

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

Dr. De  
File  
17-9-08

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

D.O.No. 485/DFID

Date - 04.09.08

NOTICE



Sealed Quotations are hereby invited from the bonafide Agency/Company Manufacturer/Leading Dealers etc. for supply of different types of medicines as and when necessary as per specifications for Sub-Health Post (SHP) in connection with DFID Assisted HHW Scheme of Kalna Municipality.

The different types of medicines to be purchased with brief description, specification etc. are enclosed in the annexed list.

The rates are to be quoted in figures and in words per unit of medicine with specifications.

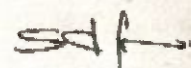
The sealed Quotations will be received in this office up to 15/09/08 within 2.00 p.m and will be opened on the same day at 3.00 p.m. in the chamber of undersigned. The Quotationers may remain present at the time of opening of quotations.

The under signed reserves the right to accept or cancel any or all quotations without assigning any reasons whatsoever. If the authority thinks it necessary the drug item will be sent to the appropriate concern for necessary analysis before use. The approved rate chart shall remain valid up to 31<sup>st</sup> march 2009.

The deduction of IT&ST will be made as per Govt. rules at the time of payment of bills.

Encl: - As stated above.

Memo No. 485(4)/1/DFID Dt. 04-09-08

  
Chairman,  
Kalna Municipality

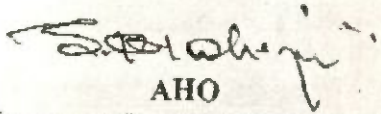
Copy to: -


- ✓ 1) The Project Officer, Health Wing (SUDA) Ilgus Bhavan, Bidhannagar, Kolkata-91.
- 2) The Project Director, H.H.W Scheme of Kalna Municipality.
- 3) The Postmaster, Kalna.
- 4) Kalna Municipality Office Notice Board.

  
Chairman,  
Kalna Municipality  
Chairman  
Kalna Municipality

# LIST OF MEDICINE

Sl. No	Product	Strength	Formulation Unit
1.	Combined Gastric Antacid	Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500 mg	10 Tablet / Strip (Aluminim Foil)
2.	Ranitidine	150 mg	Do
3.	Dom peridone	10 mg / Tab	Do
4.	Bromhexine Hydrochloride	8mg/Tab	Do
5.	Chlorpheniramine maleate	4 mg / Tab	Do
6.	Folifer (large)	Ferous Sulphate 180 mg & Folic Acid 0.5 mg / Tab	Do
7.	Folifer (small)	Ferous Sulphate 60 mg & Folic Acid 0.1 mg / Tab	Do
8.	Albendazole	400 mg / Tab	1 Tab / Strip
9.	Metronidazole	400 mg / Tab	10 Tabs / Strip
10.	ORS Citrate	Each Sachet of 28.5 gm containing Sodium Chloride 12.3 %, Dextrose 70.2%, Pot. Chloride 5.3 %, Sodium Citrate 10.2 %.	Sachet
11.	Dicyclomine	20 mg / Tab	10 Tabs / Strip
12.	Paracetamol	500 mg / Tab	Do
13.	Ibuprofen	400 mg / Tab	Do
14.	Co Trimoxazole (Adult)	Sulphamethoxazole 400 mg & Trimethoprim 80 mg / Tab	Do
15.	Co Trimoxazole (Paediatric)	Sulphamethoxazole 200 mg & Trimethoprim 40 mg / Tab	Do
16.	Chloramphenicol Eye Applicap	1 % w/w in applicap. Each applicap to contain 250 mg of oint	Applicap
17.	Absorbent Cotton	100 gm each	1 pkt of 100 gm
18.	Absorbent Gauze Sterilised in pkts	Containing 10 pcs. of 10 cm x 10 cm separately in polypack	1 set of 10 pcs. of gauze
19.	Benzyl Benzoate lotion	25 % / 100 ml	100 ml bottle / 450 ml bottle
20.	Provide Iodine oint.	5 %	15 gm tube
21.	Microspore	1/4" Width	1 roll
22.	Atenanol	50 mg	14 Tabs/Strip
23.	Cough Syrup	----	450 ml/ Bottle

  
**AHO**  
 Honorary Health Worker Project,  
 Kalna Municipality

  
**Chairman**  
 Kalna Municipality  
**Chairman**  
 Kalna Municipality

**SUDA**

*Dr. DC file*

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/DFID/08/95**

Date ... **21.10.2008**

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

*o/c*

**To : The Chairman  
Kalna Municipality**

**Sub. : Posting of Kaushlya Chatterjee**

**Sir ,**

With reference to your communication under memo no. 460/DFID dt. 10.07.2008, this is to inform you that approval by this end for engagement of the personnel is not required. However, after engagement of personnel by the Chairman of the ULB, a copy of the joining letter of the candidate is to be forwarded to the undersigned for keeping office record.

Thanking you.

Yours faithfully,

  
**Project Officer**

# GOURANGA GOSWAMI

CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

*Chhoin to make copy*  
KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

Memo.No. 460/DFID

Date: - 10/07/08

To  
The Project Officer,  
Health Wing SUDA,  
ILGUS Bhavan, BIDHANNAGAR,

Sub: Approval of posting of Kaushlya Chatterjee

Madam,

Shrimati Kaushlya Chatterjee has been selected to work as ANM of HHW Project by the H & F W Committee after considering biodata & working experience of the applicants. The post was lying vacant from 07.02.08 due to the resignation of Shrimati Arpita Dutta.

This is for your information & approval please.

Yours faithfully,

*Gouranga Goswami*  
Chairman

Kalna Municipality 10/7/08

Chairman,  
KALNA MUNICIPALITY

# GOURANGA GOSWAMI

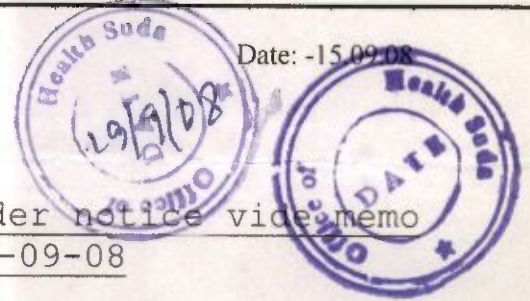
CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

Memo.No. 489/DFID

Date: -15.09.08



Extension of time of previous tender notice vide memo  
no 485/DFID dated 04-09-08

A notice is hereby given for extension of time of previous tender notice vide memo no 485/DFID dated 04-09-08 for a additional period of seven days i.e. up to 22.09.08 . The time for dropping & opening of the tender will remain same as mentioned in the earlier notice. The cause of extension of time is due to non response of suppliers.

*Sd/-*  
Chairman  
Kalna municipality

Memo No. 489(4)/1/DFID Dt. 15-09-08

Copy to: -

- ✓ 1) The Project Officer, Health Wing (SUDA) Ilgus Bhavan, Bidhannagar, Kolkata-91.
- 2) The Project Director, H.H.W Scheme of Kalna Municipality.
- 3) The Postmaster, Kalna.
- 4) Kalna Municipality Office Notice Board.

*[Signature]*  
Chairman,  
Kalna Municipality  
**Chairman**  
Kalna Municipality

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KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

*o/c*

D.O.No. 485/DFID

Date: - 04.09.08

NOTICE

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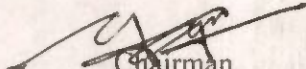
The deduction of IT&ST will be made as per Govt. rules at the time of payment of bills.

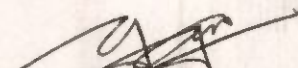
Enclo: - As stated above.

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

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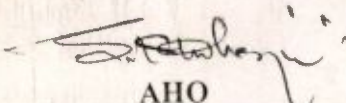
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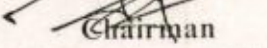
  
Chairman,  
Kalna Municipality  
**Kalna Municipality**

  
Chairman,  
Kalna Municipality  
**Chairman**  
**Kalna Municipality**

## LIST OF MEDICINE

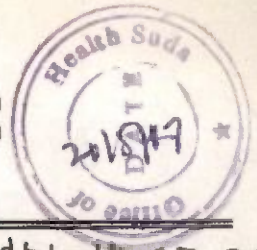
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 AHO  
 Honorary Health Worker Project,  
 Kalna Municipality

  
 Chairman  
 Kalna Municipality  
 Chairman  
 Kalna Municipality

# Honorary Health Worker Project

Kalna Municipality



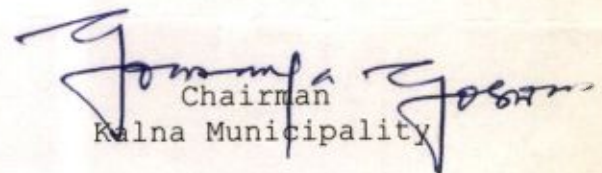
Memo No - 443/DFID

dt: -14-05-08

Block Wise Awareness Meeting, March 2008

Subject: Maternity & Child care, Immunisation,  
Awareness about Cancer of Brest & Uterus.

Date	Block	Time	Place
11.03.08	02	4 p.m.	Sarishapati
12.03.08	06	4 p.m.	Charabagan
13.03.08	03	4 p.m.	Ambagan
14.03.08	08	4 p.m.	Kalatala
19.03.08	09	4 p.m.	Chotomitra Para
20.03.08	04	4 p.m.	Mondal Para
24.03.08	11	4 p.m.	Shyamganj
25.03.08	01	4 p.m.	Jabari Para
26.03.08	12	4 p.m.	Baramitra Para
27.03.08	07	4 p.m.	Bagan Para
28.03.08	05	4 p.m.	Barui Para
29.03.08	10	4 p.m.	Chatodeuri

  
Chairman  
Kalna Municipality



**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No **SUDA-Health/DFID/08/29(11)**

Date ...**16.05.2008**

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

**To : The Chairman,  
Cooch Behar / Jangipur / Baharampur / Suri /  
Bolpur / Purulia / Bankura / Kalna / Bishnupur /  
Krishnagar / Medinipur Municipality**

**Sub : Extension of tenure of Municipal Management Cell (MMC) and  
grass-root level functionaries under Honorary Health Worker Scheme**

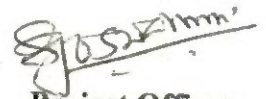
**Sir,**

Enclosed, kindly find herewith order no. 496/MA/C-10/3S-28/2007 dt. 05.05.2008 \* of Dept. of Municipal Affairs, Govt. of West Bengal with regard to extension of tenure of Municipal Management Cell and grass-root level functionaries under Honorary Health Worker Scheme.

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

Yours faithfully,

**Encl. : \***

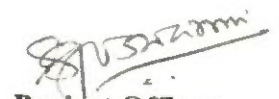
  
**Project Officer**

**SUDA-Health/DFID/07/29(11)1(11)**

**Dt. .. 16.05.2008**

**CC**

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

  
**Project Officer**

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. ....  
**SUDA-Health/DFID/07/183**

Date .....  
**06.03.2008**

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

**To : The Chairman  
Kalna Municipality**

**Sub. : Extension of time period for purchase of furniture  
in connection with HHW Scheme.**

**Ref. : Your communication bearing no. 403/DFID dt. 27.12.2007.**

**Sir,**

With reference to above, approval is hereby accorded for extension of time period to complete purchase of furniture in connection with HHW Scheme.

You are requested to complete such purchase by March, 2008. The expenditure is to be booked under the A/C head "Furniture" and SOE is to be submitted by April, 2008.

Thanking you.

Yours faithfully,

*o/c*

**SUDA-Health/DFID/07/183/1(1)**

**CC**

**Project Director, HHW Scheme, Kalna Municipality**

*[Signature]*  
**Project Officer**

**Dt. .. 06.03.2008**

*[Signature]*  
**Project Officer**

**GOURANGA GOSWAMI**  
CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

D.O.No. 403/DFID

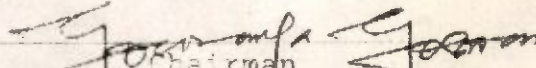
Date: - 27-12-07

To  
The Project Officer  
Health Wing SUDA  
ILGUS Bhavan, BIDHANNAGAR

Sub: Request for extension of date for procurement.

Madam,

We are not in a position to submit the UC for noted items at fixed time due to failure of the supplier to supply two items (i.e. patient examination table & three fold partition) for which they received supply order. Therefore you are requested to allot us another 60 days for procurement of such items & submitting the UC for rest part. We will try our best to do the job as soon as possible.

  
Chairman  
Kalna Municipality

File  
13/12/07

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO. -256242(03454)

Memo. No. 394(1)DFD.

Date: - 11-12-07.

To

Sri /Smt Representative of Health wing of SUDA  
Kolkata,



Respected Sir/Madam,

A meeting of Municipal Level Health and Family welfare Committee of Kalna Municipality will be held on 14/12/07 at 1.00 P.M at Kalna Municipality Office.

You are requested to be presented in the meeting.

Sincerely yours,

Chairman,  
Kalna Municipality

We have already discussed that savings groups linked to bank credit could be used to cover the invisible out-of-pocket costs in illness. (invisible only to planners). There are limits to how much this would contribute, but even with its limitations this could be welcome.

In the main financing has the following options:

**1. More user fees from the secondary referral centers ( the referral fee at the primary level is a non- starter):**

The only way this can be gained is by increasing volumes of patients seen. Even the current rates which are modest by commercial standards are too high for the poor and have largely led to their exclusion. Also non beneficiary turnover increases at the cost of being able to cover the beneficiary defeat the purpose. Cost recovery is not the criteria of success of the maternity home- access to the poor is. If Cost recovery can be affected without compromising access then it would be most welcome. The referral centers should not become an avenue to subsidise the HHW components. Rather it should be having a minimum criteria for exemptions to increase access to the poor.

**2. More revenue mobilisation by the ULB from other sources and its deployment into reaching health to the poor. This could be an earmarked fund or a non earmarked mobilisation.**

This would be part of the study on financing in general. We just flag one such possibility here . That is raising funds from commercial private sector hospitals- funds that are earmarked for serving the poor through these programmes. Medical tourism dependent corporate hospitals could attract even more cess and this may be presented as part of corporate social responsibility. While higher end patient mobility is being planned for to tap the overseas patient market, the larger migrant population already here largely from within the country could also access their basic human rights. Other possibilities for earmarked fund transfer are for financing social insurance- if properly positioned a number of donors as well as some innovative cess collections could be proposed for this. The fact that the funds go directly to providing access for the poor at services provided by the ULBs at very reasonable rates- is an attractive marketing proposition for fundraisers.

**3. More fund transfers from the central or state government with or without external donor support.**

This is inescapable. As long as budgets have not reached the levels mandated by the national health policy, this should be the first avenue of exploring of funds for programme that is so sharply targeted to the poor. It is unrealistic, even unfair to expect full cost recovery from poorer sections. This is now an acceptable principle and the sums involved would not be beyond the possible.

In this context one would need to re- examine the concept of sustainability. Maximising financing options and cost recovery options without affecting the access to the poor is an acceptable premise. But to prioritise sustainability – understood as being able to run the

Notice Board

**GOURANGA GOSWAMI**  
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KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

Memo.No. 361/DFID

20 AUG 2007

Date: -13.08.07

NOTICE



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The different types of medicine to be purchased (as & when necessary) with brief description, specification etc. are enclosed in the annexed list.

The rates are to be quoted in figures and in word per unit of medicine with specifications.

The sealed Quotations will be received in this office up to 22/08/07 within 2.00 p.m and will be opened on the same day at 3.00 p.m. in chamber of the undersigned. The Quotationers may remain present at the time of opening of quotations.

The quotations will remain valid for a year from the date of opening of tenders. At the time of purchase the date of expiry must be extended upto a minimum period of two years from the date of supply; otherwise it will be treated as cancelled. The under signed reserves the right to accept or cancel any or all quotations without assigning any reasons what so ever.

The deduction of IT&STI will be made as per Govt. rules at the time of payment of bills.

Encl: - As stated above.

sd/

Memo No. 361(4)/1/DFID dt. dated 13/08/07

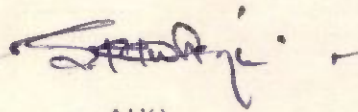
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Chairman,  
Kalna Municipality

Sl. NO.	Name of Medicine	STRENGTH	FORMULATION UNIT
22.	Aibendazole Syrup	200 mg	10 ml/ Bottle
23.	Metronidazole + Norfloxacin Syr.	Met. 100 mg & Nf 100 mg	30 ml/ Bott.
24.	Levocetirizine Syr.	2.5 mg/ 5ml	30 ml/ Bott
25.	Paracetamol Syr.	120 mg/ 5 ml	60 ml/ Bott
26.	Dicyclomine Syr.	10 mg/ 5 ml	30 ml/ Bott.
27.	Solbutamol Tabs	2 mg	10 Tabs/ Strip
28.	Roxythromycin Tabs	50 mg	10 Tabs/ Strip
29.	Roxythromycin Tabs	150 mg	10 Tabs/ Strip
30.	Doxycycline Tabs	100 mg	10 Tabs/ Strip
31.	Dulcolax Tabs	5 mg	10 Tabs/ Strip
32.	Lasix Tabs	40 mg	15 Tab/ Strip
33.	Wycolan Tabs	10 mg	10 Tabs/ Strip
34.	Miconazole oinment	2 %	15 mg/ Tube
35.	Mercurochrome	---	
36.	Norfloxacin Tabs	400 mg	10 Tabs/ Strip
37.	Ciprofloxacin Tabs	250 mg	10 Tabs/ Strip
38.	Amoxycilin Tabs	250 mg	10 Tabs/ Strip
39.	Amoxycilin Tabs	125 mg	10 Tabs/ Strip
40.	B-Complex	---	10 Tabs/ Strip
41.	Multivitamin	---	10 Tabs/ Strip
42.	Pregnancy Test Kit		01 Kit/ Strip
43.	Atenanol	50 mg	10 Tabs/ Strip
44.	Cough Syrup		01 Pound/ Bottle
45.	Savlon		01 Lit / Bottle
46.	Methylergometrine Maleate	0.125 mg/ Tab	10 Tabs/ Strip

  
 AHO  
 UNFPA Assisted HHW Project  
 Kalna Municipality  
 Asst. Health Officer  
 Honorary Health Worker Project  
 Kalna Municipality

  
 Chairman  
 Kalna Municipality  
 Chairman,  
 KALNA MUNICIPALITY

### List of medicine

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3.	Benzyl-Benzoate	25% / 100 ml	01 Pound / Bottle
4.	Dom Peridone	10 mg / Tab	10 Tabs/ Strip
5.	Paracetamol	500 mg / Tab	10 Tabs/ Strip
6.	Ranitidine	150 mg / Tab	10 Tabs/ Strip
7.	Bromhexine Hydrochloride	8 mg / Tab	10 Tabs / Strip
8.	Chlorpheniramine maleate	4 mg / Tab	10 Tabs / Strip
9.	Folifer Large	Ferous Sulphate 180 mg & Folic acid 0.5 mg / Tab	10 Tabs/ Strip
10.	Folifer Small	Ferous Sulphate 60 mg & Folic acid 0.1 mg / Tab	10 Tabs/ Strip
11.	Albendazole	400 mg / Tab	1 Tab/ Strip
12.	Metronidazole	400 mg/ Tab	10 Tab/ Strip
13.	ORS Citrate	Each Sachet of 28.5 gm containing Sodium Chloride 12.3%, Dextrose 70.2 %, Pot. Chloride 5.3%, Sodium Citrate 10.2 %.	Sachet.
14.	Ibuprofen	400 mg/ Tab	10 Tabs/ Strip
15.	Co-trimaxazole (A)	Sulphamethoxazole 400 mg & Trimethoprim 80 mg/Tab	10 Tabs/ Strip
16.	Co-trimaxazole (Pediatric)	Sulphamethoxazole 200 mg & Trimethoprim 40 mg/Tab	10 Tabs/ Strip
17.	Chloramphenicol Eye Applicap	1 % w/w in applicap. Each applicap to contain 250 mg of oint.	Appicap
18.	Absorbent Cotton	100 gm each	1 pkt. of 100 gm
19.	Absorbent Gauze Sterilised in pack	Containing 10 Pcs. Of 10 cm x 10 cm Separately in polypack	1 Set of 10 Pcs. Of gauze
20.	Providone Iodine Oint	5%	5 mg/ Tube
21.	Microspore	½ " width	1 reel



**GOURANGA GOSWAMI**  
**CHAIRMAN**  
**KALNA MUNICIPALITY**  
**KALNA, BURDWAN**

**KALNA MUNICIPALITY OFFICE**  
**PHONE NO (S R) -255004(03454)**  
**FAX NO: -256242(03454)**

Memo.No. 361/DFID

Date. -13.08.07

**NOTICE**

Sealed Quotations are hereby invited from the bonafied Agency/Company/Manufacturer/Leading Dealers etc. for supply of different types of medicine as per specifications for Sub-Health Post (SHP) in connection with DFID Assisted HHW Scheme of Kalna Municipality.

The different types of medicine to be purchased (as & when necessary) with brief description, specification etc. are enclosed in the annexed list.

The rates are to be quoted in figures and in word per unit of medicine with specifications.

The sealed Quotations will be received in this office up to 12/08/07 within 2.00 p.m and will be opened on the same day at 3.00 p.m. In chamber of the undersigned. The Quotationers may remain present at the time of opening of quotations.

The quotations will remain valid for a year from the date of opening of tenders. At the time of purchase the date of expiry must be extended upto a minimum period of two years from the date of supply; otherwise it will be treated as cancelled. The under signed reserves the right to accept or cancel any or all quotations without assigning any reasons what so ever.

The deduction of T&ST will be made as per Govt. rules at the time of payment of bills.

Encls: - As stated above.

*sd/-*

Memo No. 361(4)/11/DFID dated 13/08/07

Chairman,  
 Kalna Municipality

Copy to :-

- ✓ 1) The Project Officer, Health Wing (SUDA) Ugas Bhavan, Bidhannagar, Kolkata-91.
- 2) The Project Director, H.H.W Scheme of Kalna Municipality.
- 3) The Postmaster, Kalna.
- 4) Kalna Municipality Office Notice Board.

*[Signature]*  
 Chairman,  
 Kalna Municipality

**Health Component of KUSP**  
**Proforma for Report of training**  
**on**  
**Re-designed Family Schedule & HMIS**

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

- Total no of HAUs under CUDPIII.....
- Total no. of HAUs under IPP-VIII .....
- Report for the Month of .....
- 

Training held during	HAU no. covered	Nos. of functionaries participated in the training		
		HHWs	FTSs	STSs / ANMs

- Training completed so far for ..... no. of HAUs under CUDPIII  
and ..... No. of HAUs under IPP-VIII

**Signature of Health Officer / Asstt. Health Officer**

# GOURANGA GOSWAMI

CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

File

Memo.No. 387/DFID

Date: - 13/11/07.



## Notice

Applications are invited for engagement in the post of ANM (01 in No) for the HHW Project of Kalna Municipality. Details of the engagement will be found with C.D.O of the Project.

Necessary requisites are -

- Minimum education - School Final / Madhyamick with Auxiliary Nursing & Midwifery, qualification certificate from any recognised institute.
- Residence within the Project Block.
- Experience - In public health activity.

Application must reach in Municipal office on or before 26.11.07 during office hours. The interview will be held on 27.11.07 at 1 p.m. in the office of the HHW Project of Kalna Municipality. Candidates are to appear with original documents.

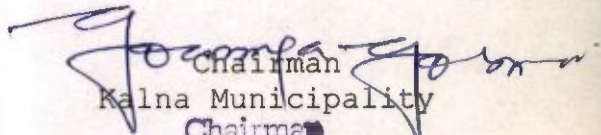
sd/

Chairman  
Kalna Municipality

Memo No - 387(2)/11/DFID dt:- 13/11/07

Copy forwarded to-

- ✓ The Project Officer, Health Wing SUDA.
- The Project Director, HHW Project, Kalna Municipality.

  
Chairman  
Kalna Municipality  
Chairman  
Kalna Municipality

**GOURANGA GOSWAMI**

CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

Memo.No. 385/DFID

Date: - 12/11/2007

To,  
The Project Officer,  
Health Wing SUDA,  
ILGUS Bhavan, BIDHANNAGAR,



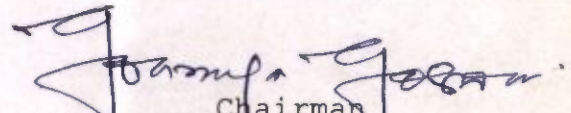
Sub: Approval of posting of Jharna Majumder

Madam,

Shrimati Jharna Majumder has been selected to work as PHN of HHW Project of Kalna Municipality by the H & FW Committee after considering biodata & working experience of the applicants, the post is lying vacant from 09.10.07 due to the resignation of Shrimati Sandhya Sarkar on health ground.

This is for your information & approval please.

Yours sincerely,

  
Chairman  
Kalna Municipality

**SUDA**

*File*

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/DFID/07/123**

Date .....**15.11.2007**

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

To : **The Chairman,**  
Kalna Municipality

Sub : **Engagement of PHN in the MMC under HHW Scheme.**

Ref. : **Your communication bearing memo no. 385/DFID dt. 12.11.2007.**

Sir,

You may be aware that Municipal Level Health & FW Committee has been vested with the responsibility of selection of personnel of MMC and the Chairman of the ULB for their engagement.

Approval of this office towards engagement will not be required. Information on engagement of personnel with date of joining is to be forwarded to this office for maintaining records.

Thanking you.

Yours faithfully,

  
Project Officer

**GOURANGA GOSWAMI**

**CHAIRMAN**

**KALNA MUNICIPALITY  
KALNA, BURDWAN**

**KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)**

Memo.No. 385/DFID

Date: - 12/11/2007



To,  
The Project Officer,  
Health Wing SUDA,  
ILGUS Bhavan, BIDHANNAGAR,

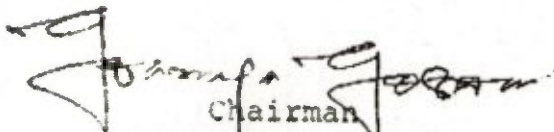
Sub: Approval of posting of Jharna Majumder

Madam,

Shrimati Jharna Majumder has been selected to work as PHN of HHW Project of Kalna Municipality by the H & FW Committee after considering biodata & working experience of the applicants, the post is lying vacant from 09.10.07 due to the resignation of Shrimati Sandhya Sarkar on health ground.

This is for your information & approval please.

Yours sincerely,

  
Chairman  
Kalna Municipality

**SUDA**

o/c  
**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

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

Ref No. ....  
**SUDA-Health/DFID/07/79**

Date .....  
**23.08.2007**

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

**To : The Chairman,  
Kalna Municipality**

**Sub : Administrative Approval and Financial Sanction (AA & FS) for  
procurement of Kit Bag for Health Workers (HHWs & FTSs) engaged  
under DFID assisted HHW Scheme.**

**Ref. : Your communication bearing no. 307/DFID dt. 14.03.2007.**

**Sir,**

AA & FS is accorded for an amount of Rs. 2,400/- (Rupees Two thousand four hundred) only towards procurement of 15 nos. of Kit Bag for Health Workers (HHWs – 12 & FTSs - 3) as per approved specification enclosed herewith at the rate of Rs. 160/- each. The procurement is to be completed by November, 2007.

The expenditure for the purpose may be booked under the A/C head "Training" and SOE be submitted accordingly.

Thanking you.

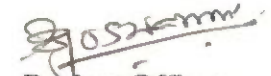
**Encl. : As stated.**

**SUDA-Health/DFID/07/79/1(1)**

**Copy forwarded for kind information to :**

**Project Director, HHWs Scheme, Kalna Municipality**

Yours faithfully,

  
**Project Officer**

**Dt. .. 23.08.2007**

  
**Project Officer**

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

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

West Bengal

Ref No. **SUDA-Health/DFID/07/71**Date .....**14.08.2004****From : Dr. Shibani Goswami,  
Project Officer,  
Health , SUDA****To : The Chairman,  
Kalna Municipality****Sub : Administrative Approval & Financial Sanction (AA&FS) for Rs. 52,000/-  
procurement of furniture & equipments by your ULB in respect of HHW  
Scheme.**

Sir,

With reference to your Memo No. 303/DFID dt. 23.02.2007, AA&FS is hereby accorded for Rs. 36,000/- for purchase of Furniture & Rs. 16,000/- for purchase of Equipments as per enclosed list.


The said procurement is to be done following the Govt. norms through Procurement Committee already constituted at your ULB. The procurement is to be completed by Dec, '07.

SOE is to be submitted in due course along with authenticated copies of bills & vouchers with stock ledger endorsement.

Thanking you.

Encl. : As stated.

Yours faithfully,



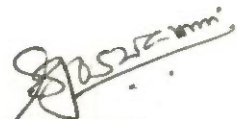
Project Officer

Dt. .. 14.08.2004

**SUDA-Health/DFID/07/71/1(2)**

CC

1. Project Director, HHWs Scheme, Kalna Municipality.
2. F.O., Health, SUDA.

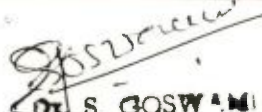


Project Officer



HHW Scheme, Kalna Municipality

SN	ITEM NAME	QUANTITY
<b>FURNITURE</b>		
1	Patient Examination Table	1
2	Pencil Torch	4
3	Screen Partition	4
4	Water Purifier	4
	<b>Total cost for procurement of furniture shall not exceed Rs. 36,000/-</b>	<b>Rs. 36,000/-</b>
<b>EQUIPMENTS</b>		
5	BP Instrument	3
6	Large Scissors	4
7	Laser Printer	1
8	Stethoscope	3
9	Thermometer	20
10	Tongue Depressor	3
	<b>Total cost for procurement of equipments shall not exceed Rs. 16,000/-</b>	<b>Rs. 16,000/-</b>

  
**Dr. S. GOSWAMI**  
 Project Office:  
 Health Wing  
 S. H. D. 4

# GOURANGA GOSWAMI

CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN



PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

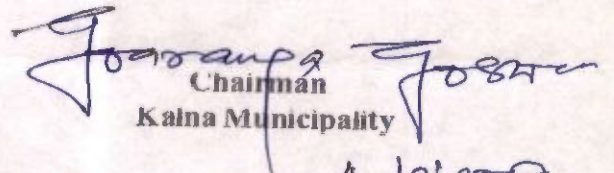
Memo.No. 360/DFID

Date: - 4/8/07

10 AUG 2007

Respected Madam,

This is for your kind information that we have already collected the allotted no's of Kit 'A' & Kit 'B' from the office of C.M.O.H Burdwan on 24.07.2007 (vide Sub Issue Voucher of the said office No. DRS/BDN/27/RCH - II of 07 - 08 dated 24.07.2007). A Xerox copy of this concerned voucher is sent herewith.

  
Chairman  
Kalna Municipality

4/8/07

Chairman  
Kalna Municipality



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH  
D.R.S. BRANCH, BARDHAMAN.

**SUB- ISSUE VOUCHER**

Stores required for : The, Chairman, Kalna Municipality, Bardhaman.  
Dispatch Instruction : Through the Vehicle No. WB-41A-9700  
Reference : His No. 351/DFID, Kalna Bardhaman.

I.V.NO.DRS/BDN/ **127/RCH-II** of 07-08 . Dated, Bardhaman, the 24-07-2007

Sl. No.	Name of the Item	Quantity Indented	Quantity Sanction	Quantity Issued	Value of Stores
1.	Drug Kit ' A '	08 Kits	08 Kits	08 Kits	
2.	Drug 'Kit' B	08 Kits	08 Kits	08 Kits	

(Two Item Only)

*Bell*  
24.07.07  
STOREKEEPER,  
D.R.S. BARDHAMAN.

*[Signature]*  
24.07.07  
DY. CHIEF MEDICAL OFFICER  
HEALTH-I, BARDHAMAN.

Received in full & in good condition  
Maintained with proper cold chain system.

Received 08 nos of kit A & 08 nos of kit B (sealed)

*Tashtadeo Banerjee*  
24/07/2007  
Signature with date of Authorized person.

File

**DFID – ASSISTED HONORARY HEALTH WORKER SCHEME  
PURULIA MUNICIPALITY  
PURULIA**

Memo No: DFID (H H W)/45

Date: - 18/6/07

To  
Dr. S. Goswami  
The Project Officer  
Health Wing, SUDA  
Kolkata

20 JUN 2007



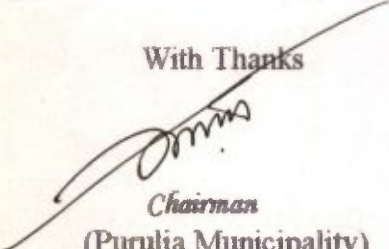
**Sub: - Intimation in regarding change in MMC personnel.**

Madam,

This is to inform you that there is a change of personnel posted under deputation vacancy in M.M.C. of purulia municipality. The change is as under: -

Sl. #	Name of the post	Name of the person previously engaged	Name of the person now engaged	Date of the new posting of personnel
1.	Attendant	Ranjit Mahato	Swapan Banerjee	02.03.2007
2.	Clerk cum store keeper	Ashok Ghosh	Sadhan Sarkar	28.03.2007

With Thanks

  
Chairman  
(Purulia Municipality)



**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

*H/c*

U.O.No. 338/DFID

Date: - 31/05/07.

Sub: Selection & posting of H.H.W & R.T.S



Madam,

This is for your information that Mrs. Srimati Hazra R.T.S for S.H.R No. - 01 has resigned from her post as on 14.05.07. This office has accepted her resignation duty.

To fill up her post H&R.W committee of Kalna Municipality has selected the name of Mrs. Rina Sikder in its last meeting held on 25.05.07. Mrs. Rina Sikder is working as a regular H.H.W from the starting of this Project.

Similarly to fill up the post which will be vacant due to recruitment of Mrs. Kina Sikder as next R.T.S will be replaced by Miss Ashoka Kundu a HHW as per decision of the said committee. Miss Ashoka Kundu is a trained candidate of panel - 02 of this project. This is for your information & necessary approval.

Thanking you,

*[Signature]*  
Chairman  
Kalna Municipality

Copy forwarded to -  
1. Project Director, DRID Assisted HHW Scheme, Kalna Municipality

**GOURANGA GOSWAMI**

CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWANKALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: 256242(03454)

Memo.No.

Date: -

*Health Expert M.  
h***To**  
**The Project Officer**  
**Health Wing SUDA**  
**Ugus Bhavan,**  
**HC Block, Sector - III**  
**Bidhannagar, Kol-91****Sub: Selection & Posting of H.H.W & F.T.S**

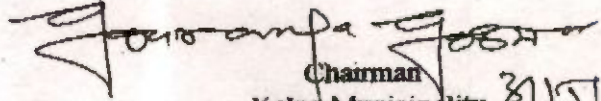
Madam,

This is for your information that Mrs. Srimati Hazra, FIS for S.H.P No. - 01 has resigned from her post as on 14.05.07. This office has accepted her resignation duty.

To fill up her post H& F.W committee of Kalna Municipality has selected the name of Mrs. Rina Sikder in its last meeting held on 25.05.07. Mrs Rina Sikder is working as a regular H.H.W from the starting of this Project.

Similarly to fill up the post which will be vacant due to recruitment of Mrs. Rina Sikder as next F.T.S will be replaced by Miss Ashoka Kundu as per decision of the said committee. Miss Ashoka Kundu is a trained candidate of panel-2 of this project. This is for your information & necessary approval.

Thanking you,

  
Chairman  
Kalna Municipality 31/5/07

Copy Forwarded to -

1. Project Director, DFID Assisted HHW Scheme, Kalna Municipality.



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No **SUDA-Health/DFID/07/20(11)**

Date .....18:05:2007

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

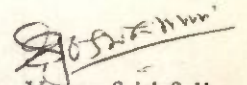
**To : The Chairman  
Cooch Behar / Jangipur / Baharampur / Suri /  
Bolpur / Purulia / Bankura / Kalna / Bishnupur /  
Krishnagar / Medinipur Municipality**

**Sub. : Procurement of Medicines in respect of  
Honorary Health Worker Scheme.**

**Sir,**

In modification of this office earlier letter bearing no. SUDA-Health/DFID/06/105(11) dt. 24.01.2007, I am directed to inform you that procurement of medicines for HP & SHPs as per approved list may be made observing State Govt. norms by the Procurement Committee, already constituted at MMC which had already been spelt out in this office letter no. SUDA-Health/DFID/04/333 dt. 07.12.2004.

Thanking you.

  
Yours faithfully,


**SUDA-Health/DFID/07/20(11)/1(11)**

**Project Officer**

**Dt. .. 18.05.2007**

**CC**

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

  
**Project Officer**



- f) That a laboratory that can estimate level of anemia, do a routine urine examination (albumin, sugar, microscopy), and examine sputum for AFB and blood smear for malaria is built up. The FTS can be trained in a one month course to do these tests. In which case the additionality is only the training costs and the microscope and a very small costs on consumables. We note that this level of laboratroy work forms part of the MBBS course and medical officer may need a one week training refresher so that he/she can adequately supervise the FTS there or do the tests himself when need arises. A good basic laboratroy manual with pictures would also facilitate this
- g) The alternative is to contract out diagnostics to a private laboratory but costs may be higher.
- h) The timing of the sub-center should be reconsidered

One major concern that we are addressing in the recommendation above is that the FTS really seems to have a very inadequate work definition. There is little to supervise and she does very little field supervision or support. It is better to develop the sub-center as a multiskilled paramedical run counselling plus basic primary care center supported by a visiting doctor.

We also note a) retain the HHW as a urban paramedcial workforce is an a priori decision and b) pressures to make her honararium into a minimum wage have continued to rise even at times of relatively fund shortages. The mandate of the study team also emphasises the centrality of concern around retaining this workforce. Given these circumstances the best way forward is such a redefinition as proposed that would justify a living wage but-- in parallel -- upgrading skills and increasing the work definition and making for better outcomes.

Timing of sub-center: If the ULBs choose to opt for a full wage structure – then the sub-center becomes accessible to the public for 8 hours- from let us day 12 noon to 8 pm.

If on the other hand the honorary part time nature is retained we still will have to find through a participatory process with the commnity what is the best timings for a sub-center to ensure maximum accessibility and minimum loss of wages and shift the sub-center times to that timing. Currently timing seems determined by the workforce's convenience. But if we are running a clinic for minor illness- then it needs to be at a time when without loss of wage the population can access it. This timing alone must be excluding most working women labour from these clinics. Currently the sub-center is regrettably a token of primary care that cannot even provide a minimum professional quality of antenatal care– much more symbolic than substance. There is a case for making it substantial with little additional costs but much more seriousness on ensuring access and quality of care.

**Data collection and use:**

FROM : Mr. PROJECT NO. : FILE NO. : CO-OPERATIVE  
Do. De.  
File  
25.04.07

**GOURANGA GOSWAMI**  
CHAIRMAN  
**KALNA MUNICIPALITY**  
**KALNA, BURDWAN**

**KALNA MUNICIPALITY OFFICE**  
PHONE NO (S): -255004(03454)  
FAX NO: -256242(03454)

Memo. No. 325(8)/DFID

Date: - 24/04/07

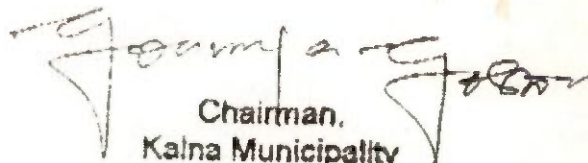
To  
Sri/Smt Representative of  
Health wing SUDA

Respected Sir/Madam,

A meeting of F.W. Committee of Kalna Municipality will be held on 30/04/07 at 12 noon at Kalna Municipality Office.

You are requested to be present in the meeting.

Sincerely yours,

  
Chairman,  
Kalna Municipality

সেচ্ছাসেবী স্বাস্থ্যকর্মী প্রকল্প

কালনা পৌরসভা

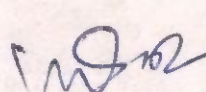
Memo No- 302/DFID

০৫-১৭/২০১৭

কালনা পৌরসভা রক ভিত্তিক সচেতনতা সভা, ফেব্রুয়ারী - ২০০৭

আলোচ্য বিষয় - মা ও শিশুর মৃত্যু, লীকাকরণ, জাতীয় কুষ্ঠ, জাতীয় মক্ষা সম্বন্ধে  
সচেতনতা ও সাবধানতা।

ক্রমিক নং	সভার তারিখ	রক	সভার সময়	সভার স্থান
১.	০২.০২.০৭	১০	বিকাল ৪-৩০	শেতলা তলা
২.	০৩.০২.০৭	০৫	ঐ	রমেশ মন্ডলের উঠান
৩.	০৫.০২.০৭	১২	সন্ধ্যা ৬ টা	গাঁবতলা
৪.	০৭.০২.০৭	১১	বিকাল ৪টা	পীড়তলা
৫.	১৫.০২.০৭	০৭	বিকাল ৪টা	সেন্ট মেরিজ প্রাঃ বিদ্যালয়
৬.	২০.০২.০৭	০২	বিকাল ৪টা	দাসপাড়া
৭.	২১.০২.০৭	০৪	বিকাল ৪টা	দাসপাড়া
৮.	২২.০২.০৭	০৬	বিকাল ৪টা	চারাবাগান
৯.	২৩.০২.০৭	০৩	বিকাল ৪টা	মহুরা খাতুন প্রাঃ বিদ্যালয়
১০.	২৪.০২.০৭	০১	বিকাল ৪টা	ডাঙ্গাপাড়া
১১.	২৬.০২.০৭	০৯	বিকাল ৪টা	আদিবাসী পাড়া
১২.	২৭.০২.০৭	০৮	বিকাল ৪টা	মাগুলী পাড়া

  
পৌরপতি  
কালনা পৌরসভা  
১২/২/০৭

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No **SUDA-Health/DFID/06/104(11)**Date ..... **24.01.2007****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman,  
Cooch Behar / Jangipur / Baharampur / Suri /  
Bolpur / Purulia / Bankura / Kalna / Bishnupur /  
Krishnagar / Medinipur Municipality****Sub. : Enhancement of Honorarium in respect of Grass-root level workers under  
DFID assisted Honorary Health Worker Scheme.**

Sir,

I am directed to inform you that the Competent Authority has sanctioned the enhancement of honorarium for grass root level workers under DFID assisted Honorary Health Worker Scheme by an amount of Rs. 250/- per month with effect from 01.10.2004. This enhancement will be applicable to the grass root level workers of your ULB with effect from the date of his / her joining.

Again, the Competent Authority has increased the rate of honorarium for grass root level workers under DFID assisted Honorary Health Worker Scheme by a further amount of Rs. 250/- per month with effect from 01.07.2006.

The category of grass root level workers is as under :

Sl. No.	Category of Grass root level workers
1	HHW
2	FTS
3	PTMO
4	ANM
5	Clerk cum Storekeeper
6	Attended
7	Sweeper
8	Night Guard
9	PHN
10	Accounts Assistant
11	Data Entry Operator


Contd. to P-2.

- 2 -

The arrears upto December, 2006 are to be paid to the above mentioned grass root level workers by March, 2007 through separate bill and the expenditure is to be booked under the A/C head "Honorarium / Salaries", as will be applicable.

You are requested to submit SOE & UC as per prescribed proforma to the undersigned positively by 15<sup>th</sup> April, 2007, to enable this office to forward the same to the Dept. of Health & Family Welfare within the stipulated period.

Thanking you.

  
Yours faithfully,

**Project Officer**

SUDA-Health/DFID/06/104(11)/1(11)

Dt. .. 24.01.2007

CC

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


  
**Project Officer**

SUDA-Health/DFID/06/104(11)/2(4)

Dt. .. 24.01.2007

CC

1. Joint Secretary, Dept. of Municipal Affairs
2. Director, SUDA
3. FA, SUDA
4. FO, Health, SUDA

  
**Project Officer**

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/06/105(11)**Date ..... **24.01.2007****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman,  
Cooch Behar / Jangipur / Baharampur / Suri /  
Bolpur / Purulia / Bankura / Kalna / Bishnupur /  
Krishnagar / Medinipur Municipality****Sub. : Procurement of Medicines in respect of DFID assisted  
Honorary Health Worker Scheme.**


Sir.

I am directed to inform you that the procurement of medicines are to be made at the approved rates of the Central Medical Stores, Kolkata of Dept. of Health & Family Welfare.

You are requested to advise the Procurement Committee accordingly for compliance.

Thanking you.

Yours faithfully,

  
Project Officer

SUDA-Health/DFID/06/105(11)/1(11)

Dt. .. 24.01.2007

CC

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

Project Officer

SUDA-Health/DFID/06/105(11)/2(1)

Dt. .. 24.01.2007

CC

FO, Health, SUDA

Project Officer

**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/06/244(11)

Date .....29.01.2007

From : Director, SUDA

To : The Chairman  
Kalimpong / Tarakeswar / Mal / Chandrokona /  
Ghatal / Ashoknagar Kalyangar / Basirhat /  
Mekhliganj / Kandi / Gushkara / Mirik 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 31.01.2007 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 12<sup>th</sup> February, 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

# GOURANGA GOSWAMI

CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

Dr. De pe  
to keep record  
for boy projects -  
11/01/06  
under DFID  
Scheme  
A.S. 06

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): 255004(03454)  
FAX NO: 256242(03454)

D.O.No. 190(6) D.F.I.D

Date: 16.5.06

## Work Plan for FY 2006-2007

### DFID assisted Honorary Health Worker Scheme in Kalna Municipality

Re-training for grass root level health functionaries i.e. HHWs & FTSs on

Sl No.	Work Details	Time Plan
1)	HMIS & Family Schedule	30.05.06 31.05.06 01.06.06
2)	Reproductive & child health	09.06.06 10.06.06 11.06.06
3)	Food, Nutrition & Growth Monitoring of U-5 children	21.07.06 22.07.06
4)	STD / HIV	18.08.06 19.08.06
5)	National Health Programmes	09.10.06 10.10.06

  
Chairman

Kalna Municipality



Notice Board

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

Memo. No. 208(5)/DFID

Date: - 29-06-06

NOTICE



Sealed Quotations are hereby invited from the bonafied Agency / Company /Manufacturer / Leading Dealers etc for supply of different types of medicine in connection with DFID Assisted HHW Scheme of Kaina Municipality.

The required number of different types of medicine with brief description, specification etc is enclosed in the annexed list.

The rates are to be quoted in figures and in word per unit of medicine with specifications. The sealed quotations will be received in this office up to 10-07-2006 within 2.00 p.m. and will be opened on the same day at 3.00 p.m. in chamber of the undersigned. The quotationers may remain present at the time of opening of quotations.

The undersigned reserves the right to accept or cancel any or all quotations without assigning any reason whatsoever. The selected quotationers are agreed to supply the medicine within the stipulated period.

The deductions of i.T & S.T. will be made as per Govt ruies at the time of payment of bills.

Enclose: As stated above.

Sd/- G. Goswami  
Chairman  
Kalna Municipality

Copy to:

- 1) The project Officer, Health Wing (SUDA) Ilgus Bhaban, Kolkata- 91
- 2) The Project Director, H.H.H Scheme of Kalna Municipality.
- 3) The Post Master, Kalna.
- 4) Kalna Municipality, Office Notice Board.

Chairman  
Kalna municipality

## LIST OF MEDICINE

Sl. No.	Product	Strength	Formulation Unit
01.	Folifer (large)	Ferous Sulphate 180 mg & Folic Acid 0.5 mg / Tab	10 Tabs/Strip 1000 Tabs/pack
02.	Folifer (small)	Ferous Sulphate 60 mg & Folic Acid 0.1 mg / Tab	10 Tabs/strip 1000Tabs/pack
03.	Albendazole	400 mg / Tab	1 Tab / Strip
04.	Metronidazole	400 mg / Tab	10 Tabs / Strip
05.	ORS Citrate	Each Sachet of 28.5 gm containing Sodium Chloride 12.3 %, Dextrose 70.2%, Pot. Chloride 5.3 %, Sodium Citrate 10.2 %.	Sachet
06.	Provide Iodine oint.	5 %	15 / 5 gm tube
07.	Chloramphenicol Eye Applicap	1 % w/w in applicap. Each applicap to contain 250 mg of oint.	Appicap

*Shrikanth Kumar Mahajan*  
AHO  
H.H.H Project

*[Signature]* 29/6/08  
Chairman  
Kaina Municipality

(REHABILITATION CENTRE FOR MENTAL DISORDERS & ADDICTION RELATED PROBLEMS).



# ANANDA BHAVAN

KALNA (JEW-DHARA) \* BURDWAN W.B.



To. Project Supervisors.  
S. U. D. A.  
Salt Lake Kolkata.

Sub:- GUIDANCE and Other Helps

D/ madam,

We are a non-govt voluntary organisation at Kalna, Burdwan functioning as a treatment and rehabilitation centre for the mentally disabled persons, including the addicts.

Our treatment centre consists of

- Dr. S. Ganguly - visiting psychiatrist.
- Dr. S. Bag - " "
- Dr. S. Banerjee - " "
- Dr. D. K. Bhattacharya - R. M. O.
- Mr. S. Banerjee - Pharmacist.
- Dr. C. R. Sengupta. - chest specialist.
- Dr. P. Sengupta. - E. N. T.

(REHABILITATION CENTRE FOR MENTAL DISORDERS  
& ADDICTION RELATED PROBLEMS).

# ANANDA BHAVAN

KALNA (JEW-DHARA) \* BURDWAN  
W.B.



Dr. G. Goswami - Visiting Physician.

Apart from our specialist sections, we are having nursing attendants (male and female), ward staff, night guard, cook and service attendants and counselling attendants.

We are at present providing day care, and out door treatments (with little of indoor emergency facilities).

Lately we have been attached with the awareness programme regarding HIV/AIDS and mental Health patients, in association with some local clubs and organisations.

Therefore we request your good self to provide with necessary guidelines and other essential help in regarding the above, so that we can broaden our socialistic approach to the needs of the present day human-beings.

And we shall remain ever grateful for that.

Secretary/President

Rehabilitation Centre for Mental  
Disorders and Addiction related problems

6/6/08

J. J. Ghosh

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

**KALNA MUNICIPALITY OFFICE**  
PHONE NO. (03454) 252421(03454)  
FAX NO. (03454) 252421(03454)

M.M.No. 178(8)/DFID

Date: - 22/06/06

To

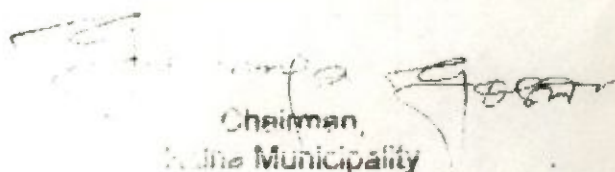
Sri/Smt Dr. Shibani Goswami  
Representative of Health wing of

Respected Sir/Madam,

A meeting of Municipal Management Cell & F.W Committee of Kalna Municipality will be held on 28/06/06 at 3 P.M at Kalna Municipality Office.

You are requested to be presented in the meeting.

Sincerely yours,

  
Chairman,  
Kalna Municipality

**DFID ASSISTED HHW SCHEME**  
**Jangipur Municipality**

P.O.: Raghunathganj ★ Dist.: Murshidabad ★ PIN : 742 225

Memo No.: JM / DFID / 177 ( 8 ) / 06

Dated: 26.05.2006

To

1. S.D.O. – Jangipur & Project Director of DFID assisted HHW Scheme, Jangipur Municipality.
2. Councillor-in-Charge (Health), Jangipur Municipality.
3. A.C.M.O.H. – Jangipur.
4. Superintendent of Jangipur S.D. Hospital.
5. C.D.O., DFID assisted HHW Scheme, Jangipur Municipality.
6. P.H.N., DFID assisted HHW Scheme, Jangipur Municipality.
7. Accounts Assistant, DFID assisted HHW Scheme, Jangipur Municipality.
8. Data Entry Operator, DFID assisted HHW Scheme, Jangipur Municipality.



Next meeting of the MMC will be held on 30<sup>th</sup> May, 2006 at 3-00 p.m. at Jangipur Municipality Office premise.

You are requested to attend the meeting at the above mentioned time and venue.

- Agenda:**
- (1) P.T.M.O. Crisis.
  - (2) Kerosene Oil Crisis..
  - (3) Miscellaneous

**A.H.O.**

**D.F.I..D. Assisted H.H.W. Scheme**  
**Jangipur Municipality**

Memo No.: JM / DFID / 177 (8) / 2 / 06

Dated: 26.05.2006

Copy forwarded to :-

- ✓ 1. Project Officer, Health-Wing, SUDA, Kolkata – 91
2. Chairman, Jangipur Municipality.

**A.H.O.**

**D.F.I..D. Assisted H.H.W. Scheme**  
**Jangipur Municipality**

**DFID ASSISTED HHW SCHEME****Jangipur Municipality**

P.O.: Raghunathganj ★ Dist.: Murshidabad ★ PIN : 742 225

Memo No.: JM / DFID / 178 (8) / 06

Dated : 26.05.2006

To



- ✓ 1. Project Officer, Health-Wing, SUDA, Kolkata - 91
2. S.D.O. - Jangipur & Project Director, D.F.I.D., Jangipur Municipality.
3. Chairman, Jangipur Municipality.
4. A.C.M.O.H. - Jangipur.
5. Superintendent, Jangipur S.D. Hospital.
6. Councillor-in-Charge (Health), Jangipur Municipality.
7. President, Jangipur Lions Club.
8. Secretary CDS, Jangipur Municipality.

Next meeting of **Municipal Level Health & Family Welfare (MLH&FW) Committee** will be held on 30<sup>th</sup> May, 2006 at 3-30 p.m. at Jangipur Municipality Office premise.

You are requested to attend the meeting at the above mentioned time and venue.

- Agenda:**
- (1) Recruitment of PTMO / Pay Clinic Doctors and A.N.M.
  - (2) I.E.C.
  - (3) Involvement of N.G.O.(s).
  - (4) Miscellaneous.

**A.H.O.**  
**D.F.I..D. Assisted H.H.W. Scheme**  
**Jangipur Municipality**

**DFID ASSISTED HHW SCHEME****Jangipur Municipality**

P.O.: Raghunathganj ★ Dist.: Murshidabad ★ PIN : 742 225

Memo No.: JM / DFID / 179 (6) / 06

Dated : 26.05.2006



To

- ✓ 1. Project Officer, Health-Wing, SUDA, Kolkata – 91
2. S.D.O. – Jangipur & Project Director, D.F.I.D., Jangipur Municipality.
3. Chairman, Jangipur Municipality.
4. Executive Officer, Jangipur Municipality
5. A.C.M.O.H. – Jangipur.
6. Superintendent, Jangipur S.D. Hospital.

Next meeting of **Procurement Committee** will be held on 30<sup>th</sup> May, 2006 at 4-00 p.m. at Jangipur Municipality Office premise.

You are requested to attend the meeting at the above mentioned time and venue.

- Agenda:** (1) Drugs for the Financial Year 2006-07.  
(2) Furniture.  
(3) Miscellaneous

A.H.O.

**D.F.I.D. Assisted H.H.W. Scheme  
Jangipur Municipality**



**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

D.O.No. \_\_\_\_\_



Date: - 25/02/2005

NOTICE

- 1 MAR 2005

Sealed Quotations are hereby invited from the bonafied Agency/Company/ Manufacturer/Leading Dealers etc. for supply of different types of medicine as per specifications for Sub-Health Post (SHP) in connection with DFID Assisted HHW Scheme of Kalna Municipality.

The required number of different types of medicine with brief description, specification etc. are enclosed in the annexed list.

The rates are to be quoted in figures and in word per unit of medicine with specifications.

The sealed Quotations will be received in this office up to 7/3/05 within 1.00 p.m and will be opened on the same day at 2.00 p.m . In chamber of the undersigned. The Quotationers may remain present at the time of opening of quotation.

The under signed reserves the right to accept or cancel any or all quotations without assigning any reasons what so ever.

The deduction of IT&ST will be made as per Govt. rules at the time of payment of bills.

Encl: - As stated above.

Memo No. 65(5)DFID Dt. 25/2/05

Sd - *G. Goswami*  
Chairman,  
Kalna Municipality

Copy to: -

- ✓ 1) The Project Officer, Health Wing (SUDA) Ilgus Bhavan, Bidhannagar, Kolkata-91.
- 2) The Project Director, H.H.W Scheme of Kalna Municipality.
- 3) The Postmaster, Kalna.
- 4) Kalna Municipality Office Notice Board.

*Gouranga Goswami*  
Chairman,  
Kalna Municipality

**For Kalna Municipality :**

Sl. No.	Product	Strength	Formulation Unit	Annual Quantity
1	Combined Gastric Antacid	Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500mg	10 Tablet / Strip (Aluminium Foil)	4380 Strips
2	Ranitidine	150 mg	Do	2190 Strips
3	Dom peridone	10 mg / Tab	Do	550 Strips
4	Bromhexine Hydrochloride	8 mg / Tab	Do	2190 Strips
5	Chlorpheniramine maleate	4 mg / Tab	Do	1100 Strips
6	Folifer ( large)	Ferous Suphate 180 mg. & Folic Acid 0.5 mg /Tab	Do	4380 Strips
7	Folifer (Small)	Ferous Suphate 60 mg. & Folic Acid 0.1 mg /Tab	Do	4380 Strips
8	Albendazole	400mg /Tab	1 Tab / Strip	3460 Tabs
9	Metronidazole	400mg /Tab	10 Tabs / Strip	4380 Strips
10	ORS Citrate	Each sachet of 28.5 gm containing Sodium Chloride 12.3 %, Dextrose 70.2 %, Pot. Chloride 5.3 %, Sodium Citrate 10.2 %.	Sachet	5150 Sachets
11	Dicyclomine	20 mg /Tab	10 Tabs / Strip	550 Strips
12	Paracetamol	500 mg /Tab	Do	4380 Strips
13	Ibuprofen	400 mg / Tab	Do	485 Strips
14	Co Trimoxazole ( Adult)	Sulphamethoxazole 400mg & Trimethoprim 80mg /Tab	Do	2190 Strips
15	Co Trimoxazole (Paediatric)	Sulphamethoxazole 200mg & Trimethoprim 40mg /Tab	Do	2190 Strips
16	Chloramphenicol Eye Aplicap	1% w/w in aplicap. Each aplicap to contain 250 mg of oint.	Aplicap	3030 aplicap
17	Absorbent Cotton	100 gm each	1 pkt of 100 gm	300 pkts.
18	Absorbent Gauze Sterilised in pkts	Containing 10 pcs of 10cm x 10cm separately in polypack	1 set of 10 pcs of gauze	485 pkts
19	Benzyl Benzoate lotion	25 % 100 ml	100 ml bottle	242 bottles
20	Povidone Iodine oint.	5%	5 gm tube	2636 tubes
21	Microspore	1/2" Width	1 reel	242 reels

**Estimated Cost : Rs. 3.77 lakhs**

Dr. S. Goswami, Health wing SUDA,

# GOURANGA GOSWAMI

CHAIRMAN

KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

D.O.No. 130/DFID

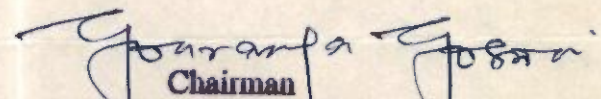
Date: - 16/5/06.

## Work Plan for FY 2006 – 2007

### DFID assisted Honorary Health Worker Scheme in Kalna Municipality

Re-training for grass root level health functionaries i.e. HHWs & FTSs on

Sl No.	Work Details	Time Plan
1)	HMIS & Family Schedule	30.05.06 31.05.06 01.06.06
2)	Reproductive & child health	09.06.06 10.06.06 11.06.06
3)	Food, Nutrition & Growth Monitoring of U-5 children	07.07.06 08.07.06
4)	STD / HIV	11.08.06 12.08.06
5)	National Health Programmes	09.10.06 10.10.06

  
Chairman  
Kalna Municipality  
16/5/06

**স্বাস্থ্যসেবী স্বাস্থ্যকর্মী প্রকল্প**

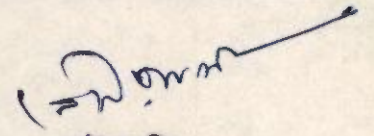
**কালনা পৌরসভা**

Memo No - 189/DFID

Date :- 12-05-06.

**রুক ভিত্তিক স্বাস্থ্য মচেতনতা সভা, এপ্রিল - মে, ২০০৬**

রুক	ওয়ার্ড	তারিখ	সময়	সভার স্থান
১	১,২,৪,৮	১০.০৫.০৬	বৈকাল ৫টা	শকুন্তলা গলি
২	৩,৫	১৫.০৫.০৬	বৈকাল ৫টা	কাটিগঙ্গা
৩	৭	১৬.০৫.০৬	বৈকাল ৫টা	মহুরা খাতুন বিদ্যালয়
৪	৭	১৯.০৫.০৬	বৈকাল ৫টা	জিউধারা
৫	৯,১৭	১৮.০৫.০৬	বৈকাল ৫টা	মোগাঁপাড়া, কালনা
৬	৬,১৮	২১.০৫.০৬	বৈকাল ৫টা	ঠাকুর পাড়া
৭	১০	২৩.০৫.০৬	বৈকাল ৫টা	দামপাড়া
৮	১২	২৪.০৫.০৬	বৈকাল ৫টা	মধুবন
৯	১৩	২২.০৫.০৬	বৈকাল ৫টা	গীরতলা
১০	১৪	১৭.০৫.০৬	বৈকাল ৫টা	বালির বাজার
১১	১৫	২৫.০৫.০৬	বৈকাল ৫টা	বদর তলা
১২	১৬	২৬.০৫.০৬	বৈকাল ৫টা	মেরিনা নার্মিং হোমের নিকটস্থ গলি



পৌরগতি

কালনা পৌরসভা

১০/০৫/০৬

**To**  
**The Project Officer**  
**Health Wing SUDA**  
**ILGUS Bhavan, BIDHANNAGAR**

**Sub: Status of service activities during FY 2006-07 in connection with DFID assisted Honorary Health Worker Scheme.**

Sir/Madam,

The report of the status of service activities during the 1<sup>st</sup> quarter (April to June) of FY 2006-07 in connection with DFID assisted H.H.W project of Kalna Municipality is send herewith.

Thanking you,

  
Chairman  
Kalna Municipality

**Vice-Chairman,**

**KALNA MUNICIPALITY**

Encl: A) Status on availability of manpower at different levels of Programme Management.

B) Financial Status upto June, 2006.

C) Status on training of grass root level health functionaries till date during FY 06-07.

D) Status on IEC activities.


G) Status on procurement of Medicine.

H) Status on availability of Vaccines, Folifer tablets, Oral Pill & Condom from the office concerned of Dept. of Health & Family Welfare.

**DFID Assisted HHW Project**  
**Kalna Municipality**

A. Status on availability of manpower at different levels of Programme Management:

Levels of Programme Management:	Category of Manpower	Manpower	
		Nos. Sanctioned	Actual No. In position
I) At MMC Level	HO/AHO	01	01
	PHN	01	01
	CDO	01	01
	Account Assistant	01	01
	Data Entry Operator	01	01
II) At Health Post Level	PTMO	02	02
	ANM	02	02
	Storekeeper cum clerk	01	01
III) At SHP Level	First Tier Supervisor	03	03
IV) At project Block Level	HHWs	12	12

  
Community Development Officer  
DFID Assisted HHW Project  
Of Kalna Municipality

  
Chairman  
Kalna Municipality  
Vice-Chairman,  
KALNA MUNICIPALITY

**DFID Assisted HHW Project**  
**Kalna Municipality**

**B. Financial Status up to JUNE' 2006**

Fund Received from CCC, SUDA	SOE Submitted to CCC, SUDA for the month of			Remarks, (If SOE not submitted for any of the specified month)
	April	May	June	
2,25,000.00	51,318.00	51,213.00	56,887.00	

*Misra*

Accounts Assistant  
DFID Assisted HHW Project  
Of Kalna Municipality

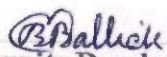
*Pravin*


\* Chairman  
Kalna Municipality  
***Pravin***  
KALNA MUNICIPALITY

**DFID Assisted HHW Project**  
**Kalna Municipality**

C. Status on training of grass root level health functionaries till date during FY 2006-07:

Training Component	Dates		Remarks
	Conducted	To be Conducted	
HMIS & Family Schedule (3 days duration)	30-05-06 31-05-06 01-06-06		
Reproductive & Child Health (3 days duration)	09-06-06 10-06-06 11-06-06		
Food & Nutrition and Growth Monitoring of U-5 children (2 days duration)	21-07-06 22-07-06		
STD/ HIV/ AIDS (2 days duration)	18-08-06 19-08-06		

  
Community Development Officer  
DFID Assisted HHW Project  
Of Kalna Municipality

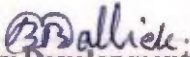
  
Chairman  
Kalna Municipality  
Vice-Chairman,  
KALNA MUNICIPALITY



**DFID Assisted HHW Project**  
**Kalna Municipality**

**D. Status on IEC activities.**

<b>Item</b>	<b>Performance Status during April to June, 2006</b>	<b>Topics covered</b>	<b>Total no. Of participants</b>
<b>Group Discussion by HHW</b>	<b>One in a month by each H.H.W in 3 months (36)</b>	<b>Maternal care &amp; Child care, Family welfare</b>	<b>Average 250</b>
<b>Group Discussion at SHP level by FTS/PHN or ANM</b>	<b>12</b>	<b>1. Diarrhoea 2. Malaria 3. Encephalitis</b>	<b>429</b>
<b>Any other initiative taken by the ULB</b>	<b>03</b>	<b>Meeting regarding prevention &amp; vaccination of Encephalitis, Pulse Polio &amp; Health awareness. Maternal security.</b>	<b>90</b>

  
Community Development Officer  
DFID Assisted HHW Project  
Of Kalna Municipality

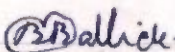
  
Chairman  
Kalna Municipality  
Vice-Chairman,  
**KALNA MUNICIPALITY**

**DFID Assisted HHW Project**  
**Kalna Municipality**

**G) Status on procurement of Medicine:**

<b>Medicine procure for SHPs upto the month of June 2006</b>	<b>Cost Involvement</b>
Nil	Nil

**Note:** Most of the medicines was purchased during the last week of March 2006. So, further purchase was not necessary during the first quarter of the financial year 2006-07. In the last July 06 we again purchased a large quantum of medicines.


  
Community Development Officer  
DFID Assisted HHW Project  
Of Kalna Municipality

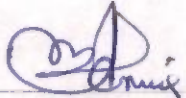
  
Chairman  
Kalna Municipality  
Vice-Chairman,  
**KALNA MUNICIPALITY**

**DFID Assisted HHW Project**  
**Kalna Municipality**

**H) Status on availability of Vaccines, Folifer tablets, Oral Pill & Condom from the office concerned of Dept. of Health & Family Welfare.**

The supply of contraceptive medicines and vaccines are regular. The stock is also sufficient to meet the demand. However, the supply of Folifer tablets is in adequate to cope with the situation.

  
\_\_\_\_\_  
Community Development Officer  
DFID Assisted HHW Project  
Of Kalna Municipality

  
\_\_\_\_\_  
Chairman  
Kalna Municipality  
  
Vice-Chairman,  
KALNA MUNICIPALITY

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No **SUDA-Health/DFID/06/08(11)**Date **18.04.2006**.....**From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman  
Cooch Behar / Jangipur / Berhampur / Suri / Bolpur / Krishnagar / Kalna /  
Purulia / Bankura / Bishnupur / Medinipur Municipality****Sub : Submission of SOE for incurring expenditure during FY 2006-07 in  
connection with DFID assisted Honorary Health Worker Scheme in the  
prescribed proforma.****Sir / Madam,**

Enclosed, kindly find herewith the revised A/C head for item of expenditure in connection with DFID assisted Honorary Health Worker Scheme for FY 2006-07 onwards. You are requested kindly to submit SOE in the revised A/C head as detailed in the proforma, wherever applicable, for the FY 2006-07 onwards.

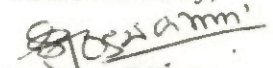
It is to mention here that if any expenditure in connection with the FY 2005-06 not yet submitted to this office, the said SOE is to be submitted in the previous format which was already in practice.

Thanking you.

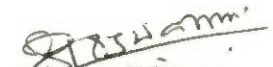
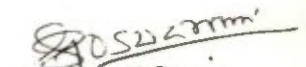
Encl. : As stated.

**SUDA-Health/DFID/06/08(11)/1(11)****CC****The Project Director, HHW Scheme - DFID, ..... Municipality - for kind  
information and necessary action.**

Yours faithfully,

**Project Officer****18.04.2006****SUDA-Health/DFID/06/08(11)/2(2)****CC**

- 1. Director, SUDA**
- 2. Finance Officer, Health, SUDA**

**Project Officer****18.04.2006****Project Officer**

**DFID assisted Honorary Health Worker Scheme**

**Statement of Expenditure (SOE)**

Name of the Municipality : .....

For the Month of .....

Sl. No.	Item of Expenditure	Expenditure (Amount in Rs.)
<b>NON - RECURRING</b>		
1.	Equipment	
2.	Furniture	
3.	Construction	
	a) Sub-Centre	
	b) OPD	
4.	I.E.C Aids & Materials	
5.	Renovation works	
6.	Documentation	
7.	Printing of HMIS forms	
8.	NGO Involvement	
	<b>TOTAL</b>	
<b>RECURRING</b>		
9.	Honorarium	
10.	Salaries	
11.	Rent	
12.	Training	
13.	Drug	
14.	I.E.C.	
15.	Operating Cost	
	<b>TOTAL</b>	
	<b>GRAND TOTAL</b>	

Signature of Chairman / Project Director

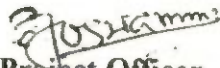
**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/DFID/06/12(11)**Date **18.04.2006**.....**From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman  
Cooch Behar / Jangipur / Berhampur / Suri / Bolpur / Krishnagar / Kalna /  
Purulia / Bankura / Bishnupur / Medinipur Municipality****Sub : Work Plan for DFID assisted Honorary Health Worker Scheme for  
FY 2006-07.****Sir / Madam,**

Enclosed, kindly find herewith the work plan for DFID assisted Honorary Health Worker Scheme for FY 2006-07. You are requested kindly to prepare detailed work schedule for implementation of the said activities with an intimation to the undersigned. ••

You are also requested to forward working report in the prescribed HMIS format and to submit Statement of Expenditure (SOE) by 10<sup>th</sup> of each following month for onward transmission to the Dept. of Health & Family Welfare.

Thanking you.

Encl. : As stated.

Yours faithfully,  
  
Project Officer**SUDA-Health/DFID/06/12(11)/1(11)****18.04.2006****The Project Director, HHW Scheme - DFID,  
information and necessary action.**

..... Municipality - for kind

  
Project Officer**SUDA-Health/DFID/06/12(11)/2(11)****18.04.2006**

CC

**Health Officer / CDO / PHN, ..... Municipality.**  
Project Officer

Contd. to P-2.

**SUDA**

**HEALTH WING**

- 2 -

SUDA-Health/DFID/06/12(11)/3(1)

18.04.2006

CC

Shri H.K. Dwivedi, IAS, Project Director (HSDI) & e.o. Special Secretary, Health & Family Welfare Dept., Govt. of West Bengal.

*S. S. Dwivedi*  
Project Officer

SUDA-Health/DFID/06/12(11)/4(2)

18.04.2006

CC

1. Director, SUDA
2. Finance Officer, Health, SUDA

*S. S. Dwivedi*  
Project Officer

Work Plan for FY 2006 - 2007  
DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs

Sl. No.	Work Details	Time Plan	Unit Cost Break up (Amount in Rs.)	Remarks
<b>1. Re-training for grass root level health functionaries i.e. HHWs &amp; FTSS on</b>				
a)	HMIS & Family Schedule (3 days)	April-May, 06	<ul style="list-style-type: none"> <li>• Training material @ Rs 20/- per participant</li> <li>• Tea &amp; tiffin @ Rs 30/- per participant</li> <li>• Faculty Fees @ Rs 200/- per faculty per sessions (2 sessions per day)</li> <li>• Contingency @ Rs 2000/- per day</li> </ul>	For Berhampur, Krishnagar & Medinipur there will be two batches
b)	Reproductive & child health (3 days)	May - June, 06	Do	Do
c)	Food, Nutrition & Growth Monitoring of U-5 children (2 days)	July, 06	Do	Do
d)	STD /HIV AIDS (2 days)	Aug -Sept, 06	Do	Do
e)	National Health Programmes i.e. T.B., Leprosy, Malaria, Filaria etc. (6 days)	Oct -Nov, 06	Do	Do
f)	Work shop for FTSS on community based primary health care at SUDA (4 days)	Nov -Dec, 06	-	Will be organized centrally by SUDA
g)	Exposure visit	Nov, 06 - Jan, 07	-	Do
<b>2. Sensitization / review / including exposure visit session for HO / AHO, CDO &amp; PHN</b>				
a)	Reproductive & child health	April, 06-Feb, 07 (4 sessions in a year)		Will be organized centrally by SUDA
b)	Food, Nutrition & Growth Monitoring of U-5 children			
c)	HMIS & Family Schedule			
d)	STD /HIV AIDS			
e)	National Health Programmes i.e. T.B., Leprosy, Malaria, Filaria etc.			
<b>3. I.E.F.</b>				
a)	Group discussion at block level with male & female members of the community	April, 06 - March, 07	• Cost Rs. 5/- per persons	@ 1 meeting of not exceeding 30 persons for each block once in two months
b)	Advertisement / outdoor display	June-Aug, 06	-	Will be intimated later on
c)	Printed materials	Aug -Oct, 06	-	Will be provided by SUDA.

Contd. to P-2.



Sl. No.	Work Details	Time Plan	Unit Cost Break up (Amount in Rs.)	Remarks
4.	<b>Procurement</b>			
a)	Furniture (outstanding)	August, 06		
b)	Equipment (outstanding)	August, 06		
c)	Refurbication of Sub-Health Post (outstanding)	August, 06		
d)	Medicine	April, 06 - March, 07	(@ Rs. 87,000/- per SHIP per year	The rate for OPD will be intimated in due course
e)	Printing of Forms & HMIS format	June-Sept., 06		Will be provided by SUDA.
5.	<b>Establishment of OPD services by specialist doctors in 3 disciplines</b>	July-Sept, 06		Guideline will issue in due course
6.	<b>NGO involvement</b>	June-Mar, 07		Suitable NGO be identified by the ULB for involvement in the ongoing programme. Proposal to be forwarded to the Project Officer, Health, SUDA.
7.	<b>Continuation of the service activities</b>	April, 06 - March, 07		<ul style="list-style-type: none"> <li>• Services by HHW at project block level</li> <li>• Services at Sub-Health Post for different clinics i.e ANC/PNC twice per month, immunization clinic once per month, Growth monitoring clinic once per month, general treatment clinic once per week and health awareness programme once per fortnight.</li> <li>• Implementation of National Health Programmes.</li> <li>• Referral linkages with Govt hospital</li> </ul>

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. **SUDA-Health/DFID/04/23(22)**Date ...**19.05.2006**

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

**To : The Mayor / Chairman**  
**Alipurduar / Balurghat / Burdwan / Darjeeling / Durgapur / English Bazar /**  
**Jalpaiguri / Kharagpur / Raiganj / Siliguri / Asansol / Cooch Behar / Jangipur /**  
**Berhampur / Suri / Bolpur / Krishnagar / Kalna / Purulia / Bankura / Bishnupur /**  
**Medinipur Municipal Corporation / Municipality**

**Sub : Spreading message against Practice of Sex Selection and Female Foeticide.**

Sir / Madam,

You may be aware that female ratio in the age group of 0 – 6 years is declining fast. This is more severe in urban areas of majority of States and in the relatively affluent regions like Punjab, Haryana, Himachal Pradesh, Gujrat, Maharashtra, Delhi, Chandigarh etc. The Govt. of India has expressed great concern in the matter. In this connection, a Brief Note on Prenatal Sex Determination & Female Foeticide is enclosed for your kind perusal.

As desired by the Ministry of Health & Family Welfare and Ministry of Urban Employment & Poverty Alleviation, GOI, you are requested to help spread the message against the Practice of Sex Selection and Female Foeticide in whatever manner is feasible, particularly through the health programmes being implementing in your ULB and take further necessary action to stop the menace.

This issue may also be highlighted during group discussion conducted at various level under IEC Programme towards dissemination of message.

A feed back in this regard may kindly be granted.

Thanking you.

Encl. : As stated.

**SUDA-Health/DFID/04/23(22)/1(22)**

**CC**

**Health Officer / Asstt. Health Officer,**

**Municipal Corporation / Municipality.**

Yours faithfully,

  
**Project Officer**

**19.05.2006**

  
**Project Officer**

- 2 -

SUDA-Health/DFID/04/23(22)/2(22)

19.05.2006

CC

Project Director, ..... Municipal Corporation / Municipality.

Project Officer

SUDA-Health/DFID/04/23(22)/3(2)

19.05.2006

CC

1. Jt. Secretary, Dept. of Municipal Affairs.
2. Director, SUDA

Project Officer

## Brief Note on Prenatal Sex Determination and Female Foeticide

The era of technology for prenatal sex determination (SDT) is traced back to 1970. But the initial method gave way to relatively safer non-invasive technique i.e. Ultrasonography. Very soon Ultrasound Clinics mushroomed all over India particularly in North India, leading to female foeticide in great number. Eventually, there was public outcry against the deplorable practice for female foeticide. 1991 census showed further decline in female : male ratio i.e. 927 females to 1000 males. Govt. of India enacted PNDT (Prenatal Diagnostic Techniques – Regulation and Prevention of Misuse) Act. 1994. This Act provided for regulation of the use of Prenatal Diagnostic Techniques for the purpose of detecting genetic disorder and for prevention of misuse of such technique for the purpose of Prenatal Sex Determination leading to Female Foeticide.

Ban on sex determination technique could not pull the rein on occurrence of female foeticide as would be seen in the results of 2001 census which revealed a sex ratio of 933 females : 1000 Males, which indicated failure to improve much above the previous census data of 1991 in this respect. The situation in North India was the worst where the ratio was 727 : 1000. To control the situation strict enforcement of PNDT Act. was contemplated by the State Govts. in North India with numerous raids on Ultrasound Clinics and cancellation of registration of many such clinics.

A study on Sex Determination Test and Practice of Female Foeticide was conducted in North India during 2002 – 2003. Overall 1162 women aged between 15 years – 29 years were screened in 11 villages having a population of 16475. The salient findings of the study are as under :

- 200 women (17.2%) were enlisted as pregnant. Of them 59% were aged 21 – 25 years. 13% were aged less than 20 years.
- Literacy rate was 73%.
- Living in joint family 74%.
- Caste-wise, 1/4<sup>th</sup> were Hindu high caste, 65% were Hindu-backward or low caste.
- 134 cases (67%) reported test done during pregnancy. 45 cases had Ultrasound test done.
- 23 cases (13%) confessed test done for sex determination.
- 95% had knowledge of Ultrasound test is being done for sex determination.
- 83% opined Sex Determination Test (SDT) practice is not good.
- Two cases of female foeticide was done out of three cases where sex of foetus was declared as female.

### **Some observations on response about status of daughter in the family :**

- Problems of parents for going out at night leaving behind the daughter at home.
- Daughters need more careful rearing – lest they go astray.

Contd. to P-2.

- Lamp of house remains lighted if son is there.
- Son is needed to run household.
- With sons family tree grows
- With sons one's home is run and with daughters other's home.
- All family traditions / customs / rituals are dependent on sons.
- Now a days everyone is equal.
- People don't want daughters.
- The number of females are getting lesser, then how will boys get married?

Thus, the observations revealed the cause as 'Son syndrome' which is a reflection on the low status of females in our society.

To tide over the crisis some amendments to PNDT Act. have been proposed by the Technical Committee appointed by Health & FW Ministry. The proposed amendments are as under :

- o Inclusion of sex selection before conception. Prohibition of sex selection / determination, before or after conception.
- o Mandatory registration of Ultrasound machines.
- o Vesting upon the appropriate authority (which is Chief Medical Officer of the District) the same powers as are vested in Civil Court to deal with person / agent communicating sex of foetus.
- o Hiking up of punishment of both errant doctors and clients (except pregnant women) associated with sex selection. Period of suspension of doctors increased to 5 years from 2 years and registration will be suspended till disposal of case. For clients imposition of fine had been doubled upto Rs. 1.00 lakh.

Supreme Court of India in a Judgement dated 10.09.2003 in a Public Interest Litigation case on PNDT (now renamed as Preconception and Prenatal Diagnostic Techniques / Prohibition of Sex Selection) Act 1994 effective from 01.01.1996 issued directions to all the State Govt. / UT Administrations for the following :

- a) To appoint by notification fully empowered 'Appropriate Authorities' at District / Sub-District levels and also setting up of Advisory Committees to aid and advice the appropriate authority in discharging of its function.
- b) To publish a list of appropriate authority in the print and electronic media in the respective State / UT.
- c) To create public awareness against the practice of Prenatal Determination of Sex and Female Foeticide through advertisement in the print and electronic media, by hoarding and other appropriate means.

Contd. to P-3.

- d) To ensure that all the States / UT appropriate authorities furnish quarterly returns to CSB (Central Supervisory Board) giving a report on the implementation and working of the Act.

**From all above, it can be concluded that –**

- i) Female / male ratio is fast declining.
- ii) If this trend persists it is likely to cause social crisis in due to imbalance in female : male ratio in the population profile.
- iii) Prenatal Sex Determination and Sex Selection is a crime punishable under law.
- iv) 'Son Syndrome' is a misconception and the idea should be discouraged and totally discarded. Proper education should be given and people should be motivated for the purpose.
- v) Do not neglect female child. They are valuable assets of the society.
- vi) Now a days every one is equal. Sons and daughters have equal rights in eyes of law.
- vii) Realisation of value of daughters by their own families is the need for the hour.
- viii) Inhuman attitude and behaviour of some section of public society towards girl child should be removed and a change should be brought in through KABP exercise.
- ix) Strict enforcement of PNDT Act. 1994 should be ensured at all levels.
- x) Adequate supervision and vigilance on Ultrasound Clinics, nursing home, private institutions etc. be carried out by the competent authorities / ULBs to prevent illegal prenatal sex determination and female feticide.
- xi) Errant doctors and clients be punished as per law.
- xii) Public awareness campaign against practice on prenatal determination of sex and female foeticide be organized by ULBs through suitable advertisement in the print, leaflets, hoardings, electronic media etc.
- xiii) Various IEC programmes on the subject be organized under overall supervision of HO / AHO of the ULBs under the ongoing community based health programmes at different levels like at project block level by HHWs in group meetings; at Sub-Centre level by FTSs and MOs; at different Ward levels by Ward Councillors, members of the Ward Committees and UHIOs.
- xiv) CDS of the ULBs be involved in awareness campaign.
- xv) Suitable local NGOs & CBOs be also entrusted for wide publicity in the matter.
- xvi) Chairpersons of ULBs may also organize several public meetings in groups involving both APL & BPL population for effective generation of awareness on dangerous practice of Prenatal Sex Determination and Female Foeticide keeping in view the provisions of PNDT Act. and directions of the Supreme Court.

**Reference :**

1. Indian Journal of Community Medicine, Jan. to March, 2006
2. Journal of Indian Medical Association, Kolkata, Jan., 02, Dec., 03 & May, 05.

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

M.M.No. 187(16) / DFID

Date: - 12/5/06.

To

Sr/Smt The Project Officers.

Representative of health wing of SUDA.

Dr. Goswami Pe.  
12/5/06.

Respected Sir/Madam,

A meeting of Municipal Management Cell & F.W. Committee of  
Kalna Municipality will be held on 16/05/06 at 1 P.M at Kalna Municipality Office.

You are requested to be presented in the meeting.

Sincerely yours,

  
Chairman,  
Kalna Municipality

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

Ref No. ..SUDA-Health/DFID/04/735(11)

Date .....24.03.2006

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

..... Municipality

**Sub : Discussion session on the status of service activities and work plan  
during FY 2006-07 in connection with DFID assisted Honorary Health  
Worker Scheme.****Sir / Madam,**

A discussion session on the status of service activities and work plan during FY 2006-07 in connection with DFID assisted Honorary Health Worker Scheme is scheduled at Health Wing, SUDA on 10<sup>th</sup> April, 2006 during 11 A.M. to 5 P.M.

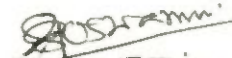
Health Officer / Asstt. Health Officer, Community Development Officer and Public Health Nurse may be instructed to make it convenient to attend the said discussion session. The official concerned is to bring a report on the status of service activities as per the format enclosed herewith to facilitate the stock taking of service activities.

A line of confirmation about their participation along with requirement of accommodation at ILGUS Hostel, if any, is to be forwarded to the undersigned by 6<sup>th</sup> April, 2006.

Thanking you.

Enclo. : As stated.

Yours faithfully,

  
**Project Officer  
24.03.2006****SUDA-Health/DFID/04/735(11)/1(11)  
CC****The Project Director, HHW Scheme - DFID, ..... Municipality - for kind  
information and necessary action.****Project Officer**



SUDA-Health/DFID/04/735(11)/2(1)

24.03.2006

Copy forwarded for kind information to :

Shri H.K. Dwivedi, IAS, Project Director & e.o. Special Secretary, Dept. of Health & FW, Govt. of West Bengal.

Project Officer

SUDA-Health/DFID/04/735(11)/3(1)

24.03.2006

CC :

Director, SUDA – with the request to direct her office for availability of Conference Hall, SUDA on 10.04.2006 and necessary accommodation at ILGUS Hostel (actual no. of rooms required will be intimated later on).

Project Officer

- A) Status on availability of manpower at (i) MMC (ii) HP (iii) SHP (iv) Block Level.
- B) Filled in HMIS format for the month of March, 2006.
- C) Status on refurbication of Health Post & Sub-Health Post.

Sl. No.	HP/SHP No. with address	Gross Works undertaken	Expenditure incurred (in Rs.)	SOE submitted to CCC (in Rs.) under memo no. & dt.

- D) SHP-wise functioning status for the month of March, 2006.

- Total no. of SHPs under the scheme :

SHP Nos.	No. of Clinics held with date			
	Immunisation clinic	AMC/PNC Clinic	General treatment clinic	Growth monitoring
SHP - I				
SHP - II				
SHP - III				
SHP - IV				
SHP - V				
SHP - VI				
SHP - VII				
SHP - VIII				

(SHP nos. - as applicable for the ULB concerned.)

- E) Financial Status upto March, 2006.

Fund received from CCC, SUDA	SOE submitted to CCC, SUDA	Remarks (If SOE not submitted upto March, 2006)

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

File  
21.02.06

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)



D.O.No. \_\_\_\_\_

Date: - 21.02.06

NOTICE

Sealed Quotations are hereby invited from the bonafied Agency/Company/ Manufacturer/Leading Dealers etc. for supply of different types of medicine as per specifications for Sub-Health Post (SHP) in connection with DFID Assisted HHW Scheme of Kalna Municipality.

The required number of different types of medicine with brief description, specification etc. are enclosed in the annexed list.

The rates are to be quoted in figures and in word per unit of medicine with specifications.

The sealed Quotations will be received in this office up to 02/03/06 within 2.00 p.m and will be opened on the same day at 3.00 p.m. In chamber of the undersigned. The Quotationers may remain present at the time of opening of quotation.

The under signed reserves the right to accept or cancel any or all quotations without assigning any reasons what so ever.

The deduction of IT&ST will be made as per Govt. rules at the time of payment of bills.

Encl: - As stated above.

Memo No. 158(5)/DFID Dt. 21-02-06

Sd/- *g. g. Goswami*  
Chairman,  
Kalna Municipality

Copy to: -

- 1)  The Project Officer, Health Wing (SUDA) Ilgus Bhavan, Bidhannagar, Kolkata-91.
- 2) The Project Director, H.H.W Scheme of Kalna Municipality.
- 3) The Postmaster, Kalna.
- 4) Kalna Municipality Office Notice Board.

*Gouranga Goswami*  
Chairman,  
Kalna Municipality

21/2/06

# Annexure

## List of medicine

SL NO.	PRODUCT	STRENGTH	FORMULATION UNIT	QUANTITY
1.	Combined Gastric Antacid	Aluminium Hydroxide & Magnesium Hydroxide total salt being not less than 500 mg	1000 Tabs / Pack	10 Packs
2.	Dicyclomine hydrochloride	20 mg / Tab	10 Tabs/ Strip	100 Strips
3.	Benzyl-Benzoate	25% / 100 ml	01 Pound / Bottle	05 Pound
4.	Dom Peridone	10 mg / Tab	10 Tabs/ Strip	100 Strips
5.	Paracetamol	500 mg / Tab	10 Tabs/ Strip	200 Strips

*Sharan Kumar Mishra*  
AHO  
HHW Project  
Kalna Municipality

*Ganesh Prasad*  
Chairman  
Kalna Municipality

21/1/20

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

Ref No. ..SUDA-Health/DFID/04/722(11)

Date .....23.02.2006

From : **Dr. Shibani Goswami**  
Project Officer  
Health Wing, SUDATo : **The Chairman**

..... Municipality

**Sub. : Forwarding information on Refurbication of Health Post and  
Sub- Health Post under DFID assisted Honorary Health Worker Scheme**

Sir,

In your Project Proposal for DFID assisted Honorary Health Worker Scheme, you had a plan for refurbication of Health Post and Sub-Health Post along with details of work and estimated cost. As the said scheme has already passed through a length of time and service operation at Sub-Health Post level started in the meantime , it is assumed that the refurbication works have been completed by you.

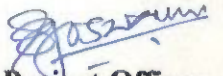
You are requested to furnish the information as per the format given below by 15<sup>th</sup> March, 2006:

Sl. No.	HP/SHP No. with address	Gross Works undertaken	Expenditure incurred ( in Rs.)	SOE submitted to CCC(in Rs.) under memo no. & dt.

This information is urgently required by Dept. of Health & Family Welfare.

Thanking you.

Yours faithfully,


  
Project Officer

23.02.2006

SUDA-Health/DFID/04/722(11)/1(11)

CC

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

  
Project Officer

Name of Municipality:- KALNA

Sl No.	Name of HHWs	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block		Population of the Project Block Block by Religion					
					Male	Female	Total	Hindu s	Muslim s	Sikhs	Christians	Others
1.	Sephali Das	1	1,2,4,8	385	701	784	1485	1006	479	---	---	---
2.	Sukruti Halder	2	3,5	330	716	825	1541	1533	08	---	---	---
3.	Kalpana nandi	3	7,11	97	319	229	548	407	141	---	---	---
4.	Bhanumati Das	4	7,11	339	810	828	1638	1634	04	---	---	---
5.	Rina Sikder	5	9,17	408	946	972	1918	1910	08	---	---	---
6.	Renuka Mazumder	6	6,18	362	802	773	1575	1524	51	---	---	---
7.	Latika Halder	7	10	304	738	697	1435	1420	15	---	---	---
8.	Annandamayee Das	8	12	318	631	639	1270	1211	57	---	---	02
9.	Puspa Sarkar	9	13	297	738	720	1458	1458	---	---	---	---
10	Shantirani Nath	10	11,14	304	691	720	1411	1245	159	---	---	07
11	Samapika Chakraborty	11	15	360	880	855	1735	1735	---	---	---	---
12	Sukla Singha	12	16	214	466	440	906	849	---	---	---	57
13	Total			3718	8438	8482	16920	15932	922	---	---	66

Page No. 1

Name of Municipality : KALINA

S.H.P No. - 1

Sl No.	Name of HHW's	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block			Population of the Project Block by Religion					
					Male	Female	Total	Hindus	Muslims	Sikhs	Christians	Others	
1.	Puspa Sarkar	9	13	297	738	720	1458	1458	—	—	—	—	—
2.	Shantirani Nath	10	11,14	304	691	720	1411	1245	159	—	—	—	07
3.	Samapika Chakraborty	11	15	360	880	855	1735	1735	—	—	—	—	—
4.	Sukla Singha	12	16	214	466	440	906	849	—	—	—	—	57
5.	Total			1175	2775	2735	5510	5287	159	—	—	—	64

Name of Municipality : KALNA

S.H.P No. - 2

SI No.	Name of HHWs	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block		Population of the Project Block Block by Religion							
					Male	Female	Total	Hindus	Muslims	Sikhs	Christians	Others		
1.	Kalpana Nandi	3	7(a)	97	319	229	548	407	141	--	--	--	--	--
2.	Bhanumati Das	4	7(b)	339	810	828	1638	1634	04	--	--	--	--	--
3.	Rina Sikder	5	9,17	408	946	972	1918	1910	08	--	--	--	--	--
4.	Annandamayee Das	8	12	318	631	639	1270	1211	57	--	--	--	02	02
5.	Total			1162	2706	2668	5374	5162	210	--	--	--	02	02



Sl No.	Name of HHWs	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block		Population of the Project Block by Relegion					
					Male	Female	Total	Hindu s	Muslim s	Sikh s	Christian s	Others
1.	Sephali Das	1	1,2,4,8	385	701	784	1485	1006	479	--	--	--
2.	Sukriti Halder	2	3,5	330	716	825	1541	1533	08	--	--	--
3.	Renuka Mazumder	6	6,18	362	802	773	1575	1524	51	--	--	--
4.	Latika Halder	7	10	304	738	697	1435	1420	15	--	--	--
5.	Total			1381	2957	3079	6036	5483	553	--	--	--

Name of Municipality : KALNA S.H.P No. - 1

Sl No.	Name of HHWs	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block		Population of the Project Block Block by Religion							
					Male	Female	Total	Hindus	Muslims	Sikhs	Christians	Others		
1.	Puspa Sarkar	9	13	297	738	720	1458	1458	---	---	---	---	---	---
2.	Shantirani Nath	10	11,14	304	691	720	1411	1245	159	---	---	---	07	---
3.	Samapika Chakraborty	11	15	360	880	855	1735	1735	---	---	---	---	---	---
4.	Sukla Singha	12	16	214	466	440	906	849	---	---	---	---	57	---
5.	Total			1175	2775	2735	5510	5287	159	---	---	---	64	---

Sl No.	Name of HHWs	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block		Population of the Project Block Block by Religion							
					Male	Female	Total	Hindus	Muslims	Sikhs	Christians	Others		
1.	Kalpana Nandi	3	7(a)	97	319	229	548	407	141	---	---	---	---	---
2.	Bhanumati Das	4	7(b)	339	810	828	1638	1634	04	---	---	---	---	---
3.	Rina Sikder	5	9,17	408	946	972	1918	1910	08	---	---	---	---	---
4.	Annandamayee Das	8	12	318	631	639	1270	1211	57	---	---	---	02	02
5.	Total			1162	2706	2668	5374	5162	210	---	---	---	02	02

Sl No.	Name of IIIWs	Block No.	Ward No.	Total No. of Households in the project Block	Population of the Project Block		Population of the Project Block Block by Religion					
					Male	Female	Total	Hindu	Muslim	Sikh	Christian	Others
								s	s	s	s	s
1.	Sephali Das	1	1,2,4,8	385	701	784	1485	1006	479	---	---	---
2.	Sukriti Halder	2	3,5	330	716	825	1541	1533	08	---	---	---
3.	Renuka Mazumder	6	6,18	362	802	773	1575	1524	51	---	---	---
4.	Latika Halder	7	10	304	738	697	1435	1420	15	---	---	---
5.	Total			1381	2957	3079	6036	5483	553	---	---	---

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING  
"ILGUS BHAVAN"**

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

Ref No. ...**SUDA-Health/DFID/04/666(11)**

Date .....**08.11.2005**

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

**To : The Chairman**

..... **Municipality**

**Sub: Discussion session on Base Line Survey and Documentation of DFID  
funded Honorary Health Worker Scheme.**

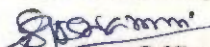
**Sir,**

I am directed to inform you that two external agencies namely Development & Research Services Pvt. Ltd. and IISWBM have been engaged by the Dept. of Health & Family Welfare for conducting Base Line Survey and Documentation of DFID funded Honorary Health Worker Scheme respectively.

A discussion session in this regard is scheduled at SUDA, ILGUS Bhavan, Salt Lake on **18.11.2005 at 1 P.M.** for preparedness.

You are requested kindly to depute Councillor-in-Charge, Health; Health Officer / Asstt. Health Officer and Community Development Officer <sup>F</sup> and make it convenient to participate in the said discussion session.

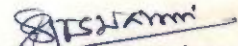
A line in confirmation with regard to participation is to be forwarded to the undersigned by **14<sup>th</sup> November, 2005.**

Yours faithfully,  
  
**Project Officer**

**SUDA-Health/DFID/04/666(11)/1  
08.11.2005**

**CC**

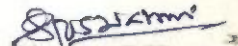
**The Project Director, HHW Scheme - DFID, ..... Municipality - for kind  
information and necessary action.**

  
**Project Officer  
08.11.2005**

**SUDA-Health/DFID/04/666/2**

**CC**

**Director, SUDA**

  
**Project Officer**

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. ...**SUDA-Health/DFID/04/618(11)**

Date .....**25.11.2005**

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

To : **The Chairman**  
**Cooch Behar / Jangipur / Berhampur / Suri / Bolpur / Krishnagar**  
**Kalna / Bankura / Bishnupur / Purulia / Medinipur Municipality**

Sub : **Documentation of DFID assisted Honorary Health Worker**  
**Scheme in 11 Non-KMA ULBs.**

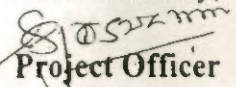
Sir,

Indian Institute of Social Welfare and Business Management (IISWBM) has been vested with the responsibility by the Dept. of Health & Family Welfare, Govt. of West Bengal for conducting documentation of DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs. The field work is expected to start from 1<sup>st</sup> week of December, 2005 as intimated by the Agency. Prof. (Dr.) S.P. Mukhopadhyay, Project Director & Head - MRFP Dept., IISWBM will contact you personally regarding their exact date of arrival to your ULB etc.

You are requested kindly to extend your full co-operation and render necessary assistance to the said Agency in this regard.

Thanking you.

Yours faithfully,


  
Project Officer

25.11.2005

SUDA-Health/DFID/04/618(11)/1(11)

CC

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

  
Project Officer

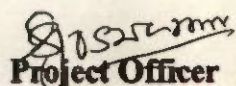
25.11.2005

SUDA-Health/DFID/04/618(11)/2(1)

CC

Prof. (Dr.) S.P. Mukhopadhyay, Project Director & Head - MRFP Dept., IISWBM - for kind information in reference to your letter dated 24.11.2005. With regard to arrangement for accommodation of your field level team members at the Municipality, you may kindly contact the Chairman directly indicating no. of rooms required and ceiling limit of hiring charges of room per day and mode of payment by you etc. Looking forward for visit schedule of the investigators.

With regards.

  
Project Officer

# GOURANGA GOSWAMI

D.N. 124/DF 10



16 NOV 2005

From: The Chairman  
Kalna Municipality

To: Dr. Shibani Goswami  
Project Officer  
Health Wing, SIDA

Sub. Discussion session on Health & Family Welfare  
Honourable Health Officer, Kalna

Madam,

Reference is made to the letter dated 18.11.2005

- 1) Maya Paul  
Deputy Commissioner, Family Health
- 2) Dr. Swapan Kumar Mukherjee  
(A.H.C)
- 3) Bhabani Basu Mallick  
(C.D.C)

Handwritten signature and stamp area, possibly including the name 'Dr. Shibani Goswami' and a date.

no-3/11/05

MEMO NO - 111/NEFD

DATE - 20/09/05

To  
The Project Officer  
Health Wing, SUDA  
ILGUS Bhavan, BIDHANNAGAR

Sub : Selection & posting of F.T.S. & H.H.W in place of the F.T.S

Madam,

This is for your information that after the training of F.T.S the following candidates has been selected & posted as F.T.S ( WEF 14-09-05 ) :-

- 1. Srimati Hazra ( S.H.P - 01 , Kansari Para )
- 2. Sikha Kundu ( S.H.P - 02 , Jugi Para )
- 3. Jayanti Saha ( S.H.P - 03 , Pasu Hospital )

Following name has been selected from the 1st & 2nd part as H.H.W to replace the above mentioned posted as F.T.S & they are appointed as regular H.H.Ws ( WEF 14.09.05 ) :-

- 1. Bhanumati Das ( Ward No. - 7 B , Block No. - 4 - 1st )
- 2. Sukriti Halder ( Ward No. - 2 , Block No. - 2 - 2nd )
- 3. Santirani Nath ( Ward No. - 14 , Block No. - 10 - 1st )

Yours sincerely,

*[Signature]*  
 Chairman  
 Balua Municipality  
 20/09/05  
*[Initials]*



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

Ref No. ....

**SUDA-Health/DFID/04/628(6)**

Date .....

**12.09.2005****From : Dr. Shibani Goswami  
Project Officer  
Health Wing, SUDA****To : The Chairman  
Jangipur / Beharampur / Suri /  
Bolpur / Purulia / Kalna Municipality****Sub : Engagement of FTSs and subsequent filling up of the resultant vacancies  
of the HHWs from the 1<sup>st</sup> panel HHW candidates under DFID assisted  
Honorary Health Worker Scheme.****Ref. : This office earlier communication under reference no.  
SUDA-Health/DFID/04/618(10) dt. 23.08.2005.****Sir / Madam,**

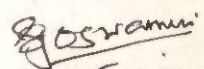
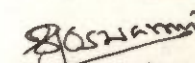
The trainee First Tier Supervisors have successfully completed the 2<sup>nd</sup> cum concluding part of the training session held at SUDA during 09 – 12 September, 2005. The Post Evaluation score sheet of the FTSs is enclosed.

Hence, the trainee FTSs now be engaged as regular FTSs with effect from 14.09.2005 upto 31.03.2006. Each FTS is entitled to get honorarium at the rate of Rs. 920/- per month. The expenditure is to be booked under the A/C head "Honorarium for grass root level functionaries – FTS".

Thus, the resultant vacancies of the HHWs who have been promoted to FTSs, are to be filled up from the 1<sup>st</sup> panel candidates of HHWs with effect from 14.09.2005 upto 31.03.2006. Each HHW is entitled to get honorarium at the rate of Rs. 750/- per month. The expenditure is to be booked under the A/C head "Honorarium for grass root level functionaries – HHW".

A feed back in this regard is to forwarded to the undersigned for office records.

Yours faithfully,

**Encl. : As stated.****SUDA-Health/DFID/04/628(6)/1****CC****The Project Director, HHW Scheme - DFID, ..... Municipality - for kind information  
and necessary action.**  
**Project Officer  
12.09.2005**  
**Project Officer**

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

D.O.No. \_\_\_\_\_

Date: - 07.09.05

NOTICE



9 SEP 2005

Sealed Quotations are hereby invited from the bonafied Agency/Company/ Manufacturer/Leading Dealers etc. for supply of different types of medicine as per specifications for Sub-Health Post (SHP) in connection with DFID Assisted HHW Scheme of Kalna Municipality.

The required number of different types of medicine with brief description, specification etc. are enclosed in the annexed list.

The rates are to be quoted in figures and in word per unit of medicine with specifications.

The sealed Quotations will be received in this office up to 16/09/05 within 1.00 p.m and will be opened on the same day at 2.00 p.m . In chamber of the undersigned. The Quotationers may remain present at the time of opening of quotation.

The under signed reserves the right to accept or cancel any or all quotations without assigning any reasons what so ever.

The deduction of IT&ST will be made as per Govt. rules at the time of payment of bills.

Encl: - As stated above.

Memo No. 107(5)/DFID Dt. 07-09-05

Sd/- *bc. goswami*  
Chairman,  
Kalna Municipality

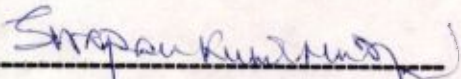
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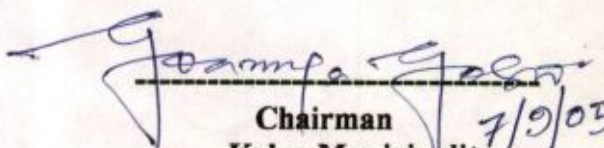
- ✓ The Project Officer, Health Wing (SUDA) Ilgus Bhavan, Bidhannagar, Kolkata-91.
- 2) The Project Director, H.H.W Scheme of Kalna Municipality.
- 3) The Postmaster, Kalna.
- 4) Kalna Municipality Office Notice Board.

*Gouranga Goswami*  
Chairman,  
Kalna Municipality  
7/9/05

**Annexure**  
**List of medicine**

SL NO.	PRODUCT	STRENGTH	FORMULATION UNIT	QUANTITY
01	Iboprofen	400mg/Tab	10 Tabs / Strip	500 Strips
02	Chlorpheniramine Maleate	4mg/Tab	Do	1100 Strips
03	Multivitamine Tab	—	1000 Tab / Pack	05 Pacs
04	Vit. B-Complex	—	1000 Tab / Pack	05 Pacs
05	Cough Expectorant	—	01 Pound /Bottle	05 Bottles
06	Antiper Syr	—	500 MI/Bottle	05 Bottles
07	Cefadroxyl 125 Dt	125 mg/Tab	10 Tab/Strip	100 Strips
08	Cefadroxyl 250dt	250 mg/Tab	10 Tab/Strip	100 Strips
09	Ranitidine	150 mg/Tab	10 Tab/Strip	500 Strips
10	Savlon	—	01 Lit/Bottle	03 Bottles
11	Phenyle	—	01 Lit/Bottle	05 Bottles

  
A.H.O  
H.H.W Project  
Kalna Municipality

  
Chairman  
Kalna Municipality

7/9/03

MEMO NO - 101 - DFID

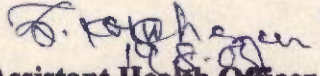
DATE - 19-08-05

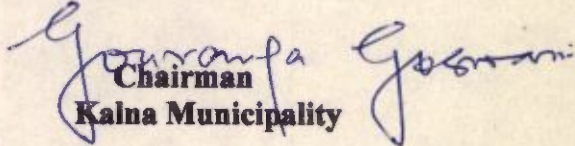
To  
The Project Officer  
Health Wing, SUDA  
ILGUS Bhavan.

Sub:- D.F.I.D Assisted H.H.W Scheme  
Score Sheet Of pre-evaluation Examination of Three (3) F.T.S. Held On 18.08.05.

NAME	S.H.P NO. & ADDRESS	MARKS
1. Shrimati Hazra	(1), Kansari Para	Twenty (20)
2. Shikha Kundu	(2), Jogi Para	Twenty One (21)
3. Jyanti Saha	(3), Near Pashu Hopital	Twenty Five (25)

Sincerely Your's

  
Assistant Health Officer  
Kalna Municipality

  
Chairman  
Kalna Municipality

**SUDA**

# STATE URBAN DEVELOPMENT AGENCY

HEALTH WING  
"ILGUS BHAVAN"

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

Ref No SUDA-Health/DFID/04/536(10)

Date .....24.05.2005

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

To : The Chairman  
Coochbehar / Jangipur / Berhampur / Suri / Golpur /  
Krishnagar / Kalpa / Bankura / Bishnupur / Medinipur  
..... Municipality

Sub : Purchase of bowls to be fitted with bowl stand with 3 legs for SHPs  
under DFID assisted Honorary Health Worker Scheme .

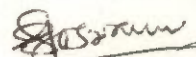
Sir,

You are requested to purchase locally the bowls, SS (@1 bowl per SHP) to be fitted with the bowl stand with 3 legs already provided to you.

The expenditure is to be booked under the A/C head "Procurement – Equipment".

Thanking you.

Yours faithfully,

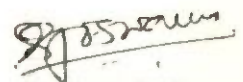
  
Project Officer

SUDA-Health/DFID/04/536(10)/1

24.05.2005

CC

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

  
Project Officer

File  
R  
29.4.05

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

M.M.No. 76(10) D/10

Date: - 5.4.05

To

Sr Dr. Shibani Goswami  
Inspector Officer  
Health wing S.D.H.

6 APR 2005



Respected Sir/Madam,

A meeting of Municipal Level Health and Family welfare Committee of Kalna Municipality will be held on 14/4/05 at 1.00 P.M at Kalna Municipality Office.

You are requested to be presented in the meeting.

Sincerely yours

Chairman & President,  
Municipal Level Health & Welfare Committee  
Kalna Municipality

A/c  
29/4/05

034545242 55004 101-91-033 353 3184 FAX:12

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

**KALNA MUNICIPALITY OFFICE**  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

Memo.No. 77(6) D.P.R

Date - 5.1.2005

**- 6 APR 2005**

To  
Dr. Shobant Goswami  
Project Officer  
Water wing, SIDA



Respected Sir/Madam

You have been selected as member of the selection committee for selection of first <sup>time</sup> supervisors from among the eligible H.H.W of Kalna Municipality. You are requested to attend the theoretical & oral examination on 13/4/05 at the noon at Kalna Municipality

Sincerely yours

Gouranga Goswami  
Chairman,  
Kalna Municipality

**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)

M.M.No. 76(10) DFID

Date: - 5.4.05



To

Sr Dr Shibani Goswami  
Project Officer  
Health Wing SUDA

- 8 APR 2005

Respected Sir/Madam,

A meeting of Municipal Level Health and Family welfare Committee of Kalna Municipality will be held on 14/4/05 at 1.00 P.M at Kalna Municipality Office.

You are requested to be presented in the meeting.

Sincerely yours,

Chairman & President,  
Municipal Level Health & Welfare Committee  
Kalna Municipality



**GOURANGA GOSWAMI**  
CHAIRMAN  
KALNA MUNICIPALITY  
KALNA, BURDWAN

KALNA MUNICIPALITY OFFICE  
PHONE NO (☎): -255004(03454)  
FAX NO: -256242(03454)



Memo.No. 77(6)DFID

Date: -5.4.2005

- 8 APR 2005

To

The Director PROJECT OFFICER  
State Urban Development Agency  
Salt Lane, Calcutta

Respected Sir/Madam,

You are requested to send one representative of SUDA (Health Wing) as a member of the selection committee for selection of the first tier supervisors from among the eligible H.H.W of Kalna Municipality. Members of the selection committee are requested to attend the theoretical & oral examination on 13/4/05 at 12.00 noon at Kalna Municipality.

Sincerely yours

Attention

Dr. Mrs S. Goswami

  
Chairman,  
Kalna Municipality

5/4/05



**STATE URBAN DEVELOPMENT AGENCY**

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/DFID/04/491

Date 21.03.2005

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

To : The Chairman

..... *Kalma* ..... Municipality

Sub. : Guideline for Selection of trainee - First Tier Supervisor for amongst the regular HHWs working under DFID assisted Honorary Health Worker Scheme.

Sir,

The regular HHWs working under DFID assisted Honorary Health Worker Scheme at your municipality are going to complete 6 months of acquired experience in field work.

It is now time for selection of FTS from amongst the HHWs per SHP basis where the FTS will be in charge of SHP.

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

A) Criteria for Selection :

- i) Age between 35 - 45 years.
- ii) Minimum educational qualification - Class VIII Passed and is able to read, write and do simple arithmetical calculation,

However, desirable qualification is school final and above,

- iii) She should have executed her duties properly while working as regular HHW. Preliminary assessment is to be done by HO / AHO (in their absence either CDO or PHN). Check list of which are as follows :

- Attendance and field activities / performance,
- Collection and compilation of base line survey data,

Contd. to P-2.

- Ability in filling up of Family Schedule,
- Maintaining records, registers,
- Conduction of immunisation and family planning service sessions,
- Level of capacity for motivational work,
- Possession of leadership quality.

Thus list of HHWs per SHP is to be prepared by the HO / AHO (in their absence CDO / PHN) indicating gradation of preliminary assessment as good / average / poor. The said list is to be placed before the Sub Selection Committee on the day of selection of FTS.

**B) Selection Committee :**

Municipal Level Health & FW Committee will constitute a Sub Selection Committee for the purpose of selection of FTS with the following members :

- 1) Councillor-in-Charge, Health of the ULB - Presiding Officer
- 2) Health Officer / Asstt. Health Officer of the ULB - Member Convenor
- 3) ACMOH of Sub Division, Dept. of Health & FW - Member
- 4) Representative from Health Wing, SUDA - Member

Written test for all the willing HHWs of each SHP will conducted by the Sub Committee as per the prescribed questionnaire from Health Wing, SUDA, followed by viva voce on the same day.

The Sub Committee will select the suitable candidates(FTS) per SHP and prepare SHP basis final list for placement before the Municipal Level Health & FW Committee for ratification.

The list of finally selected FTSs so ratified by the Municipal Level Health & FW Committee is to be forwarded by the Chairman of the ULB to the Project Officer, Health Wing, SUDA for office record and further necessary action towards their training.

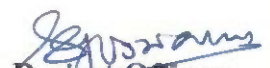
Yours faithfully,

  
Project Officer  
21.03.2005

SUDA-Health/DFID/04/491(1)

CC

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

  
Project Officer