16
Nadia	41	Birnagar	14	5	19	14
	42	Chakdah	20	6	26	20
	43	Coopers Camp	12	5	17	12
	44	Nabadwip	38	12	50	38
	45	Ranaghat	19	6	25	19
	46	Santipur	46	14	60	46
	47	Taherpur	13	5	18	13
North 24 Parganas	48	Ashokenagar Kalyangarh	37	12	49	37
	49	Baduria	17	6	23	17
	50	Bangaon	34	11	45	34
	51	Basirhat	38	12	50	38
	52	Gobardanga	17	6	23	17
	53	Habra	40	12	52	40
	54	Taki	16	6	22	16
Purulia	55	Jhalda	12	5	17	12
South 24 Parganas	56	Diamondharbour	16	6	22	16
	57	Jaynagar Mazilpur	14	5	19	14
Uttar Dinajpur	58	Dalkhola	14	5	19	14
	59	Islampur	17	6	23	17
	60	Kaliaganj	17	6	23	17

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
HEALTH SYSTEM DEVELOPMENT INITIATIVE
SWASTHYA BHAWAN, GN-29, SECTOR-V
SALT LAKE CITY, KOLKATA - 700 091
TEL: 2357 4455**

No.HFW/CFW/ 331 /HS-1003/07

July 31, 2007

From: A. K. Das, IAS
Project Director, HSDI,
Commissioner, Family Welfare & Special Secretary

To: Chief Medical Officer of Health

Sir,

You may be aware that Community Based Primary Health Care Services in 63 Non-KMA ULBs, approved & funded by Department of Health and Family Welfare has been launched in February, 2006. State Urban Development Agency (SUDA) under the Department of Municipal Affairs is the Nodal Agency for monitoring and supervision of the said programme and municipality is the implementing agency. At grass root level (first tier), the health care services will be provided by Community Based Female Honorary Health Worker (HHW), at Sub-Centre level (second tier) by Doctor where ANC / PNC clinic, immunization clinic, growth monitoring clinic, general treatment clinic will be held and referral (third tier) at Government Hospital.

Your attention is being drawn to Resolution No. HF/O/PHP/658/O-23/98 dated October 25, 2002 of Health and Family Welfare Department (copy enclosed), whereby Municipal Level Health & Family Welfare Committee for every Municipality / Corporation except Kolkata Municipal Corporation where constituted to ensure integration of all the Health activities in the Municipalities / Corporations through proper coordination between Urban Local Bodies (ULBs) of Health and Family Welfare Department. The aforesaid Committee, wherein Assistant Chief Medical of Health and Superintendent of nearest Government Hospital are the members amongst others.

Effective participation of CMOH / District Health Offices is required in respect of (a) nominating name of Doctors and Nurses as trainers who would undertake training of Honorary Health Workers for 45 days at Municipal Level, (b) providing logistics i.e. immunization, materials (vaccines, syringes & immunization card), vaccinator, FP materials,

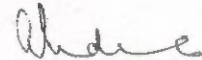
IFA, ORS, Vit. 'A' in oil, IEC materials etc. (c) establishing linkages for CU-T insertion, MTP, ligation, hospital delivery, diagnostic facility etc. (d) monitoring & supervision of Urban Health Programmes for implementation of Primary Health Care Services, Public Health and referral at Government Hospital.

During this period, considerable progress has been made like completion of constitution of Municipal level Health & Family Welfare Committee by all the 63 ULBs, selection of HHWs has been completed by almost all the ULBs, training of HHWs initiated in 53 ULBs, out of which 45 ULBs completed. These had been possible for your active participation, cooperation and coordination with the Municipalities.

With regard to nomination of Doctors and Nurses as trainers, Director, SUDA and the Chairman of the Municipality concerned have already communicated to you. But the said nomination are yet to be received from CMOH i.e. Burdwan (for Kulti), Coochbehar (for Dinahata), Murshidabad (for Murshidabad) and Purulia (for Raghunathpur).

You are requested to extend your active and full support in implementing Community Based Primary Health Care Services in 63 Non-KMA ULBs effectively.

Yours faithfully,



(A. K. Das)

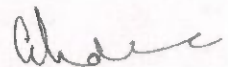
Project Director, HSDI, Commissioner, F.W.,
& Special Secretary

No.HFW/CFW/331 /HS-1003/07

July 31, 2007

Copy forwarded to the:-

Director, State Urban Development Agency, ILGUS Bhavan, HC Block, Salt Lake, Sector-III, Kolkata - 700091.



(A. K. Das)

Project Director, HSDI, Commissioner, F.W.,
& Special Secretary

পশ্চিমবঙ্গ সরকার
স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর
হাওড়া

মাতৃ মৃত্যুর তথ্যপঞ্জী

(গর্ভবতী হওয়ার পর থেকে প্রসব / গর্ভপাত হওয়ার পর ৪২ দিনের মধ্যে মাতৃমৃত্যু ঘটলে)

(এই তথ্য প্রতিটি মৃত মায়ের বাড়িতে গিয়ে ঐ এলাকার উপস্বাস্থ্য কেন্দ্রের দায়িত্ব প্রাপ্ত হেলথ সুপারভাইজার এবং / অথবা স্বাস্থ্যকর্মী নথিভুক্ত করবেন। ডাক্তারের সার্টিফিকেট বা হাসপাতালের চিকিৎসার কোন কাগজ পত্র থাকলে, সেই রিপোর্ট অবশ্যই নথিভুক্ত করবেন।)

ব্লক / মিউনিসিপ্যালিটি _____ গ্রাম পঞ্চায়েত / ওয়ার্ড _____ গ্রাম _____

সুপারভাইজারের নাম - _____ স্বাস্থ্যকর্মীর নাম - _____ তারিখ - _____

১. মায়ের নাম - _____ ই.সি.সি.আর. নং- _____

স্বামীর নাম - _____

ঠিকানা - গ্রাম / শহর _____ পোঃ _____

২. মৃত্যুকালীন বয়স - _____

৩. বিবাহ কালীন বয়স - _____

৪. শিক্ষাগত যোগ্যতা - _____

৫. বি. পি. এল. পরিবার কিনা? হ্যাঁ / না।

৬. তপশিলী জাতি / তপশিলী উপজাতি / অন্যান্য অনগ্রসর জাতি কিনা? (টিক চিহ্ন দিন)

৭. গর্ভাবস্থার ক্রম - _____

৮. জীবিত সন্তানের সংখ্যা - _____

৯. মৃত্যুর স্থান - হাসপাতাল / স্বাস্থ্যকেন্দ্র / উপঃ স্বাস্থ্যকেন্দ্র / বাড়ি / অন্যান্য স্থান _____

১০. মৃত্যুর সময়? - গর্ভাবস্থায় / প্রসব কালীন / প্রসবের ৪২ দিনের মধ্যে (টিক চিহ্ন দিন)।

ক. মৃত্যু গর্ভাবস্থায় হলে - কত সপ্তাহের গর্ভবতী ছিলেন?

খ. মৃত্যু প্রসবের পরে হলে - প্রসবের কত দিন পরে মৃত্যু হয়েছিল?

১১. প্রসবের স্থান - হাসপাতাল / স্বাস্থ্যকেন্দ্র / উপ-স্বাস্থ্যকেন্দ্র / বাড়ি / অন্যান্য স্থান _____।

ক. বাড়িতে হলে, কার দ্বারা হয়েছিল ?।

১২. মৃত্যুর পূর্বে কোথায় কোথায় চিকিৎসা হয়েছিল।

১৩. মৃত্যুর তারিখ -

১৪. মৃত্যুর সময় কি সমস্যা ছিল? (মৃত্যুর কারণ) (ডাক্তারের সার্টিফিকেট বা হাসপাতালের লিখিত কার উল্লেখ করতে হবে) _____

১৫. ক. গর্ভাবস্থায় চেকআপ (ANC) হয়েছিলে কিনা? - হ্যাঁ / না, হলে কতবার? _____

খ) কোথায় চেকআপ হয়েছিল?

গ) দুটো টিটেনাস টক্সয়েড দেওয়া হয়েছিল কিনা? - হ্যাঁ / না

১৬. প্রসবের পর মৃত্যু হলে - হেলথ চেকআপ (PNC) হয়েছিল কিনা? - হ্যাঁ / না, হলে কতবার? _____

এবং কোথায় হয়েছিল? _____।

স্বাস্থ্যকর্মীর স্বাক্ষর

সুপারভাইজারের স্বাক্ষর

ব্লক স্বাস্থ্য আধিকারিকের স্বাক্ষর

বিঃ দ্রঃ প্রতিটি মৃত্যুর ক্ষেত্রে এই রিপোর্ট জেলা প্রোগ্রাম ম্যানেজমেন্ট ইউনিট (DPMV)-এ জমা দিতে বাধ্য থাকবেন এবং কপি ব্লক অফিসে রাখবেন।

পশ্চিমবঙ্গ সরকার
স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর
হাওড়া

শিশু মৃত্যুর তথ্যপঞ্জী

এই তথ্য প্রতিটি মৃত শিশুর বাড়িতে গিয়ে ঐ এলাকার উপস্বাস্থ্য কেন্দ্রের দায়িত্ব প্রাপ্ত হেলথ সুপারভাইজার এবং / অথবা স্বাস্থ্যকর্মী নথিভুক্ত করবেন। ডাক্তারের সার্টিফিকেট বা হাসপাতালের চিকিৎসার কোন কাগজ পত্র থাকলে, সেই রিপোর্ট বশ্যই নথিভুক্ত করবেন।)

জন্ম থেকে ১২ মাস বয়স অবধি)

ক / মিউনিসিপ্যালিটি _____ গ্রাম পঞ্চায়েত / ওয়ার্ড _____ গ্রাম _____

পারভাইজারের নাম - _____ স্বাস্থ্যকর্মীর নাম - _____ তারিখ - _____

মৃত শিশুর নাম (দেওয়া হয়ে থাকলে) - _____ ছেলে / মেয়ে _____

শিশুর রেজিস্টার নং - _____

মৃত শিশুর পিতার নাম - _____

মাতার নাম - _____

ঠিকানা - গ্রাম / শহর _____ পোঃ _____

(ক) শিশুর মৃত্যুর তারিখ - _____

(খ) মৃত শিশুর জন্ম তারিখ - _____

বি. পি. এল. পরিবার কিনা? হ্যাঁ / না।

তপশিলী জাতি / তপশিলী উপজাতি / অন্যান্য অনগ্রসর জাতি কিনা? (টিক চিহ্ন দিন)

ক. মৃত্যুর সময় শিশুর বয়স _____ মাস _____ দিন।

খ. শিশুর জন্মকালীন কোন বিকৃতি ছিল কিনা? হ্যাঁ / না। হ্যাঁ হলে কি ধরনের বিকৃতি?

১. মৃত্যুকালীন সময় পর্যন্ত টিকাকরণের সম্পূর্ণ বিবরণ _____।

২. শিশু জন্মের সময় মা কতমাসের গর্ভবতী ছিলেন _____।

৩. শিশু জন্মকালীন মায়ের বয়স _____।

৯. শিশু মায়ের কত নম্বর গর্ভের সন্তান ছিল? _____।
১০. গর্ভবতী অবস্থায় হেলথ চেকআপ (ANC) হয়েছিল কিনা? হ্যাঁ/না। হ্যাঁ হলে _____বার। কোথায় করানো হয়েছিল?
১১. জন্মের ১ সপ্তাহের মধ্যে মৃত্যুর ক্ষেত্রে :—
- ক. জন্মের সময় শিশু স্বাভাবিক কেঁদেছিল কিনা _____।
- খ. জন্মের পর শিশু স্বাভাবিক ভাবে মায়ের দুধ টেনেছিল কিনা? _____।
- গ. জন্মের সময় শিশুর ওজন _____।
- ঘ. জন্মের পর শিশুকে স্নান করানো হয়েছিল কিনা? হ্যাঁ / না।
- ঙ. প্রসব কে করিয়েছেন? _____।
১২. প্রসবের স্থান - হাসপাতাল / স্বাস্থ্যকেন্দ্র / উপ-স্বাস্থ্যকেন্দ্র / বাড়ি / অন্যান্য স্থান _____।
১৩. শিশু কোথায় মারা গেছে - হাসপাতাল / স্বাস্থ্যকেন্দ্র / উপ-স্বাস্থ্যকেন্দ্র / বাড়ি / অন্যান্য স্থান _____।
১৪. অসুস্থ অবস্থায় কোথায় চিকিৎসা হয়েছে? _____।
১৫. শিশুটি কি ভাবে মারা গেছে - খুব কম ওজন / শ্বাস কষ্ট / নিউমোনিয়া / জ্বর / খাওয়া বন্ধ / পাতলা পায়খানা / খিচুনি / গায়ের রঙ হলুদ / অন্যান্য (ডাক্তারের সার্টিফিকেট বা হাসপাতালের লিখিত কারণ উল্লেখ করতে হবে)

স্বাস্থ্যকর্মীর স্বাক্ষর

সুপারভাইজারের স্বাক্ষর

ব্লক স্বাস্থ্য আধিকারিকের স্বাক্ষর

বিঃ দ্রঃ প্রতিটি মৃত্যুর ক্ষেত্রে এই রিপোর্ট জেলা প্রোগ্রাম ম্যানেজমেন্ট ইউনিট (DPMV)-এ জমা দিতে বাধ্য থাকবেন এবং কপি ব্লক অফিসে রাখবেন।

Community Based Primary Health Care Services in 63 Non-KMA ULBs

Preliminary Activities

Item of Activity	Detail of Actions	Action by	Time Period
Constitution of Municipal Level Health & Family Welfare Committee	<ul style="list-style-type: none"> • GO bearing no. HF/O/PHP/658/O-23/98 dt. 25th October, 2002 in this regard issued by Health Dept., may be circulated to all the ULBs. • Necessary amendment with regard to co-option of Chairperson of Community Development Society as a member of the aforesaid Committee. 	MAD	May, 2006
Sensitization of the ULBs	<ul style="list-style-type: none"> • Sensitization may be done in four batches, each for half day session at SUDA. • Participants from each ULB will include Chairman, Vice-Chairman, Chairman-in-Council Health, Health Officer & S.I. (if existing) and Executive Officer. • DHFW and DLB may be invited for participation. • Materials to be circulated to each participant <ul style="list-style-type: none"> - Bengali Brochure which was circulated by MIC MA & UD Dept. and MIC Dept. of Health & FW, during launching of the said scheme on 24.02.2006, - Comprehensive project guideline with action plan in Bengali, - GO with regard to formation of Municipal Level Health & FW Committee along with amendment. 	SUDA / DLB	May, 2006
Preparation & printing of Bengali version of project guideline	<ul style="list-style-type: none"> • Bengali transliteration of the comprehensive project guideline. • Printing. 	SUDA	May, 2006
Positioning of Health Officer & Sanitary Inspector at ULB	<ul style="list-style-type: none"> • Recruitment of Health Officer may be done by PSC. • Till recruitment of Health Officer, one Medical Professional may be engaged as Asstt. Health Officer on contractual basis at honorarium of Rs. 8,000/- p.m. for the present. • To check with DLB about positioning of S.I. in 63 ULBs. • To instruct ULBs to engage S.I. where there is no existing S.I. 	SUDA / MAD / ULB	May, 2006

Contd. to P-2.

Item of Activity	Detail of Actions	Action by	Time Period
Opening of Bank A/C for this scheme	<ul style="list-style-type: none"> To open separate Bank A/C in the name of "HHW Scheme, Municipality", joint operation as per existing Municipal rule (preferably Chairman / Vice-Chairman and Executive Officer of the ULB). 	MAD / ULB	May, 2006
Placement of initial fund	<ul style="list-style-type: none"> Initial fund will be placed with each ULB. A/C head of expenditure, format for Statement of Expenditure (SOE) and other financial guideline will be issued. 	SUDA	May, 2006
Placement of this scheme at Apex Advisory Committee for UHIP	<ul style="list-style-type: none"> Secretary, KMDA be informed for inclusion of this scheme in the agenda for the forthcoming meeting of Apex Advisory Committee for UHIP. 	SUDA	May, 2006
Identification of BPL population	<ul style="list-style-type: none"> To identify ward-wise BPL population. 	ULB	May, 2006.
Detailment of Project Director at ULB Level	<ul style="list-style-type: none"> SDO will be the Project Director till positioning & functioning of DMDO <i>Project Director Rank is confirmed by Dist. U.S. Officer from Dist. level</i> 	GO by MAD to be issued.	May - June, 2006
Establishment of Management & Supervision Cell at State Head Quarter Level	<ul style="list-style-type: none"> 1 - Technical Advisor, 1 - Project Officer, 6 - Medical Officer, 10 - Nutritionist, 1 - FO, 3 - Accounts Assit., 2 - MIES Officer, 2 - Computer Assit., 2 - Clerk cum Storekeeper and 2 - Multipurpose Helper are the total requirement. Post may be sanctioned by the Appropriate Authority. Engagement. 	MAD / SUDA	May - June, 2006
Preparation of HHW training manual, HMIS format.	<ul style="list-style-type: none"> To prepare HHW training manual in Bengali in advance and be printed centrally by SUDA for supply to the ULBs well in advance, so that training for HHWs could be started as soon as selection committee. 	SUDA	May - June, 2006
Public Health data collection, compilation for APL	<ul style="list-style-type: none"> To develop HMIS format. To decide at which frequency the data would be collected. 	SUDA / DHFW	May - June, 2006
To define role of DHFW & MAD in implementation of this scheme	<ul style="list-style-type: none"> Discussion and settlement of administration and technical roles of both the Depts. 	MAD / DHFW	May - June, 2006
Baseline & need assessment survey	<ul style="list-style-type: none"> Decision to be taken who would be responsible for conduction of baseline & need assessment survey. 	MAD / DHFW	May - June, 2006

Contd. to P-3.

Item of Activity	Detail of Actions	Action by	Time Period
Sensitization of Project Director	<ul style="list-style-type: none"> Sensitization may be done at SUDA jointly by SUDA and DHFW. 	MAD / SUDA / DHFW	June - July, 2006
Sensitization of CMOH, ACMOH & Supdt. of Govt. Hospital concerned	<ul style="list-style-type: none"> Sensitization may be done at State Head Quarter Level jointly by DHFW & SUDA. 	DHFW / SUDA	June - July, 2006
Preparation of Municipal Map	<ul style="list-style-type: none"> To prepare municipal map showing ward boundary, indicating ward-wise APL & BPL population (certified by DM). 	ULB	June - July, 2006
Identification of accommodation for Sub-Centres	<ul style="list-style-type: none"> To prepare municipal map showing accommodation either municipal or NGO / CBO which could be utilized as Sub-Centre. 	ULB	June - July, 2006
Management & Supervision Cell at ULB level	<ul style="list-style-type: none"> 63 Health Officer, 42 MO, 63 Data Resources Asstt., 63 Multipurpose Helper cum Storekeeper cum clerk, 67 Sanitary Inspector, 63 - 126 Health Asstt. are the total requirement for 63 ULBs. Posts may be sanctioned by the Appropriate Authority. Guideline for engagement and job responsibility for each of the post is to be prepared. Engagement will be done by respective ULB through Municipal Level Health & FW Committee. 	MAD / DLB / SUDA	June - July, 2006
Sensitization of Ward Committee members, CDS Members & all Councillors	<ul style="list-style-type: none"> Sensitization may be done at ULB Level. Facilitators may be outsourced. 	ULB / SUDA / DLB	June - July, 2006
Preparation of procurement guideline	<ul style="list-style-type: none"> Decentralization of procurement will be done. List of materials for procurement will be prepared by SUDA and be placed before the Authority for decision with regard to apportioning responsibility of different types of procurement either at SUDA or ULB level. 	SUDA / MAD	July, 2006
Sensitization of population	<ul style="list-style-type: none"> To sensitize ward-wise APL & BPL population at ULB level. Facilitators may be CDS / Ward Committee members, supported by SUDA (if necessary). 	ULB / SUDA	July - August, 2006

Dated, 25th October, 2002

RESOLUTION

Many Urban Local Bodies in West Bengal implement Family Welfare, immunization and public health programmes under various externally aided Projects or centrally sponsored schemes with or without the involvement of Health & Family Welfare Department, Government of West Bengal. In order to ensure integration of all health activities between the Urban Local Bodies and the Department of Health & Family Welfare for optimal utilization of resources and maximum output, it has been felt that there should be a Municipal level Health & Family Welfare Committee, which will function under the supervision of District Health & Family Welfare Samiti constituted in every district in pursuance of Memo No. HF/O/PHP/322/O-23/98 dated 20.05.2002.

2. Therefore, the Governor is pleased to constitute a Municipal level Health & Family Welfare Committee for every Municipality/Corporation except Calcutta Municipal Corporation with the following members

- i. Chairperson of Urban Local Body – President
- ii. Councillor-in-Charge of Health / Assisted Project – Member
- iii. One Representative from KMDA in Kolkata Metropolitan Area – Member
- iv. One Representative of the District Magistrate – Member
- v. 2-3 Representatives of local NGOs like Red Cross, Lions' Club – Members
- vi. Assistant Chief Medical Officer of Health of the Sub-division – Member
- vii. Health Officer of the Municipality – Secretary-Convener

[If there is no Health Officer, the Secretary-Convener will be nominated from among the members by the Chairperson of the Municipality]

3. The Committee would be responsible for coordination, supervision and implementation of all the health activities in an integrated manner at different levels of the existing health infrastructures within the Municipal area. Further, the Committee will participate in all public health programmes and activities under the overall guidance of the District Health & Family Welfare Samiti.

4. Henceforth all existing committee(s) for coordinating, supervising and implementing the health activities in Municipal Areas except Kolkata Municipal Corporation, will cease to function.

5. This order issues with the concurrence of the Municipal Affairs & Urban Development Departments

Sd/-

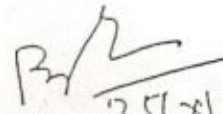
(Asim Barman)
Principal Secretary
Health & F.W. Department
Government of West Bengal

Copy forwarded

Dated, 25th October 2012

for necessary action to:

1. P.S. to M.I.C., Health & Family Welfare
2. P.S. to M.O.S., Health & Family Welfare.
3. Principal Secretary, Urban Development Department, GoWB.
4. Secretary, Municipal Affairs Department, GoWB.
5. Project Director, SHSDP-II
6. Director of Health Services, West Bengal.
7. Director of Medical Education, West Bengal.
8. Commissioner, Family Welfare
9. Chief Executive Officer, KMDA
10. Secretary, KMDA
11. Sabhadhipati of Zilla Panchayat (all)
12. District Magistrate (all)
13. Mayor/Chairperson
14. Joint Secretary (Project) & Joint Programme Director, Basic Health Project. Corporation/Municipality.
15. Joint Secretary (PHP)
16. Joint Secretary (P&B)
17. Addl. Director of Health Services (TB)
18. Addl. Director of Health Services (Admn) & SLO.
19. Addl. Director of Health Service (AA&V).
20. Addl. Director (HMES).
21. Joint Director of Health Services (PH&CD).
22. Assistant Director of Health Services (Ophthalmology).
23. State Family Welfare Officer
24. Chief Medical Officer of Health (all)
25. Assistant Secretary (PHP).
26. P.A. to Principal Secretary, Health & Family Welfare Department.
27. Office File


25/10/12

(R. S. Shukla)
Special Secretary (Project & PHP)
Health & F.W. Department
Government of West Bengal

GOVERNMENT OF WEST BENGAL
HEALTH & FAMILY WELFARE DEPARTMENT
P.H.P. BRANCH

No. HF/O/PHP/659/O-23/98

Dated, 25th October, 2002

RESOLUTION

Many Urban Local Bodies in West Bengal implement Family Welfare, immunization and public health programmes under various externally aided Projects or centrally sponsored schemes with or without the involvement of Health & Family Welfare Department, Government of West Bengal. The Kolkata Metropolitan Development Authority (KMDA) undertakes Reproductive & Child Health related activities in Kolkata Metropolitan Area (KMA) under assisted Projects like CUDP-III, IPP-VIII and CSIP. The CUDP-III initiated during the year 1984-85 under Urban Development Department, the IPP-VIII in 1994-95 under Municipal Affairs Department and CSIP during the year 1991-92 under Urban Development Department are in operation covering 5.6 million of the urban poor residing in slums or in similar conditions in the KMA.

2. The broad objectives of the said assisted projects are improvement of health of the mother & child and fertility regulation of the target beneficiaries. These projects follow the identical model and have an established network of health infrastructure viz., 6080 Blocks, 1216 Sub-centres, 177 Health Administrative Units, 22 Maternity Homes, 31 ESOPDs and 8 Regional Diagnostic Centres in KMA covering 37 Municipalities and 3 Municipal Corporations. Through the aforesaid health infrastructure, substantial number of health functionaries from the grass-roots level upto the referral units are engaged. 6080 grass roots level workers, designated as Honorary Health Workers (HHWs), play a key role in delivering the services on house-to-house visit covering 200 families each. Besides, there are Supervisors, part-time Medical Officers, Nursing personnel and Specialists to provide various services to the beneficiaries through a network of health facilities.

3. The said health functionaries of the Urban Local Bodies are not always involved in the activities under different National Public Health Programmes like Revised National Tuberculosis Control Programme (RNTCP), National Leprosy Elimination Programme (NLEP), National Blindness Control Programme (NBCP), etc. The morbid conditions and the mortality rates due to the aforesaid conditions continue to be a matter of concern.

The Department of Health & Family Welfare, Government of West Bengal implements Family Welfare, immunization and public health activities through the state level & district level Programme Officers under the overall guidance & control of District Health & Family Welfare Samiti. Involvement of health functionaries working in the urban areas in the implementation of national public health programmes will certainly help improve the effectiveness of these programmes in the urban areas. Therefore, it is essential that all health activities in the urban areas are properly integrated with the on-going Family Welfare, immunization and public health programmes under the guidance of the Health & Family Welfare Department.

5. The Chairpersons of Municipalities are the Members of the District Health & Family Welfare Samiti, which has been entrusted with the responsibilities for implementation, supervision and coordination of all health activities and health projects. The integration of all activities will be effected through the Samiti. Further, at the Municipal level, a separate Committee under the leadership of the Chairperson of Municipality has also been constituted to ensure coordination and integration of all health activities and health projects in the urban areas. Modalities for integration of all health activities will be discussed and finalized by every District Health & Family Welfare Samiti in consultation with the Municipal level Health & Family Welfare Committees in the district.

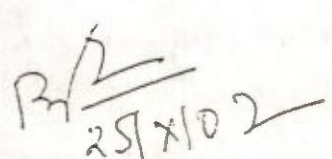
6. From now on it will be incumbent upon all concerned at the state level, district level and municipal level to actively involve the health functionaries of the Urban Local Bodies in all Family Welfare, immunization and public health activities, and to effectively integrate health related functions of the Urban Local Bodies with the on-going activities of the Health & Family Welfare Department.

7. This order issues with the concurrence of the Municipal Affairs & Urban Development Departments.

Sd/-
(Asim Barman)
Principal Secretary
Health & F.W. Department
Government of West Bengal

Copy forwarded for information and/or necessary action to:

1. P.S. to M.I.C., Health & Family Welfare.
2. P.S. to M.O.S., Health & Family Welfare.
3. Principal Secretary, Urban Development Department, GoWB.
4. Secretary, Municipal Affairs Department, GoWB.
5. Project Director, SHSDP-II.
6. Director of Health Services, West Bengal.
7. Director of Medical Education, West Bengal.
8. Commissioner, Family Welfare.
9. Chief Executive Officer, KMDA.
10. Secretary, KMDA.
11. Sabhadhipati of Zilla Parishad (all).....
12. District Magistrate (all).....
13. Mayor/Chairperson Corporation/Municipality.
14. Joint Secretary (Project) & Joint Programme Director, Basic Health Project.
15. Joint Secretary (PHP).
16. Joint Secretary (P&B).
17. Addl. Director of Health Services (TB).
18. Addl. Director of Health Services (Admn.) & SLO.
19. Addl. Director of Health Service (AA&V).
20. Addl. Director (HMIS).
21. Joint Director of Health Services (PH&CD).
22. Assistant Director of Health Services (Ophthalmology).
23. State Family Welfare Officer.
24. Chief Medical Officer of Health (all).....
25. Assistant Secretary (PHP).
26. P.A. to Principal Secretary, Health & Family Welfare Department.
27. Office File.


(R. S. Shukla)

Special Secretary (Project & PHP)
Health & F.W. Department
Government of West Bengal

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SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ~~SUDA-Health/530 Pt./09/556(126)~~

Date08.01.2010

From : Director, SUDA

To : The Mayor / Chairman

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

Sub. : Guidelines on Routine Immunisation in Urban Local Bodies.

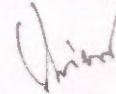
Sir / Madam,

Enclosed kindly find herewith communication of Jt. DHS (FW) & SFWO, Dept. of Health & Family Welfare bearing no. H/SFWB/14(18) dt. 06.01.2010 along with guidelines on Routine Immunisation in Urban Local Bodies.

You are requested to follow the said guideline to strengthen Routine Immunisation and provide quality service to all the population of your ULB.

Thanking you.

Yours faithfully,



Director, SUDA

Dt. .. 08.01.2010

SUDA-Health/530 Pt./09/556(126)/1(1)

CC

HO / AHO, Municipal Corporation / Municipality

Director, SUDA

Guidelines for Implementation of Routine Immunization under Universal Immunization Program (UIP) in Urban Local Bodies (ULB)

A. SESSION NORMS & INJECTION LOAD:

- R.I. activities should be held on every / alternate Wednesday (National Immunization Day) at fixed sites
- Frequency or number of immunization sessions of an ULB in a month should be determined according to the monthly injection load as per beneficiaries of the catchment area
- At a fixed site, **one session should be held for every 40-70 injections**. If the injection load is more than 70, two sessions should be held. With higher injection load more sessions should be considered.
- In general, **for every infant there will be 12 (twelve) injections** i.e. 2 TT + 1 BCG, 5 DPT, 3 Hep B & 1 Measles injections. In districts where J.E. vaccination has been integrated with R.I. there will be an additional injection of J.E.
- Accordingly, rational microplan should be prepared on the basis of entire population (both BPL as well as non-BPL) of the catchment area of an ULB area

B. NATIONAL IMMUNIZATION SCHEDULE :

- **All vaccines (TT, BCG, DPT, OPV, Hep B, Measles) should be made available in all R.I. sessions.** JE vaccine should be available in all sessions of ULBs of Burdwan, Birbhum, West Midnapur, Howrah & Hooghly. *The practice, if any, of different dates for different vaccines, should be abandoned immediately.*
- **DT vaccine at 5 yrs of age has been replaced by DPT (2nd Booster).**
- **The national immunization schedule of GoI indicating vaccine, age of administration, dose, route & site is enclosed with the guidelines for perusal of everybody.** The schedule should be displayed at a convenient place of the ULB.

C. VACCINATOR:

- Services of **trained FTSs** should be utilized as vaccinators.
- Services of untrained FTSs / HHWs, if utilized as vaccinators, should be under supervision of a Medical Officer / Health Officer.
- **Before reconstitution / administration, all vaccine vials should be checked for correct vaccine, VVM status and Expiry Date.**
- For BCG & Measles (also J.E.) vaccine, the **reconstitution time must be noted on the body of the vials.**

D. LOGISTICS & COLD CHAIN:

- **AD syringes (0.1 ml / 0.5 ml)** should be used for administration injectable vaccines. **5 ml disposable syringes** should be used for reconstitution of BCG & Measles vaccine (JE vaccine for 5 districts stated earlier).
- **Vaccines should be stored in ILRs.**
- **All vaccines should be kept in the basket of the ILR.**
- **OPV, Measles & BCG vials should be placed at the bottom of the basket within the ILR.**

- **T-series & Hep B vials and diluent ampoules should be placed in the upper part of the basket within the ILR.**
- **Deep Freezers should be used for preparing ice-packs.**
- **ULB having at least one functional ILR should act as a site with vaccine storage facility. Holding sessions at these ULBs will be treated as fixed site sessions.**
- **Holding sessions at sites having no ILR / no storage facility should be treated as outreach sessions.**

E. DELIVERY / DISTRIBUTION:

- **For transportation of vaccines & diluents to the immunization sites on session days, 4 icepack vaccine carriers should be used.**
- **During transportation of vaccines in vaccine carriers to session sites, diluents should also be carried within the carrier so that they are at the same temperature as that of the vaccines, at the time of reconstitution.**
- **Vaccines, diluents, syringes, droppers, etc. should be collected from the PP unit / Block, where the ULBs (having no ILR / storage facility) are located.**
- **ULB will identify a nodal person who, on the morning of the session day, will collect logistics from the source, distribute them to the session sites and at the end of the session will return the unused articles to the source on the same day. The unused vaccines with identification mark / tag should be stored in ILR. If any vaccine remains unused after 3 consecutive returns, it should be discarded even if the VVM or Expiry Date remains within usable limit.**
- **Fund required for transportation of vaccines & logistics should be borne by the ULBs. The district / block authorities may help subject to availability of adequate funds at their ends.**

F. MOBILIZATION:

- **For mobilization of beneficiaries, services of Urban ICDS workers may be utilized. Co-ordination meetings should be organized with Workers / Supervisors of ICDS and CDPOs.**
- **Referral / Due Slips may be used for referring the beneficiaries to the RI sites.**

G. RECORDING / REPORTING:

- **Immunization Cards provided by the District / Block authorities should be used. Counterfoils of the cards should be preserved at the session site by the vaccinator.**
- **Consolidated monthly report on immunization in the prescribed proforma should be furnished to the concerned block / district authorities with copy to SUDA.**
- **In order to strengthen R.I. and provide quality service to the urban community, ULBs should take a proactive role.**
- **If needed, ULBs should take help of concerned block / district authorities.**

National Immunization Schedule (NIS) for Infants, Children and Pregnant Women

Vaccine	When to give	Dose	Route	Site
For Pregnant Women				
TT-1	Early in pregnancy	0.5 ml	Intra-muscular	Upper Arm
TT-2	4 weeks after TT-1*	0.5 ml	Intra-muscular	Upper Arm
TT- Booster	If received 2 TT doses in a pregnancy within the last 3 yrs*	0.5 ml	Intra-muscular	Upper Arm
For Infants				
BCG	At birth or as early as possible till one year of age	0.1ml (0.05ml until 1 month age)	Intra-dermal	Left Upper Arm
Hepatitis B	At birth or as early as possible within 24 hours	0.5 ml	Intra-muscular	Antero-lateral side of mid-thigh
OPV-0	At birth or as early as possible within the first 15 days	2 drops	Oral	Oral
OPV 1,2 & 3	At 6 weeks, 10 weeks & 14 weeks	2 drops	Oral	Oral
DPT1,2 & 3	At 6 weeks, 10 weeks & 14 weeks	0.5 ml	Intra-muscular	Antero-lateral side of mid thigh
Hepatitis B 1, 2 & 3****	At 6 weeks, 10 weeks & 14 weeks	0.5 ml	Intra-muscular	Antero-lateral side of mid-thigh
Measles	9 completed months-12 months. (give up to 5 years if not received at 9-12 months age)	0.5 ml	Sub-cutaneous	Right upper Arm
Vitamin A (1stdose)	At 9 months with measles	1 ml (1 lakh IU)	Oral	Oral
For Children				
DPT booster	16-24 months	0.5 ml	Intra-muscular	Antero-lateral side of mid-thigh
OPV Booster	16-24 months	2 drops	Oral	Oral
Japanese Encephalitis**	16-24 months with DPT/OPV booster	0.5 ml	Sub-cutaneous	Left Upper Arm
Vitamin A*** (2nd to 9th dose)	16 months with DPT/OPV booster Then, one dose every 6 months up to the age of 5 years.	2 ml (2 lakh IU)	Oral	Oral
DT Booster	5-6 years	0.5 ml.	Intra-muscular	Upper Arm
TT	10 years & 16 years	0.5 ml	Intra-muscular	Upper Arm

Government of West Bengal
Directorate of Health Services (F.W. Br)
3rd Floor, "A" Wing, Swasthya Bhavan,
GN-29, Sector-V, Salt Lake, Kolkata-700091.

Memo No. H / SFWB / 14 (18)

dated, 6th January, 2010.

To

1.-18. The Chief Medical Officers of Health,
All districts.

*Sub : Guidelines in regard to Routine
Immunization in Urban Local Bodies (ULBs)*

Sir / Madam,

Enclosed please find herewith the guidelines for implementation & strengthening of Routine Immunization under UIP in urban areas. In the absence of a separate guideline for urban areas, this may please be shared with all concerned for effective implementation of the R.I. Program in Urban Local Bodies. This envisages the general guidelines provided by GoI for Routine Immunization as well as some important issues relating to ULBs as suggested by the Project Officer (Health), SUDA. A copy of the National Immunization Schedule is also enclosed for kind perusal of all.

You are requested to circulate this to the concerned ULB authorities of your districts after sharing it with the Dy CMOH-III / DMCHO / DPHNO.

Yours faithfully,

Encl: as stated above.

Sd/- 06/01/10
Jt DHS (FW) & SFWO,
West Bengal.

Memo No. H / SFWB / 14 (18) / 1 (4)

dated, 6th January, 2010.

Copy forwarded for kind information to:-

1. The Commissioner (FW) & Mission Director (NRHM), West Bengal.
- ✓ 2. The Director, SUDA, Ilgus Bhavan, Sector-III, Salt Lake, Kolkata-700091.
3. Dr Sibani Goswami, Project Officer (Health), SUDA, Salt Lake, Kolkata-700091.
4. The A.D.H.S. (EPI), West Bengal.

Sd/- 06/01/10
Jt DHS (FW) & SFWO,
West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
HEALTH SYSTEM DEVELOPMENT INITIATIVE
SWASTHYA BHAWAN, GN-29, SECTOR-V
SALT LAKE CITY, KOLKATA - 700 091
TEL: 2357 4455



No.HFW/CFW/331 /HS-1003/07

July 31, 2007

From: A. K. Das, IAS
Project Director, HSDI,
Commissioner, Family Welfare & Special Secretary

To: Chief Medical Officer of Health



Sir,

You may be aware that Community Based Primary Health Care Services in 63 Non-KMA ULBs, approved & funded by Department of Health and Family Welfare has been launched in February, 2006. State Urban Development Agency (SUDA) under the Department of Municipal Affairs is the Nodal Agency for monitoring and supervision of the said programme and municipality is the implementing agency. At grass root level (first tier), the health care services will be provided by Community Based Female Honorary Health Worker (HHW), at Sub-Centre level (second tier) by Doctor where ANC / PNC clinic, immunization clinic, growth monitoring clinic, general treatment clinic will be held and referral (third tier) at Government Hospital.

Your attention is being drawn to Resolution No. HF/O/PHP/658/O-23/98 dated October 25, 2002 of Health and Family Welfare Department (copy enclosed), whereby Municipal Level Health & Family Welfare Committee for every Municipality / Corporation except Kolkata Municipal Corporation where constituted to ensure integration of all the Health activities in the Municipalities / Corporations through proper coordination between Urban Local Bodies (ULBs) of Health and Family Welfare Department. The aforesaid Committee, wherein Assistant Chief Medical of Health and Superintendent of nearest Government Hospital are the members amongst others.

Effective participation of CMOH / District Health Offices is required in respect of (a) nominating name of Doctors and Nurses as trainers who would undertake training of Honorary Health Workers for 45 days at Municipal Level, (b) providing logistics i.e. immunization, materials (vaccines, syringes & immunization card), vaccinator, FP materials,

IFA, ORS, Vit. 'A' in oil, IEC materials etc. (c) establishing linkages for CU-T insertion, MTP, ligation, hospital delivery, diagnostic facility etc. (d) monitoring & supervision of Urban Health Programmes for implementation of Primary Health Care Services, Public Health and referral at Government Hospital.

During this period, considerable progress has been made like completion of constitution of Municipal level Health & Family Welfare Committee by all the 63 ULBs, selection of HHWs has been completed by almost all the ULBs, training of HHWs initiated in 53 ULBs, out of which 45 ULBs completed. These had been possible for your active participation, cooperation and coordination with the Municipalities.

With regard to nomination of Doctors and Nurses as trainers, Director, SUDA and the Chairman of the Municipality concerned have already communicated to you. But the said nomination are yet to be received from CMOH i.e. Burdwan (for Kulti), Coochbehar (for Dinhata), Murshidabad (for Murshidabad) and Purulia (for Raghunathpur).

You are requested to extend your active and full support in implementing Community Based Primary Health Care Services in 63 Non-KMA ULBs effectively.

Yours faithfully,

Sd/-

(A. K. Das)

Project Director, HSDI, Commissioner, F.W.,
& Special Secretary

No.HFW/CFW/ 331 /HS-1003/07

July 31, 2007

Copy forwarded to the:-

✓ Director, State Urban Development Agency, ILGUS Bhavan, HC Block, Salt Lake, Sector-III, Kolkata - 700091.

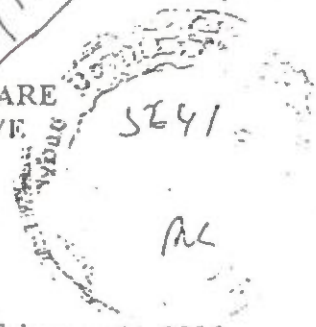
(A. K. Das)

Project Director, HSDI, Commissioner, F.W.,
& Special Secretary

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE
HEALTH SYSTEMS DEVELOPMENT INITIATIVE
SWASTHYA BHAWAN, 4th FLOOR,
GN-29, SECTOR-V, BIDHANNAGER
KOLKATA -700 091

☎ : (033) 2357-7930, FAX: (033) 2357-1896

AK/FO/PO(H)
2/15/06



No.HFW/HSDI/URBAN HEALTH/02/05/38/06

Date: February 21, 2006

From: The Special Secretary,

Department of Health & Family Welfare,
Government of West Bengal

To: The Director of Health Service,
Department of Health & Family Welfare,
Government of West Bengal

Sir,

The matter of implementation of Community Based Primary Health Care Services in the uncovered 63 Urban Local Bodies of the State for overall improvement in the health care facilities in urban areas with special focus on urban poor has been under the consideration of the Government for sometime past. After careful consideration the Governor is pleased to accord administrative approval to the Community Based Primary Health Care Scheme in the 63 non-KMA Urban Local Bodies as per the annexed project plan.

2. The requirement of manpower at the State Headquarters has been revised and the Department of Municipal Affairs will finalize the recruitment , qualifications and the scales of pay in consultation with the Health and Family Welfare Department and get the same vetted by the Finance Department . The project cost of the scheme will stand modified accordingly.

3. The Governor is further pleased to sanction Rs. 3,00,00,000/- (Rupees three crore) as grant-in-aid for implementation of the scheme during the current financial year.

4. The Governor is also pleased to place the entire sum of Rs. 3,00,00,000/-(Rupees three crore) only at the disposal of the Deputy Director of Health Services (Accounts), West Bengal who will act as the Drawing and Disbursing Officer in respect of above fund. The DDO after drawal of fund will disburse the same in favour of Director, State Urban Development Agency, West Bengal under the Department of Municipal Affairs, Government of West Bengal.

5. The charge is debitable to the Head "2210-06-Public Health-800-other expenditure-SP-State Plan (AP & 10th Plan)-002-improvement of urban health services-31-Grants-in-aid-02-other grants" during the current financial year.

10

Treasury, Govt of West Bengal
22/02/06

P.
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ser

6. This order is issued with the concurrence of the Finance Department vide their U.O. No. Group N – 3085 dated 15.02.2006.

7. All concerned are being informed.

Sd/-
Special Secretary
the DH&FW

No.HFW/HSDI/URBAN HEALTH/02/05/38/06(10)

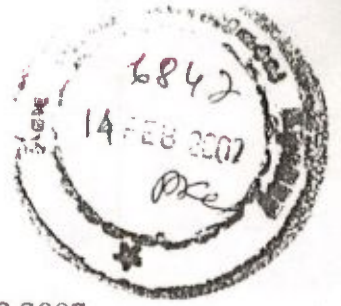
Date: February 21, 2006

Copy forwarded for information and necessary action to:

1. The Principal A.G. (A&E), West Bengal, Treasury Buildings, Kolkata- 700 001.
2. Secretary, M.A. Department.
3. District Magistrate,
4. Treasury Officer,
5. Finance Department, Group 'N' of this Government
6. ✓ Director, SUDA, ILGUS Bhawan, Salt Lake City.
7. Chairman,Municipality, P.O., Dist.....
8. Executive Officer,Municipality, P.O., Dist.....
9. P.S. to MIC / MOS of this Department / M.A. Department
10. P.S. to Principal Secretary of this Department.

Special Secretary
to the DH&FW

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001



No. /11 -MA/C-10/3S-55/2005

Date :02.02.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairperson,
_____ Municipality.

Sub : Contractual appointment of staff in connection with running the Community Based Primary Health Care Services in 63 ULBs and formation of Municipal Management Cell thereunder.

Sir/Madam,

I am directed to request you to kindly proceed immediately for the contractual recruitment of the following categories of staff through due process as per qualification and contractual pay. The selection may be made through the Municipal Level Health and Family Welfare Committee.

Staff to be recruited contractually

Sl. No	Category of staff	Education qualification	Experience	No. to be recruited	Contractual Pay
1.	Medical Officer	MBBS degree from a recognised university	Knowledge in Com. Health/maternity and child health programme	1 (only for those ULBs having more than one lakh population)	Rs.6000/- p.m.
2.	Sanitary Inspector	H.S. & Certificate course in the subject specific	2 years in the related field	1	Rs.5500/- p.m.
3.	Computer Asstt.	Graduate from a recognised	Knowledge in M.S.Office, Tally 7.2 etc.	1	Rs.5000/- p.m.

		university and course in Computer Technology			
4.	Accounts Asstt.	Graduate from a recognised university	Adequate experience in handling accounts independently and knowledge in accountings of Govt./Semi-Govt. offices	1	Rs.5000/- p.m.
5.	Multi-purpose Helper-cum-S.K. Clerk	Graduate from any recognised university	Adequate knowledge and experience in office work in Govt./Semi Govt. offices	1	Rs.5000/- p.m.
6.	Health Assistant	Madhyamik	Adequate knowledge and experience in community based health programme for 2 years.	1	Rs.5000/- p.m.

The contractual appointment will be initially for one year renewable for another year on satisfactory performance.

Age in all cases will be as applicable for municipal employees.

Yours faithfully,

sdt

(Joint Secretary)

No. 111 /1(2)-MA/C-10/3S-55/2005

Date :02.02.2007

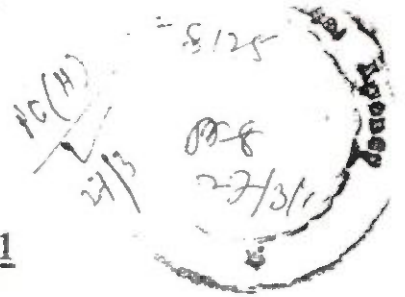
Copy forwarded for information and necessary action to :

- 1) Director of Local Bodies, West Bengal.
- √2) Director, SUDA.

S 2.2.07

(Joint Secretary)

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001



No.447-JS(SB)/07

Date :20.03.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairperson,
_____ Municipality.

Sub : Corrigendum to communication No.239-MA/C-10/3S-55/2005 dated 7.3.07 in respect of Education Qualification for Accounts Assistant under Community Based Primary Health Care Services for 63 Non-KMA ULBs.

Sir/Madam,

Kindly refer to Sl. No.2 of the letter under reference. Inadvertently the full sentence had not been typed out.

Educational Qualification for the post of Accounts Assistant should be preferably Commerce Graduate.

This may be noted.

Yours faithfully,

S.K. Bhowmick
(Joint Secretary)

No.447/1(2)-JS(SB)/07

Date :20.03.2007

Copy forwarded for information and necessary action to :

- 1) Director of Local Bodies, West Bengal
- 2) Director, SUDA.

S.K. Bhowmick
20.3.07
(Joint Secretary)

**Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001**

No.239-MA/C-10/3S-55/2005

Date :07.03.2007

From : Shri S. K. Bhowmick
Joint Secretary to the Govt. of West Bengal.

To : The Chairperson,
_____ Municipality.

Sub : Corrigendum of the communications made under this office letter No.111-MA/C-10/3S55/2005 dated 2.2.07 in respect of Community Based Primary Health Care Services for 63 Non-KMA ULBs.

Sir/Madam,

The corrigendum may be noted as follows :

1. Management & Supervision Cell in place of Municipal Management Cell.
2. Education Qualification for Accounts Assistant
3. The ULBs having more than 40 thousand population shall be eligible to engage Medical Officer at the scale of one Medical Officer for each slab of 40 thousand population instead one M.O. only in the ULB having more than 40 thousand population. The eligibility of engagement of M.O. as per scale ULB-wise is given below :
 - i) One M.O. in 20 ULBs, viz. Rampurhat, Katwa, Gangarampur, Kalimpong, Kurseong, Arambag, Old Malda, Contai, Panskura, Tamluk, Ghatal, Jhargram, Dhulian, Jiaganj-Azimganj, Chakdah, Ranaghat, Baduria, Gobardanga, Islampur and Kaliaganj.
 - ii) Two M.O.s in 9 ULBs, viz. Jamuria, Raniganj, Haldia, Nabadwip, Santipur, Habra, Bangaon, Basirhat and Ashokenagar-Kalyangarh.
 - iii) Four M.Os only in Kulti Municipality.

Yours faithfully,

Sdt
(Joint Secretary)

No. 239/1(2)-MA/C-10/3S-55/2005

Date :07.03.2007

- Copy forwarded for information and necessary action to :
- 1) Director, SUDA
 - 2) Director of Local Bodies, West Bengal.

Sdt 7-3-07
(Joint Secretary)

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

Ref No.SUDA-Health/63 ULBs/07/644(37)

Date30.01.2008

From : Director, SUDA

To : The Chairman

..... Municipality

Sub. : Selection of First Tier Supervisor (FTS) from amongst the regular HHWs working under Community Based Primary Health Care Services.**Ref. : This office earlier communication bearing no. SUDA-Health/63 ULBs/07 /591(44) dt. 12.12.2007.**

Sir,

The regular HHWs working under Community Based Primary Health Care Services Programme at your ULB completed six months of experience of field work. Now it is high time for selection of First Tier Supervisors (FTSs) @ one per Sub-Centre from amongst the regular Honorary Health Workers (HHWs).

While selecting the candidature for FTS, the following criteria should be taken into consideration.

Criteria for Selection :

- i) Age between 25 - 36 years.
- ii) Minimum educational qualification - Madhyamik Pass and is able to do simple arithmetical calculation.
- iii) She should have executed her duties properly while working as regular HHW. Preliminary assessment is to be done by HO / MO (in their absence Executive Officer). Check list of which are as follows :
 - Attendance and field activities / performance,
 - Collection and compilation of base line health survey data,
 - Ability in filling up of Family Schedule, HMIS format,
 - Maintaining records, registers,
 - Assist in conduct of immunization, ANC / PNC clinic, general treatment clinic,
 - Level of capacity for motivational work,
 - Possession of leadership quality.

Contd. to P-2.

- 2 -

The list of HHWs per SC is to be prepared by the HO / MO (in their absence Executive Officer) indicating gradation of preliminary assessment as good / average / poor. The said list is to be placed on the day of selection of FTS before the Municipal Level Health & Family Welfare Committee (MHFWC) who has been vested with the responsibility of selection.

Written test and viva voce for all the eligible & willing HHWs of each SC will be conducted on the same day by MHFWC on the prescribed questionnaire developed by SUDA. The date & time for selection is to be intimated to all the members of MHFWC including SUDA well in advance.

The MHFWC will select the suitable candidates for the post of FTS per SC and prepare 'SC-wise final list for placement before the BOC meeting. The list of finally selected FTSSs so ratified by the BOC meeting is to be forwarded by the Chairman of the ULB to the undersigned for office record.

Training of selected FTSSs will be conducted centrally at SUDA for a duration of 7 to 10 days. The boarding & lodging of the trainee participants will be arranged by SUDA. The date of training will be intimated to you on receipt of list of selected FTSSs. On completion of such training for FTSSs, they will be engaged as FTSSs for which necessary instruction in respect of their engagement etc. will follow. The selected FTSSs will continue to get their honorarium as HHWs during the training period.

The selection of FTSSs is to be given top priority.

Thanking you.

Yours faithfully,



Director, SUDA

Dt. .. 30.01.2008

SUDA-Health/63 ULBs/07/644(37)/1(1)

Copy forwarded for information and necessary action to :

Jt. Secretary, Dept. of Municipal Affairs.



Director, SUDA

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

Ref No. SUDA-Health/63 ULBs/07/591(44)

Date12.12.2007

From : Director, SUDA

To : The Chairman

..... Municipality

Sub. : Guideline for Selection of First Tier Supervisor (FTS) from amongst the regular HHWs working under Community Based Primary Health Care Services.

Sir,

The eligibility criteria of the ULB for selecting First Tier Supervisor (FTS) from amongst the regular HHWs working under CBPHC are as under :

- HHWs working for at least 6 months after joining in the post.
- HHWs completed base line Health survey, submitted report to the ULB and the ULB forwarded the same to SUDA.
- HHWs started family visit fortnightly, entered health data in Family Schedule.
- HHWs prepared and submitted fortnightly HMIS report to the ULB and the ULB forwarded the same to SUDA monthly – at least for last 2 months.
- The ULB identified all the required no. of Sub-Centres.
- The ULB completed purchase of furniture, equipment & drugs for Sub-Centres.
- The ULB engaged Medical Officer as per order of Dept. of Municipal Affairs.
- The service activities for immunization, ANC / PNC check up and general treatment clinic initiated in the Sub-Centres.

The ULBs who have satisfied the above mentioned criteria are to send a confirmation to the undersigned prior to selection of FTSs from amongst the regular HHWs.

While selecting the candidature for FTS following criteria should be taken into consideration.

Criteria for Selection :

- i) Age between 25 - 36 years.
- ii) Minimum educational qualification - Madhyamik Pass and is able to do simple arithmetical calculation,

Contd. to P-2.

iii) She should have executed her duties properly while working as regular HHW. Preliminary assessment is to be done by HO / MO (in their absence Executive Officer). Check list of which are as follows :

- Attendance and field activities / performance,
- Collection and compilation of base line health survey data,
- Ability in filling up of Family Schedule, HMIS format,
- Maintaining records, registers,
- Assist in conduct of immunization, ANC / PNC clinic, general treatment clinic,
- Level of capacity for motivational work,
- Possession of leadership quality.

The list of HHWs per SC is to be prepared by the HO / MO (in their absence Executive Officer) indicating gradation of preliminary assessment as good / average / poor. The said list is to be placed on the day of selection of FTS before the Municipal Level Health & Family Welfare Committee (MHFWC) who has been vested with the responsibility of selection.

Written test and viva voce for all the eligible & willing HHWs of each SC will be conducted on the same day by MHFWC on the prescribed questionnaire from SUDA. The date & time for selection is to be intimated to all the members of MHFWC including SUDA well in advance.

The MHFWC will select the suitable candidates for the post of FTS per SC and prepare SC-wise final list for placement before the BOC meeting.

The list of finally selected FTSS so ratified by the BOC meeting is to be forwarded by the Chairman of the ULB to the undersigned for office record. The selected FTSS are to undergo training, the details of which will be intimated to you on receipt of list of selected FTSS. On completion of such training for FTSS, they will be engaged as FTSS for which necessary instruction will follow.

Thanking you.

Yours faithfully,

Director, SUDA

Dt. .. 12.12.2007

SUDA-Health/63 ULBs/07/591(44)/1(1)

Copy forwarded for information and necessary action to :

Jt. Secretary, Dept. of Municipal Affairs.

Director, SUDA

Enclo :

Sub. : Guideline for selection of HHWs

Criteria for selection of HHWs :

- To be selected from the BPL population of the respective ward.
- Must be female in the age group of 25 – 35 years.
- Preferably married.
- Minimum class –VIII pass.
- Having motivation / experience of rendering social services.

Process for selection of HHWs :

- The issue of selection of HHWs is to be put up in the Board of Councillors meeting of the Municipality.
- Notice to be put up in the Notice Board inviting the applications from the women of BPL families.
- Municipal Level Health & Family Welfare Committee shoulders the overall responsibility for selection of HHWs.
- Secretary convener of Health & Family Welfare committee in consultation with the Chairman will form a 4 or 5 member **selection Sub-Committee** for preliminary selection of HHWs. The said committee will prepare the list of preliminary candidates for final selection.
- Final selection will be done by the Health & Family Welfare Committee where one representative from Management & Supervision Cell at SUDA will be present.
- List of finally selected candidates against each ward and list of panel candidates in preference seriatim is to be prepared.
- The list of such finally selected and panel candidates will be displayed in the Notice Board for information and reporting within stipulated period for training.

Sdr

Director, SUDA

Murshidabad Mpl.
- Regular HHWs to be selected - 16 WTs.
1 form each of 16 wards.
- Panel HHWs to be selected - 6 WTs.
on merit-basis, 1 panel
candidate form 1 ward only.

স্বচ্ছাসেবী স্বাস্থ্যকর্মীর নিয়োগের আবেদন পত্র

- ১। আবেদনকারিনীর নাম :
- ২। আবেদনকারিনীর পিতা / স্বামীর নাম :
- ৩। ঠিকানা (ওয়ার্ড নং সহ) :
- ৪। বয়স :
- ৫। শিক্ষাগত যোগ্যতা :
- ৬। বি.পি.এল. তালিকার ক্রমিক নং :
- ৭। সামাজিক / সেবামূলক কাজে অভিজ্ঞতা থাকলে তার বিবরণ :

উপরোক্ত বিবরণ আমার জ্ঞান ও বিশ্বাসমতে সত্য।

আবেদনকারিনীর স্বাক্ষর

বিঃ দ্রঃ : শিক্ষাগত যোগ্যতা, বয়স, স্থায়ী বাসিন্দা (ওয়ার্ড নং সহ) ইত্যাদির প্রমাণপত্র সহ নিজহস্তে উপরোক্ত ছকে পূরণ করে তারিখ থেকে তারিখ পর্যন্ত বেলা টার মধ্যে পৌরসভা অফিসে সংশ্লিষ্ট সিল করা বাস্তবে জমা দিতে হইবে।

নং :

তারিখ :

..... পৌরসভা

বৃহত্তর কলকাতার বাইরে ৬৩টি পৌরসভায় সমষ্টিভিত্তিক স্বাস্থ্য পরিষেবা প্রকল্প

বিজ্ঞপ্তি

এতদ্বারা শহরের দরিদ্র সীমার নীচে বসবাসকারী জনসাধারণের নিকট হইতে স্বেচ্ছাসেবী স্বাস্থ্যকর্মী পদের জন্য দরখাস্ত আহ্বান করা হইতেছে। এই পদের জন্য প্রার্থীগণের যোগ্যতা নিম্নরূপ :

- ১। প্রার্থীকে অবশ্যই মহিলা হইতে হইবে।
- ২। বি.পি.এল. তালিকাভুক্ত হইতে হইবে।
- ৩। ২৫ থেকে ৩৫ এর মধ্যে বয়স হইতে হইবে।
- ৪। বিবাহিতা হওয়া বাঞ্ছনীয়।
- ৫। নূন্যতম অষ্টম শ্রেণী পাশ হইতে হইবে।
- ৬। সামাজিক কাজ করার আগ্রহ এবং অভিজ্ঞতা বাঞ্ছনীয়।
- ৭। প্রার্থীকে অবশ্যই সংশ্লিষ্ট ওয়ার্ডের বাসিন্দা হইতে হইবে।

প্রয়োজনীয় কাগজপত্রাদিসহ দরখাস্ত পৌরসভা অফিসে তারিখ হইতে তারিখ বেলা টার মধ্যে সংশ্লিষ্ট সিল করা বাঞ্ছ জমা দিতে হইবে।

শুধুমাত্র প্রাথমিকভাবে নির্বাচিত প্রার্থীদেরই ইন্টারভিউ করার জন্য পৌরসভা অফিসে ডাকা হইবে। ইন্টারভিউ-এর তারিখ জানিয়ে নোটিশ জারি করা হইবে। প্রার্থীদের ইন্টারভিউ-এর জন্য চিঠি পাঠানো হইবে না।

নিম্নপ্রদত্ত ছক অনুযায়ী দরখাস্ত জমা দিতে হইবে।

সভাপতি

পৌরসভার স্বাস্থ্য ও পরিবার কল্যাণ কমিটি

..... পৌরসভা

নং :

তারিখ :

বহুল প্রচারের জন্য প্রেরিত হইল :

- ১। মাননীয় জেলা সমাহর্তা,
- ২। মুখ্য স্বাস্থ্য আধিকারিক,

সভাপতি

পৌরসভার স্বাস্থ্য ও পরিবার কল্যাণ কমিটি

..... পৌরসভা

DRAFT

SUDA-Health/06/

Dt. 26.07.2006

From : Director, SUDA

To : The Chairman

..... Municipality

Sub. : Grass root level manpower & health facilities under Community Based Primary Health Care Service in 63 Non-KMA ULBs.

Sir / Madam,

Apropos project proposal with regard to community based primary health care service in 63 Non-KMA ULBs, approved by the Dept. of Health & Family Welfare, the grass root level manpower & health facilities admitted for your ULB is indicated in the table below :

No. of HHWs (Regular)	1 st Panel for replacement of HHWs to be upgraded to FTSs	2 nd Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training	No. of Sub-Centres	No. of FTSs

N.B. : HHW = Honorary Health Worker

FTS = First Tier Supervisor

- During selection of HHWs, no. of regular candidates & both the 1st & 2nd panel candidates are to be strictly adhered to. The list of both the panel candidates are to be prepared serially on merit basis. Guideline for selection of HHWs is enclosed.
- Total no. of regular HHWs and the panel candidates should undergo job orientation training.
- After completion of training only the regular HHWs are to be engaged.
- No. of Sub-Centres as specified in the table are to be identified more or less centrally to the BPL population to be served under that particular Sub-Centre to facilitate easy access.
- FTSs for Sub-Centre are to be selected for amongst the HHWs working at least for six (6) months. Detail guideline will be issued in due course.
- Working hours of grass root level manpower will be from 12 Noon to 4 P.M.
- Honorarium for grass root level manpower are as under :

Grass root level manpower	HHW	FTS
Honorarium per person per month (Amount in Rs.)	1,000/-	1,170/-

You are requested kindly to take necessary action with regard to selection of HHWs and identification of accommodation for Sub-Centres.

Yours faithfully,


Director, SUDA



No. 1184/MA/N/C-10/1G-7/2002

Dated, Kolkata the 18th November 2004

C L A R I F I C A T I O N

In continuation of this Deptt. Order No.1093/MA/N/C-10/1G-7/2002 dated 18.10.2004, the undersigned is directed by the Order of the Governor to clarify that the phrase "grass root level workers of different categories engaged in IPP-VIII, IPP-VIII (Extension) and RCH Sub-Project, Asansol" includes the names of functionaries as mentioned in the statement annexed hereto.

Sd/- D. Mitra,

Deputy Secretary to the Govt. of
West Bengal.

No.1184/1(10)/MA/N/C-10/1G-7/2002 Dated : 16.11.2004.

Copy forwarded for information and necessary action to :-

- 1) The Director, State Urban Development Agency, SUDA Bhavan, H.C. Block, Sector-III, Salt Lake, Kolkata-700 106.
- 2) The Chief Executive Officer, Kolkata Metropolitan Development Agency, Kolkata.
- 3) The Pr. Accountant General (J&E), West Bengal,
- 4) The Director of Treasuries,
- 5) The Director of Local Bodies,
- 6) The Treasury Officer, Bidhannagar,
- 7) The Finance Department, Group 'G',
- 8) The Finance Department, Group 'N'
- 9) The P.S. to H.I.C., H.M. Deptt., & U.D. Deptt.,
- 10) The P.A. to the Secretary of this Department.

Dy. Secy. to the Govt. of West Bengal.

No. 1093/1(10)/MA/N/C-10/1G-7/2002

Dated, Kolkata the 18th October, 2004.

26 OCT 2004
C R D E R

The undersigned is directed by order of the Governor to say that the Governor has been pleased to accord sanction to the enhancement of the honorarium for grass root level workers of different categories engaged in IPP-VIII, IPP-VIII (Extension) and RCH Sub-Project, Asansol at a flat rate of Rs. 250 per head per month over the existing honorarium they are getting.

The enhanced rate of honorarium will be effective from the 1st October, 2004.

This enhancement is not applicable to such categories of personnel who are full time employees of the State Government or Urban Local Bodies.

This Order issues with the Finance Deptt.'s concurrence, vide their U.O. Nos. Gr.G 174 dated 6.10.2004 and No. Gr.N 1657 dated 11.10.2004.

By Order of the Governor,

Sd/- B. K. Saha,
Joint Secretary,

No. 1093/1(10)/MA/N/C-10/1G-7/2002 Dated: 18.10.2004

Copy forwarded for information and necessary action to :-

- 1) The Director,
State Urban Development Agency,
ILGUS Bhawan, H.C. Block, Sector-III,
Salt Lake City, Kolkata-700 106
- 2) The Chief Executive Officer,
Kolkata Metropolitan Development Authority,
- 3) The Principal Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata.
- 4) The Director of Treasuries,
- 5) The Director of Local Bodies, West Bengal,
Purta Bhawan, Salt Lake, Kolkata.
- 6) The Treasury Officer, Bidhan Nagar, ~~These~~ Treasuries,
Kolkata.
- 7) Finance Department, Group 'G', Govt. of West Bengal,
- 8) Finance Department, Group 'N', Govt. of West Bengal,
- 9) The P.S. to Minister-in-Charge, M.A. Deptt. & U.D. Deptt.,
- 10) The P.A. to the Secretary of this Department.

Joint Secretary,

Enclosure to Clarification No. 1184/MA/N/C-10/1G-7/2002 Dated, Kolkata the 16th November 2004

Sl. No.	Category	IPP-VII	IPP-VIII(Extm)	RCH Sub Projed Asansol	Total(3+4+5)	Existing Honorarium per head per month (Rs.)	Proposed Honorarium per head per month (Rs.)	Adtl. amount reqd. per annum per enhancement of remuneration @ Rs.250/- per head per month (Rs.)
1	2	3	4	5	6	7	8	9
1.	Honorary Health Worker	3713	1090	367	5190	750.00	1000.00	1570000.00
2.	FTS	736	250	97	1082	920.00	1170.00	3246000.00
3.	STS	232	-	-	232	1050.00	1300.00	696000.00
4.	Storekeeper/Clerk-cum-storekeeper/storekeeper/clerk	141	35	13	189	850.00	1100.00	567000.00
5.	Sweeper	182	57	18	257	450.00	700.00	771000.00
5.	Attendant	282	57	17	356	650.00	900.00	1068000.00
7.	PTMO	282	70	-	352	1600.00	1850.00	1066000.00
8.	Nurse	94	-	-	94	1200.00	1450.00	282000.00
9.	Pharmacist/Lab Assistant	25	-	-	25	850.00	1100.00	75000.00
10.	Medical Officer/Full time Medical Officer	46	22	4	72	5500.00	5750.00	215000.00
11.	Ayuh	92	-	-	92	1500.00	1750.00	218000.00
12.	Laboratory Technician	47	-	-	47	1500.00	1750.00	141000.00
13.	Cashier-cum-Clerk	8	-	-	8	1000.00	1200.00	24000.00
14.	Manager	8	-	-	8	3500.00	3750.00	24000.00
15.	Assistant Health Officer	40	-	-	40	4750.00	5000.00	120000.00
16.	Full time Nurse	40	-	-	40	3750.00	4000.00	120000.00
17.	Urban Health Improvement organiser	40	-	-	40	2250.00	2500.00	120000.00
18.	ANM	-	70	-	70	1250.00	1500.00	210000.00
19.	Nurse	-	33	6	39	3500.00	3750.00	117000.00
20.	Specialist Doctors in 3 Disciplines	-	33	-	33	1600.00	1850.00	99000.00
21.	Laboratory Technidan-cum-storekeeper	-	11	2	13	1200.00	1450.00	39000.00
22.	Night Guards	-	11	4	15	450.00	700.00	45000.00
23.	PTMO	-	-	26	26	2000.00	2250.00	79000.00
24.	STS	-	-	26	26	1500.00	1750.00	73000.00
25.	Storekeeper/clerk	-	-	1	1	3000.00	3250.00	3000.00
26.	Medical Supervisor	-	-	1	1	4500.00	4750.00	3000.00
27.	PHN Staff	-	-	1	1	3500.00	3750.00	3000.00
28.	Staff Assistant	-	-	1	1	1500.00	1750.00	3000.00
29.	Account Assistant	-	-	1	1	1500.00	1750.00	3000.00
	Total	6007	1739	805	8351	57370.00	64776.00	25053000.00

Deputy Secretary

LEBASIS MITRA

**COMMUNITY BASED PRIMARY HEALTH CARE SERVICES IN 63 NON-KMA ULBS
ULB-wise admitted no. of HHWs, SCs & FTSs**

District	Sl. No.	Name of ULBs	No. of Wards	Total Population	BPL Population admitted by the project	Admitted no. of		
						HHWs	SCs	FTSs
Cooch Behar	1	Dinhata	16	36974	11320	16	4	4
	2	Tufanganj	12	19372	4049	12	3	3
	3	Mekhliganj	9	10753	2357	9	2	2
Jalpaiguri	4	Mal	16	23218	2833	16	4	4
	5	Islampur	14	52739	17413	17	4	4
Uttar Dinajpur	6	Kaliaganj	17	48632	15721	17	4	4
	7	Gangarampur	18	53541	17671	18	4	4
Dakshin Dinajpur	8	Old Malda	17	62959	19585	20	4	4
	9	Santipur	23	138195	45604	46	10	10
Nadia	10	Nabadwip	24	115036	37962	38	8	8
	11	Ranaghat	19	68749	15221	19	4	4
	12	Chakdah	20	86965	18964	20	4	4
	13	Bangaon	21	102115	33698	34	7	7
North 24 Parganas	14	Gobardanga	17	41638	13734	17	4	4
	15	Taki	16	37305	12310	16	4	4
Medinipur (East)	16	Tamluk	22	59105	15123	22	5	5
	17	Panskura	17	50038	14982	17	4	4
	18	Contai	18	77534	25574	26	6	6
	19	Egra	14	31500	8309	14	3	3
Medinipur (West)	20	Ghatal	17	51586	17023	17	4	4
	21	Ramjibanpur	11	17363	5730	11	3	3
	22	Khirpai	10	14545	4800	10	2	2
	23	Kharar	10	11580	5284	10	2	2
Burdwan	24	Jhargram	17	53158	17514	18	4	4
	25	Katwa	19	71589	23619	24	5	5
	26	Memari	16	36207	11943	16	4	4
	27	Gushkara	16	31874	10515	16	4	4
Hooghly	28	Raniganj	21	122891	36238	36	7	7
	29	Tarakeshwar	15	28175	9299	15	3	3
Murshidabad	30	Kandi	17	50342	16614	17	4	4
	31	Jiaganj- Azimganj	17	47228	15585	17	4	4
	32	Beldanga	14	25361	8369	14	3	3

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE
HEALTH SYSTEMS DEVELOPMENT INITIATIVE
SWASTHYA BILAWAN, 4th FLOOR,
GN-29, SECTOR-V, BIDHANNAGER
KOLKATA -700 091

☎ : (033) 2357-7930, FAX: (033) 2357-1896

Copy to
R/FO/PO(H)
2/15/06
5241
R/L

No.HFW/HSDL/URBAN HEALTH/02/05/38/06

Date: February 21, 2006

From: The Special Secretary,

Department of Health & Family Welfare,
Government of West Bengal

To: The Director of Health Service,
Department of Health & Family Welfare,
Government of West Bengal

Sir,

The matter of implementation of Community Based Primary Health Care Services in the uncovered 63 Urban Local Bodies of the State for overall improvement in the health care facilities in urban areas with special focus on urban poor has been under the consideration of the Government for sometime past. After careful consideration the Governor is pleased to accord administrative approval to the Community Based Primary Health Care Scheme in the 63 non-KMA Urban Local Bodies as per the annexed project plan.

2. The requirement of manpower at the State Headquarters has been revised and the Department of Municipal Affairs will finalize the recruitment, qualifications and the scales of pay in consultation with the Health and Family Welfare Department and get the same vetted by the Finance Department. The project cost of the scheme will stand modified accordingly.

3. The Governor is further pleased to sanction Rs. 3,00,00,000/- (Rupees three crore) as grant-in-aid for implementation of the scheme during the current financial year.

4. The Governor is also pleased to place the entire sum of Rs. 3,00,00,000/- (Rupees three crore) only at the disposal of the Deputy Director of Health Services (Accounts), West Bengal who will act as the Drawing and Disbursing Officer in respect of above fund. The DDO after drawal of fund will disburse the same in favour of Director, State Urban Development Agency, West Bengal under the Department of Municipal Affairs, Government of West Bengal.

5. The charge is debitable to the Head "2210-06-Public Health-800-other expenditure-SP-State Plan (AP & 10th Plan)-002-improvement of urban health services-31-Grants-in-aid-02-other grants" during the current financial year.

6. This order is issued with the concurrence of the Finance Department vide their U.O. No. Group N - 3085 dated 15.02.2006.
7. All concerned are being informed.

Sd/-
Special Secretary
the DH&FW

No.HFW/HSDI/URBAN HEALTH/02/05/38/06(10)

Date: February 21, 2006

Copy forwarded for information and necessary action to:

1. The Principal A.G. (A&E), West Bengal, Treasury Buildings, Kolkata- 700 001.
2. Secretary, M.A. Department.
3. District Magistrate,
4. Treasury Officer,
5. Finance Department, Group 'N' of this Government
6. ✓ Director, SUDA, ILGUS Bhawan, Salt Lake City.
7. Chairman,Municipality, P.O., Dist.....
8. Executive Officer,Municipality, P.O., Dist.....
9. P.S. to MIC / MOS of this Department / M.A. Department
10. P.S. to Principal Secretary of this Department.

Special Secretary
to the DH&FW
21.2.06