

SUDA

ole

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/DFID/04/441

Ref No.

Date 22.02.2005

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

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

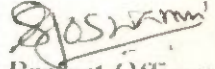
Sub : Extension of period for the DFID assisted
Honorary Health Worker Scheme.

Sir,

I am directed to intimate you that the period for the DFID assisted Honorary Health Worker Scheme has been extended upto 30th June, 2005 by Govt. of India, Ministry of Health & Family Welfare (Dept. of Family Welfare) under their memo no. L. 19012/46/02-APS dt. 18th January, 2005.

This is for your kind information and further necessary action.

Yours faithfully,


Project Officer

SUDA-Health/DFID/04/441(1)

22.02.2005

CC

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

Project Officer

কালনা পৌর এলাকায় স্বৈচ্ছাস্বাস্থ্য কর্মী প্রকল্প

কালনার মত ক্ষুদ্র শহরে স্বাস্থ্য পরিকাঠামোর অভাব নিয়ে বিভিন্ন স্তরে আলোচনা শোনা যায়। কর্পোরেশন ও সি. এম. ডি. এ. এলাকায় এবং বৃহৎ পৌরসভাগুলিতে আর. সি. এইচ. বা আই. পি. পি. - ৮- এর মত স্বাস্থ্য প্রকল্পের সুযোগ বেশ কিছুদিন হল তৈরী হয়েছে, কিন্তু আমাদের মত শহরে এ জাতীয় কোন প্রকল্প না থাকায় আমাদের বিভিন্ন কর্মসূচীতে স্বৈচ্ছাসেবী সংস্থাগুলিকে যুক্ত করেই সফল হতে হয়। এর ফলে নির্দিষ্ট স্বাস্থ্য কার্যক্রম (যেমন পোলিও, এড্‌স ফাইলেরিয়া, কুষ্ঠ ইত্যাদির বিরুদ্ধে অভিযান) হয়ত সম্পন্ন করা যায়; কিন্তু দৈনন্দিন স্বাস্থ্যবিষয়ক কাজের ধারাবাহিকতা রক্ষা করা, তথ্য সংগ্রহ করা বা তৃণমূলস্তরে ধারাবাহিকভাবে পৌঁছানো কঠিন হয়ে ওঠে। একজন স্যানিটারী ইন্সপেক্টর, ২জন ভ্যাকসিনেটর (যাদের পদগুলি বিলুপ্তির পথে) বা ১ জন হেলথ অ্যাসিস্ট্যান্ট নিয়ে ৫০ হাজারের বেশী মানুষের স্বাস্থ্য সংক্রান্ত বিষয়ে ধারাবাহিক পরিকল্পনা নেওয়া সম্ভব হয় না। যাঁদের এই শূন্যস্থান পূরণ করার কথা সেই মহকুমা হাসপাতাল বা সহ মুখ্য স্বাস্থ্য আধিকারিকদের দপ্তর নিজেদের কাজ করে শহরের মানুষের কাজে পরিষেবা পৌঁছাতে পারেন না, সময় ও কর্মীর অভাবে। ফলে আমাদের মত ক্ষুদ্র শহরে স্বাস্থ্য পরিকাঠামোর দাবী ক্রমাগত উপস্থাপিত হচ্ছে।

এই রকম সময়ে মূলতঃ বৃটিশ সরকারের আর্থিক সহযোগিতায় স্বৈচ্ছা স্বাস্থ্যকর্মী প্রকল্প নেওয়া হল সারা রাজ্যে ১১টি পৌরসভায়; যার মধ্যে কালনা স্থান পেয়েছে। এটি একটি পাইলট প্রোজেক্ট; যার অর্থ হল ১ বৎসরের জন্য এই প্রোজেক্ট চালাবার পর তার সাফল্যের উপর নির্ভর করে এই প্রোজেক্ট অন্য পৌরসভায় নেওয়া হবে এবং এই পৌরসভাতেও পরবর্তী বছর গুলিতে চালু রাখা হবে। মূলতঃ বি. পি. এল. তালিকাভুক্ত ১১ সহস্রাধিক মানুষের জন্য হলেও, পর্যায়ক্রমে এই প্রকল্পের সুযোগ অন্যদের মধ্যে বিস্তৃত হবে। দারিদ্রসীমার নীচের জনসাধারণকে এলাকা ভিত্তিতে ১২টি জোনে বিভক্ত করে এক একটি জোনের দায়িত্বে ১জন করে স্বৈচ্ছাস্বাস্থ্যকর্মী নিয়োগ করা হয়েছে। এঁদের ট্রেনিং ও পরিচালনার জন্য পৌরস্তরে গড়ে উঠেছে মিউনিসিপ্যাল ম্যানেজমেন্ট সেল, যা পৌরবিষয়ক দপ্তর ও স্বাস্থ্য দপ্তরের অধীনে এই প্রকল্প পরিচালনার দায়িত্ব নিয়েছেন। এতে সর্বসময়ের চিকিৎসক, নার্স ছাড়াও অন্যান্য প্রয়োজনীয় কর্মী আছে।

ট্রেনিং প্রাপ্ত স্বৈচ্ছাস্বাস্থ্য কর্মীরা নভেম্বর মাস থেকে বাড়ি বাড়ি গিয়ে কাজ করবেন। এঁদের কাজের স্থান হিসাবে পৌরসভা ভবনে ১টি হেলথ পোস্ট ও তার অধীনে ৩টি সাব হেলথ পোস্ট গড়ে তোলা হচ্ছে। স্বৈচ্ছাস্বাস্থ্যকর্মীরা প্রতি মাসে ২বার প্রতি বি. পি. এল পরিবারে যাবেন ও পারিবারিক স্বাস্থ্যসংক্রান্ত তথ্য (ফ্যামিলি সিডিউল) লিপিবদ্ধ করবেন। বিভিন্ন বিষয়ে বিশেষতঃ মা ও শিশুর স্বাস্থ্যসংক্রান্ত পরামর্শ দেবেন। প্রয়োজনে সাধারণ ওষুধও দেবার ব্যবস্থা থাকবে। এঁদের কাজ সাব হেলথ পোস্ট থেকে পরিচালিত হবে, চিকিৎসার প্রয়োজনে তাঁরা হেলথ পোস্টে রোগীদের পাঠাবেন ও সেখান থেকে চিকিৎসক প্রয়োজন বোধে হাসপাতাল বা অন্য রেফারাল কেন্দ্রে রোগী পাঠাবার ব্যবস্থা করবেন। এই সংযোগের মাধ্যমে স্বাস্থ্য চিত্রের পরিবর্তন লিপিবদ্ধ করা ও তা পাঠানোর ব্যবস্থা থাকবে।

প্রতিবার বাড়ি যাবার সময় ১ টাকা করে (মাসে ২টা) স্বৈচ্ছাকর্মীরা সংগ্রহ করে পৌরসভায় জমা দেবেন। এই অর্থ কেন্দ্রীয়ভাবে যে তহবিল তৈরী করবে তার সঙ্গে জাতীয় বস্তি উন্নয়ন প্রকল্পের পরিপূরক অর্থ (৫গুন) ও অন্যান্য ভাবে সংগৃহীত অর্থ জমা পড়ে পৌরসভায় গড়ে উঠবে 'হেলথ ফাণ্ড' যা থেকে বাইরের সাহায্য শেষ হয়ে গেলেও, এই কাঠামোকে টিকিয়ে রাখা সম্ভব হবে।

এই প্রকল্প সফল হলে, ধীরে ধীরে বৃহত্তর স্বাস্থ্য প্রকল্প গড়ে তোলা যাবে ও বি. পি. এল. নন এরূপ মানুষকেও এর আওতায় আনা যাবে। এক কথায় আমাদের শহরের স্বাস্থ্য চিত্র এক গুরুত্বপূর্ণ সংযোজনের মুখোমুখি হয়েছে আমরা।

একাজ সফল করতে জন প্রতিনিধি সহ সমগ্র অধিবাসীর, বিশেষতঃ দারিদ্রসীমার নীচের পরিবারগুলির সহযোগিতা প্রয়োজন। প্রতি ওয়ার্ডে সংশ্লিষ্টদের নিয়ে সভার মাধ্যমে পূজার পরেই সাধারণ মানুষের কাছে বিস্তারিতভাবে প্রকল্পটি তুলে ধরা হবে। আশা করব, সামগ্রিক কালনার স্বার্থে দলমত নির্বিশেষে কালনাবাসী সহযোগিতার হাত বাড়াবেন।

কালনা

১৮/১০/০৪

গৌরঙ্গ গোস্বামী

পৌরপতি

কালনা পৌরসভা

// ২ //

কালনা পৌরসভা স্বেচ্ছা স্বাস্থ্য কর্মী প্রকল্প
দরিদ্রসীমার নিচের পরিবারের সহিত সভার তারিখ

ক্রম নং	ওয়ার্ড নং	স্থান	তারিখ
১	১,২,৪,৮	ব্রহ্মীন্দ্র সদন	২১/১২/২০০৮
২	৩,৫,	ধর্মশালা ✓	২২/১২/২০০৮
৩	৭(ক)	মহুড়া খাতুন প্রা: বিদ্যালয় ✓	১৪/১২/২০০৮
৪	৭(ব)	বাকুইপাড়া দুলাল চাঁদ প্রা: বিদ্যালয় ✓	১৭/১২/২০০৮
৫	৯,১৭	মদিষমদিনী গার্লস ইনষ্টিটিউশন ✓	২৩/১২/২০০৮
৬	৬,১৮	লালজী মহারাজ প্রা: বিদ্যালয় ✓	২৪/১২/২০০৮
৭	১০	নিগমানন্দ প্রা: বিদ্যালয় ✓	২৫/১২/২০০৮
৮	১২	আমলাপুকুর জুনিয়র হাইস্কুল ✓	২৬/১২/২০০৮
৯	১৩	জলগাথ কৈরী প্রা: বিদ্যালয় ✓	২৭/১২/২০০৮
১০	১১,১৪	কালনা প্রা: বিদ্যালয়(১১) ✓ জলগাথ বাড়ী (১৪) ✓	২০/১২/২০০৮ ২৮/১২/২০০৮
১১	১৫	সুবর্ণনগর প্রা: বিদ্যালয় ✓	২৯/১২/২০০৮
১২	১৬	ঘোষপাড়া প্রা: বিদ্যালয় ✓	৩০/১২/২০০৮

* প্রত্যহ বেলা ৪টায় সভা হবে

From:

Sri Gouranga Goswami
CHAIRMAN

KALNA MUNICIPALITY
KALNA, BURDWAN

S. T. D. - 03454
PHONE & FAX NO. : 56242
PHONE & FAX NO. : 55004
KALNA MUNICIPAL OFFICE

D.O. No. 37/DFID

Dated 23/11/2004

30 NOV. 2004

To

~~The~~ Dr. Mrs. S. Goswami
Health wing; SUDA



Madam,

Please find along with a
proposal submitted by
Institute of Health & Environment
Management, Kolkata.

Please go through it
& send your opinion regarding
the proposal.

Sincerely yours.

Gouranga Goswami

23/11/2004

Chairman,
Kalna Municipality

*Intimated
Chairman
type over, Kalna
that there is scope for
involvement of this
in their work. This
must be established
as above by DIT*

INSTITUTE OF HEALTH AND ENVIRONMENT MANAGEMENT

7B, GOURIMATA SARANI □ SHYAMBAZAR □ KOLKATA-700004

IHEM/HHW/408/2004

Dated 18th November, 2004

To
The Chairman
Kalna Municipality,
Kalna,
District - Burdwan,
West Bengal.

To C.D.O.
19/11/2004

Sir,

**Re: NGO Partnership in DFID assisted Honorary Health Worker Scheme
For Kalna Municipality.**

The DFID is assisting Government of West Bengal to consolidate the Community Based Health Worker Scheme in 11 Municipalities in West Bengal. The Department of Health and Family Welfare and Department of Municipal Affairs, GoWB are collaborating in this scheme. Kalna Municipality is covered by this scheme.

State Urban Development Agency (SUDA) under the Department of Municipal Affairs has sent you a project document and invited you to submit a detailed proposal in confirmation to the Format for Writing Project Proposal by the Municipality. The Format for Writing Project Proposal by the Municipality has an Annex VIII where a detailed NGO Partnership Proposal needs to be enclosed.

In response to your verbal invitation we are submitting a detailed NGO partnership proposal with budget to enable you to fulfil the requirements of Annex VIII of the Format for Writing Project Proposal by the Municipality. We can also assist you to prepare your main proposal for submitting to SUDA, Department of Municipal Affairs, GoWB for their approval.

We look forward to work together with a common objective to deliver the health services to the urban poor.

Thanking you

Yours sincerely


S L Banerjee
Director

Encl : NGO Partnership Proposal in duplicate

**Facilitating Local Capacity Building Of The Honorary Health Workers
(HHWs) And Other Functionaries Of The Kalna Municipality
Under
"Pilot Project For Expanding The HHW Scheme To
11 Municipalities Outside Kolkata Metropolitan Development Area"**

NGO-Project Proposal

**INSTITUTE OF HEALTH AND ENVIRONMENT MANAGEMENT
7B Gourimata Sarani, Shyambazar, Kolkata – 700004**

ABBREVIATION

ANC – Antenatal Checkup
ANM – Auxiliary Nurse Midwife
CBR – Crude Birth Rate
CCC – Central Co-ordination Committee
CC & OP – Contraceptive Condom & Oral Pill
CIC- Councilor in Charge
CMR – Child Mortality Rate
CPR – Couple Protection Rate
DFID – Department for International Development
DHFV – Directorate of Health and Family Welfare
FTS- First Tier Supervisor
HC – Health Centre
HHW – Honorary Health Worker
HIV – Human Immuno Deficiency Virus
HMIS – Health Management Information System
HO/AHO – Health Officer & Assistant Health Officer
ICDS – Integrated Child Development Services
IEC – Information, Education, Communication
IFA –Iron and Folic Acid Tablets
IHEM – Institute of Health and Environment Management, Kolkata
IMR – Infant Mortality Rate
IPP VIII – India Population Project VIII
MAD – Department of Municipal Affairs
MIES – Monitoring Information and Evaluation System
MMC – Municipal Management Committee
MMR – Maternal Mortality Ratio
MO – Medical Officer
MULB – Municipal Urban Local Bodies
NACP – National AIDS Control Programme
NGO – Non Government Organisation
NLEP – National Leprosy Elimination Programme
NMCP – National Malaria Control Programme
NMR – Neonatal Mortality Rate
OPD – Out Patient Department
ORS – Oral Rehydration Solution
PHN – Public Health Nurse
PLA – Participative Learning and Action
RCH – Reproductive and Child Health
RNTCP – Revised National Tuberculosis Control Programme
RTI – Reproductive Track Infection
SHP – Sub-Health Post
STD – Sexually Transmitted Diseases
STI – Sexually Transmitted Infections
SUDA – State Urban Development Agency
TB - Tuberculosis
ULB – Urban Local Body

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NGO-Project Proposal
For
Facilitating Local Capacity Building of the Honorary Health Workers
(HHWs) and other functionaries of the Kalna Municipality
Under
"Pilot Project for expanding the HHW Scheme to
11 Municipalities outside Kolkata Metropolitan Development Area"

1. Introduction:

Urban health has become one of the prioritised areas of health movement in the state as well in the country. It has been learnt from the experience of last couple of years that a comprehensive package of services need to be ensured in urban areas to improve the RCH indicators like Infant Mortality Rate (IMR), Neonatal Mortality Rate (NMR), Child Mortality Rate (CMR) Maternal Mortality Ratio (MMR), Couple Protection Rate (CPR), Crude Birth Rate (CBR); other endemic disease control indicators of Malaria, TB, Leprosy, STD/HIV etc.; and other non communicable diseases prevalent in urban areas including prevention and management of carcinogenic and cardiovascular diseases. Considerable efforts have been made in the earlier urban health interventions like World Bank assisted Community Based Urban Health - IPP VIII projects to promote the essential services under Reproductive & Child Health (RCH) messages amongst the poor people living in the slums through the community based Health Worker Scheme. The result of this project revealed a clear trend of improvement in the health indicators in the urban areas. However, an epidemiological transition is evident in urban areas, including amongst urban poor. Therefore it is increasingly felt to develop awareness in the vulnerable groups of urban population in prevention and early management of other communicable and non-communicable diseases.

Now the Government of West Bengal has taken initiative to integrate all the services by broad basing first contact care moving from a parallel and isolated urban health care approach. In this revised HHW scheme the HHWs will promote health messages of all communicable diseases, nutritional deficiency disorders, adolescent health care, participation of males in family health, etc in addition to the RCH messages. DFID, UK is providing the financial assistance of the projects, and the pilot project is being managed by the State Urban Development Agency (SUDA) of Government of West Bengal. The revised HHW scheme will be implemented in 11 municipalities spread in 8 districts of West Bengal including Kalna at Burdwan district.

In this backdrop, Institute of Health and Environment Management, Kolkata (IHEM) proposes to act as the agency for facilitating capacity building of the HHWs and other functionaries of Kalna Municipality to ensure effective implementation of the Pilot Project.

2. Aims of the HHW Scheme:

- (A) Standard of health services of the population in difficulty is to be raised.
- (B) The HHWs will serve as first contact point for the target population and link the people in difficulty with health care services for establishing a comprehensive primary health care and referral service in urban areas.
- (C) Integrate the municipal health services with district health services rendered by the district health offices and hospitals of the DHFW, GoWB.

- (D) The pilot support will provide an opportunity to draw the lessons with regard to its Cost Effectiveness. This will build platform for evidence based investments.
- (E) The positive lessons learnt from the modified HHW Scheme would facilitate the inclusion of this approach in the vision Statement or Strategic Framework for providing health services to the urban poor.
- (F) It will Create an opportunity for lesson learning about the priorities and modalities for DFID / other Donor Agencies for long term programme support.

3. Organisational Background of IHEM, Kolkata :

Institute of Health and Environment Management (IHEM) is a pioneering organisation established with the mission to develop health delivery facilities and a worth living environment. It is situated in Kolkata at the doorstep of Metro Railways.

The Institute has an excellent multidisciplinary team work of specialised professionals from the fields of Health, Demography, IEC and Social Welfare who are well conversant with latest advances. The Institute has modern facilities of Training and Research.

The Institute has working relationship with International agencies, Government Departments, NGOs and other reputed Institutes.

Objectives –

- To undertake scientific research in the sphere of Health Management, Family Welfare, Environment Management and Social Welfare.
- To develop and promote standards of education and training for the personnel engaged in the field of Health, Family Welfare, Environment and Social Welfare.
- To conduct workshops, seminars and conferences.
- To render consultancy services for the development of the organisations and departments of any private or public bodies or Governments dealing with Health, Family Welfare and Social Welfare.
- To assist in project formulation.
- To bring out publication as a documentation and information centre

Present Activities –

- Consultancy Services
- Project formulation
- Documentation and Information Centre
- Workshops, seminars and conferences.
- Developing IEC materials.
- Training Programmes.
- Developing Training Manuals.

4. Socio-Demographic Profile of Kalna and Burdwan district at a glance:

District - Burdwan

District Population	: 6919698
Urban population	: 2572423
Percentage of urban population	: 37.17
Sex Ratio - General	: Total- 921; Urban- 886
Sex Ratio - Child (0-6) years	: Total - 960; Urban - 957
Decadal Growth Rate	: Total - 14.36; Urban - 21.17
Density of population	: Total - 985; Urban - 3239
Literacy Rate	: Total- 71.00; Male - 79.30; Female - 61.93 Urban - 78.05; Male - 84.99; Female- 70.15

Town - Kalna Municipality

Population	: 52176
Decadal Growth Rate	: -
Density of population	: 8153
Sex Ratio	: 956
Literacy Rate	: Total- 85.50; Male - 90.89; Female - 79.85

5. About Health Facilities :

Public Health Facilities located in Burdwan District -

Medical College & Hospital		District Hospital		Sub.Div. Hospital		State General Hospital		Other State Hospital		Total	
No.	Beds	No.	Beds	No.	Beds	No.	Beds	No.	Beds	No.	Beds
1	1099	0	0	4	809	0	0	0	0	5	1908

State Government						Central Government		Local Body		Voluntary Organization		Total	
Health Department		Other Department		Total									
No.	Beds	No.	Beds	No.	Beds	No.	Beds	No.	Beds	No.	Beds	No.	Beds
5	1914	8	458	13	2372	21	2996	0	0	1	85	35	5453

* Source : "Census of India 2001" & Health on the March, GoWB.

6. Overall objective of the NGO-Project :

The overall objective of IHEM is :

- I. To facilitate capacity building of the HHWs and FTS so that all the community based and sub health post service components proposed to be carried out by HHWs and FTS are implemented efficiently, quality assured and sustained and
- II. Coordination of ULB health activities with district and sub divisional programme officers and hospitals of DHFW and other non-Government facilities under the Pilot Project of HHW Scheme in Kalna Municipality.

7. Areas of Interventions:

7.1 Process of involvement of IHEM:

1. The IHEM team members will attend all the capacity building activities conducted by CCC along with project functionaries of the Pilot Project of Kalna Municipality.
2. Facilitate the subsequent capacity building activities conducted by MMC of Kalna Municipality.
3. Facilitate the services of HHWs at community level like - regular home visit and collection of family health information, treatment of minor ailment by distributing drugs including ORS for mild diarrhoea management and necessary follow up, referral of all pregnant women and persons suffering from major ailments to the FTSs, supervised administration of IFA to vulnerable and administration of de-worming drugs to children and adolescents.
4. Facilitate the services at Sub Health Post (SHP) like - ANC for pregnant women by Medical Officers, referral of complicated cases to higher level, immunisation for pregnant women and children, administration of vitamin A, growth monitoring, treatment of minor ailments and referral of complicated cases to higher level, supervised administration of drugs of malaria, TB, leprosy, and other communicable diseases, distribution of condoms and oral pills and ORS, distribution of drugs to the HHWs and maintenance of stocks.
5. Facilitate the awareness camps for men and women to be organised on mother and child health, life skill education for Adolescent groups and prevention and management of local endemic health problems.
6. Facilitate the services of Health Center like - organising monthly meetings, preparing monthly reports, organising Health Talk and other Health Programmes, distribution of CC & OP, providing OPD service by HO/AHO and MOs, referral of difficult cases to Public or Private facilities, arrangement of ambulance service for transferring patients.
7. Facilitate to ensure sustainability of the project after one year by collecting monthly subscription of Rupees 2/- per family, creating health fund and tapping other government or private sources.
8. Facilitate the coordination between DHFW, CCC, MAD, local ICDS, MMC and other stakeholders.
9. Facilitate the monthly review meetings and other meetings at ULB level and also facilitate the overall MIES system of MMC regarding the HHW-project.
10. Facilitate the development of road map for sustainability of the overall project.
11. Facilitate to develop Self-Help Groups for organising Family Health Plans and its implementation and income generation.

7.2 Monitoring and Reporting :

The IHEM team will facilitate monitoring, concurrent evaluation and documentation activities of MMC, CCC and DHFW.

IHEM team will report to the MMC of Kalna Municipality, the report can also be shared with Central Coordinating Cell of SUDA and DHFW, if required.

8. Time Frame :

December 2004 to August 2005 i.e for 9 months initially; subject to be extended as per evaluation and extension of the project .

9. Staffing :

The coordination activities will be conducted by the coordinator and Computer Operator from the Health Post. The field staff will visit the project area and operate from Sub Health Post for community based activities. IHEM team will run the administrative activities of the NGO-project from it's registered office at Kolkata.

The project team will be consist of :

Coordinator	: 1 (one)
Field Assistant	: 3 (three) *
Computer Operator cum documentalist	: 1 (one)
Secretarial Staff	: 1 (one)

** The number of post of the Field assistant will depend upon the number of sub health post of the Kalna Municipality.*

10. Budget :

Sl. No.	Particulars	Amount (Rs.)
1.	Honararium of the Coordinator @ 8,000/- p.m. X 9 months	72,000.00
2.	Honararium of 3 Field Assistant * @ 4,500/- p.m. X 9 months X 3 persons	1,21,500.00
3.	Honararium of 1 Computer Operator cum documentalist @ 4,000/- p.m. X 9 months	36,000.00
4.	Honararium of 1 Secretarial staff @ 3,000/- p.m. X 9 months	27,000.00
5.	Honararium of 1 Part time Accountant @ 1,000/-p.m. X 9 months	9,000.00
6.	Local Travel expenses (actual) @ Rs.4000/- p.m. X 9 months	36,000.00
7.	Cost of Stationary and Communication (Telephone, Fax, etc, for IHEM regd. office) @ Rs. 2000/- p.m. X 9 months	18,000.00
8.	Report cost	5,000.00
9.	Organisational Overhead @ 20% of the item no 1-8	64,900.00
	Total	3,89,400.00

* The NGO will be supported by the Kalna Municipality for all stationary, resource material needed for the development of HMIS, documentation.

Annex- I : Services at different levels,

Annex-II : Key Responsibilities of the HHW& FTS

SERVICES AT EACH LEVEL

I. Community Based Primary Health Care Services:

a) **At Block level**

Block is a well-defined grass-root level project area covering about 750 to 1000 beneficiaries (150 to 200 families), serially numbered, for delivery of services at the door steps. One Honorary Health Worker (HHW) remains in charge of each block She will maintain interpersonal rapport with beneficiary families for which she is earmarked. She will pay home visit fortnightly, record relevant information in the "Family Schedule" designed for the purpose and motivate the clientele for availing services at the SHP.

Essential RCH Service Package At Block Level Are:

- Fortnightly Home Visit
- Filing up of family schedule
- Providing neighbourhood / doorstep health service
- Awareness and motivation on Family Welfare, Nutrition, Environmental Sanitation, personal hygiene, RTIs.
- Treatment of minor ailments at doorsteps, distribution of drugs for 3 days maximum.
- Early registration of pregnancies
- Referral to health facilities
- Act as depot holder of ORS, Nirodh, OCP, Iron Folic Acid Tablet
- Counseling on child nutrition, immunisation
- Preparation and submission of MIES report
- Assisting towards implementation of other on going National Health Programmes namely National Malaria Eradication Programme (NMEP), Revised National TB control programme (RNTCP), National AIDS Control Programme (NACP), National Leprosy Eradication Programme (NLEP) and the like.

b) **At Sub-Health Post (SHP) Level :**

The Sub-Health Posts are actually the Nerve Centres for delivering out-reaches services in the vicinity of the door steps of the beneficiaries. These are in fact the Primary Facility tier for service delivery. In consideration of the distant and dispersed location of the slum clusters, one SHP for a population of (approx). 3750 beneficiaries (750 families) covered by HHWs. One First Tier Supervisor is among the HHWs having necessary qualities of drive, initiative and leadership. One FTS will remain in charge of each SHP and supervise the activities of 5 HHWs each covering 150 families.

The SHPs are provided with Doctors and Nurses in addition to FTS.

Most of Essential Health Care Services Adopted At Sub-Health Post :

- ❑ I.E.C. Programmes on gender equality, age of marriage / pregnancy and contraception adoption.
- ❑ Supply oral contraceptive and condoms.
- ❑ Conduct Immunisation sessions for children and pregnant women.
- ❑ Administer prophylactic Vitamin A oil to under 5 children.
- ❑ Administer prophylactic Iron-Folic Acid tablet (Folifer Tab) to women and children.
- ❑ Conduct Nutrition Awareness sessions with cooking demonstration.
- ❑ Conduct Growth Monitoring of under 5 children, record weight in Growth-Card, assess nutritional status.
- ❑ Conduct pregnancy check-ups (pre / post) including weight and B.P. recording. Carry out Urine test for albumin and Blood test for Hb%.
- ❑ Provision of curative services.
- ❑ Treat referred cases from the front line workers.
- ❑ Make referral cases to O.P.D. and risk pregnancies to Maternity Homes.

c) At Health Post (H.P.) Level :

For approximately every 26,500 identified beneficiaries of the target population there is one Health Post (H.P.). The Municipal Health Officer is the technical head for implementation of the health care services of the project. He is assisted by the Medical Officers, ANMs, HHWs and First Tier Supervisors under the project.

II. Referral Services :

Usually the referral arrangement will be made with existing Govt. / Private Hospitals for secondary / tertiary care including institutional confinements.

KEY RESPONSIBILITIES OF THE HHW AND FTS

HHW :

- ◆ Maintain contacts with target families of their respective blocks.
- ◆ Carry out fortnightly home visit of each family. Therefore 15-20 families will be visited each day
- ◆ Motivate the community to avail health services
- ◆ Ensure active participation of the community in all health activities.
- ◆ Collect data on Mother and Child Health and fill the Family Schedule
- ◆ Each person in the block to be informed of personal hygiene, safe drinking water, environmental sanitation, waste disposal, prevention and early management of communicable diseases, use of ORS, identification and management of ARI, Nutrition including micro nutrients, breast feeding and weaning, immunisation, gender equality, sex, education including STI, HIV/AIDS, and RTI, adolescent health care, menstrual hygiene, age of marriage, first maternity, use of condoms, spacing, family size, pregnancy care, danger signs, safe delivery, safe abortion, male participation in family health and planning, all matters related with Reproduction Health, and the like, first aid and local management of accident case and early transportation of all types of severe cases for proper institutional care.
- ◆ Provide rudimentary curative services at the door step, including ORS
- ◆ Home distribution of Vitamin A, Iron and Folic Acid tablets, Condoms and Oral Pills
- ◆ Arrange for immunisation of pregnant women and infants
- ◆ Arrange institutional delivery
- ◆ Follow up post natal cases, particularly post partum motivation for adopting family planning methods
- ◆ Coordinate with local Aganwadi worker for Growth monitoring, supplementary nutrition and other services
- ◆ Detect suspected cases of communicable diseases and report to First tier Supervisor for further management
- ◆ Provide supervised administration of drugs wherever necessary
- ◆ Collect Rs 2 per family or Rs 1 per visit and deposit in the Health Fund of the ULB

First Tier Supervisor (FTS) :

- ◆ All the job responsibilities of HHW
- ◆ Supervise the function of HHW under her
- ◆ Assist the Medical Officer in the Sub center
- ◆ Organise all awareness programmes
- ◆ Provide curative services as approved
- ◆ Examine the referred cases from HHW
- ◆ Refer the complicated cases to higher level
- ◆ Organise clinics as per schedule
- ◆ Compile the reports of the HHWs and send them to Data Entry Operator at HC
- ◆ Act as local Depot holder of drugs, supplies etc.

From:

Gouranga Gwami
Chairman
KALNA MUNICIPALITY
Kalna (Barab)

STD - 03454

Fax No. 56242

Phone No. 55004

KALNA MUNICIPAL OFFICE



Do. 49/DFID

Dated 04/1/2005.

- 7 JAN 2005

7 JAN 2005

ibani Goswami
ct Officer
th Wing, SUDA.

Ref. : Your letter No. SUDA - Health/DFID/04/366 Dated 23/12/04.

Sub. : Requirement of "Family Schedule" Books for Kalna Municipality.

Respected Madam,

Please note that actual No. of total families under D.F.I.D assisted H.H.W Scheme is 4,195 only as reflected in our project proposal.

Please do the needful so that we may get the actual no of "Family Schedule" books for our purpose.

Sincerely yours,

Gouranga Gwami
Chairman,
Kalna Municipality.

4/1/05

order placed with
M/S Redini Enterprise
vide memo no. SUDA-Health/
DFID/04/419 dt. 3.2.05

56/D.F.I.D

কালনা পৌরসভা
স্বচ্ছ স্বাস্থ্যকর্মী প্রকল্প

তাং-২২-১-০৫

মাননীয় -
শ্রীমুক্ত/শ্রীযুক্তা..... (শ্রীমতী/শ্রীমতী) -

মহাশয়/ মহাশয়া,

স্বচ্ছ স্বাস্থ্যকর্মী প্রকল্পের পরবর্তী পর্যায়ে আগামী ২৮শে, ২৯ শে ও ৩১ শে
জানুয়ারী'২০০৫ বেলা ৪ টায় উপস্বাস্থ্য কেন্দ্রগুলির উদ্বোধন করা হবে। স্থান :- যথাক্রমে
কাঁসাড়ীপাড়া জলের ট্যান্ক, যোগীপাড়া পাম্প ও পশু হাসপাতাল।

আগামী ১লা ফেব্রুয়ারী বেলা ৩-৩০টায় কালনা পৌরসভায় স্বাস্থ্য কেন্দ্রের
উদ্বোধন করা হবে। সভার স্থান রবীন্দ্রসদন, কালনা। সকল অনুষ্ঠানে উপস্থিত থাকবেন
মাননীয় বিধায়িকা শ্রীমতি অঙ্কু কর। আপনাদের উপস্থিতি একান্ত কাম্য।

শুভেচ্ছাসহ

শ্রীকুমার চক্রবর্তী
প্রোজেক্ট ডাইরেক্টর ও মহকুমা শাসক, কালনা

গৌরাম গোধামী
পৌরপতি, কালনা পৌরসভা

2005
10
11/01/05

FROM
GOURANGO GOSWAMI
CHAIRMAN
KALNA MUNICIPALITY

S.T. D. - 03454
PHONE - 255004
PHONE & FAX -256242

M.M. NO. 52/D.F.W.D

DATE: 14/1/05

To
Sir

The Representative of Health & F.W. Committee

Respected Sir/Madam,

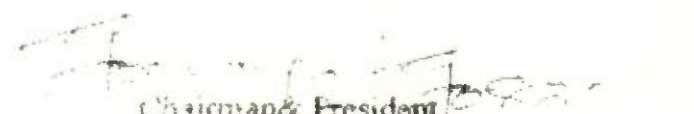
A meeting of Municipal Level Health & F.W Committee of Kalna Municipality will be held on 19/1/05 at 1.00 P.M at kalna Municipality Office .

You are requested to be presented in the meeting.

Sincerely Yours,

Attention -

S. Das


Chairman & President
Municipal Level Health & F.W. Committee, Kalna Municipality

● কালনা পৌর এলাকায় স্বৈচ্ছাস্বাস্থ্য কর্মী প্রকল্প

কালনার মত ক্ষুদ্র শহরে স্বাস্থ্য পরিকাঠামোর অভাব নিয়ে বিভিন্ন স্তরে আলোচনা শোনা যায়। কর্পোরেশন ও সি. এম. ডি. এ. এলাকায় এবং বৃহৎ পৌরসভাগুলিতে আর. সি. এইচ. বা আই. পি. পি. - ৮- এর মত স্বাস্থ্য প্রকল্পের সুযোগ বেশ কিছুদিন হল তৈরী হয়েছে, কিন্তু আমাদের মত শহরে এ জাতীয় কোন প্রকল্প না থাকায় আমাদের বিভিন্ন কর্মসূচীতে স্বৈচ্ছাসেবী সংস্থাগুলিকে যুক্ত করেই সফল হতে হয়। এর ফলে নির্দিষ্ট স্বাস্থ্য কার্যক্রম (যেমন পোলিও, এড্‌স ফাইলেরিয়া, কুষ্ঠ ইত্যাদির বিরুদ্ধে অভিযান) হয়ত সম্পন্ন করা যায়; কিন্তু দৈনন্দিন স্বাস্থ্যবিষয়ক কাজের ধারাবাহিকতা রক্ষা করা, তথ্য সংগ্রহ করা বা তৃণমূলস্তরে ধারাবাহিকভাবে পৌঁছানো কঠিন হয়ে ওঠে। একজন স্যানিটারী ইন্সপেক্টর, ২জন ভ্যাকসিনেটর (যাদের পদগুলি বিলুপ্তির পথে) বা ১ জন হেলথ অ্যাসিস্ট্যান্ট নিয়ে ৫০ হাজারের বেশী মানুষের স্বাস্থ্য সংক্রান্ত বিষয়ে ধারাবাহিক পরিকল্পনা নেওয়া সম্ভব হয় না। যাদের এই শূন্যস্থান পূরণ করার কথা সেই মহকুমা হাসপাতাল বা সহ মুখ্য স্বাস্থ্য আধিকারিকদের দপ্তর নিজেদের কাজ করে শহরের মানুষের কাজে পরিষেবা পৌঁছাতে পারেন না, সময় ও কর্মীর অভাবে। ফলে আমাদের মত ক্ষুদ্র শহরে স্বাস্থ্য পরিকাঠামোর দাবী ক্রমাগত উপস্থাপিত হচ্ছিল।

এই রকম সময়ে মূলতঃ বৃটিশ সরকারের আর্থিক সহযোগিতায় স্বৈচ্ছা স্বাস্থ্যকর্মী প্রকল্প নেওয়া হল সারা রাজ্যে ১১টি পৌরসভায়; যার মধ্যে কালনা স্থান পেয়েছে। এটি একটি পাইলট প্রোজেক্ট; যার অর্থ হল ১ বৎসরের জন্য এই প্রোজেক্ট চালাবার পর তার সাফল্যের উপর নির্ভর করে এই প্রোজেক্ট অন্য পৌরসভায় নেওয়া হবে এবং এই পৌরসভাতেও পরবর্তী বছর গুলিতে চালু রাখা হবে। মূলতঃ বি. পি. এল. তালিকাভুক্ত ১১ সহস্রাধিক মানুষের জন্য হলেও, পর্যায়ক্রমে এই প্রকল্পের সুযোগ অন্যদের মধ্যে বিস্তৃত হবে। দারিদ্রসীমার নীচের জনসাধারণকে এলাকা ভিত্তিতে ১২টি জোনে বিভক্ত করে এক একটি জোনের দায়িত্বে ১জন করে স্বৈচ্ছাস্বাস্থ্যকর্মী নিয়োগ করা হয়েছে। এঁদের ট্রেনিং ও পরিচালনার জন্য পৌরস্তরে গড়ে উঠেছে মিউনিসিপ্যাল ম্যানেজমেন্ট সেল, যা পৌরবিষয়ক দপ্তর ও স্বাস্থ্য দপ্তরের অধীনে এই প্রকল্প পরিচালনার দায়িত্ব নিয়েছেন। এতে সর্বসময়ের চিকিৎসক, নার্স ছাড়াও অন্যান্য প্রয়োজনীয় কর্মী আছে।

ট্রেনিং প্রাপ্ত স্বৈচ্ছাস্বাস্থ্য কর্মীরা নভেম্বর মাস থেকে বাড়ি বাড়ি গিয়ে কাজ করবেন। এঁদের কাজের স্থান হিসাবে পৌরসভা ভবনে ১টি হেলথ পোস্ট ও তার অধীনে ৩টি সাব হেলথ পোস্ট গড়ে তোলা হচ্ছে। স্বৈচ্ছাস্বাস্থ্যকর্মীরা প্রতি মাসে ২বার প্রতি বি. পি. এল পরিবারে যাবেন ও পারিবারিক স্বাস্থ্যসংক্রান্ত তথ্য (ফ্যামিলি সিডিউল) লিপিবদ্ধ করবেন। বিভিন্ন বিষয়ে বিশেষতঃ মা ও শিশুর স্বাস্থ্যসংক্রান্ত পরামর্শ দেবেন। প্রয়োজনে সাধারণ ওষুধও দেবার ব্যবস্থা থাকবে। এঁদের কাজ সাব হেলথ পোস্ট থেকে পরিচালিত হবে, চিকিৎসার প্রয়োজনে তাঁরা হেলথ পোস্টে রোগীদের পাঠাবেন ও সেখান থেকে চিকিৎসক প্রয়োজন বোধে হাসপাতাল বা অন্য রেফারাল কেন্দ্রে রোগী পাঠাবার ব্যবস্থা করবেন। এই সংযোগের মাধ্যমে স্বাস্থ্য চিত্রের পরিবর্তন লিপিবদ্ধ করা ও তা পাঠানোর ব্যবস্থা থাকবে।

প্রতিবার বাড়ি যাবার সময় ১ টাকা করে (মাসে ২টা) স্বৈচ্ছাকর্মীরা সংগ্রহ করে পৌরসভায় জমা দেবেন। এই অর্থ কেন্দ্রীয়ভাবে যে তহবিল তৈরী করবে তার সঙ্গে জাতীয় বস্তি উন্নয়ন প্রকল্পের পরিপূরক অর্থ (৫গুন) ও অন্যান্য ভাবে সংগৃহীত অর্থ জমা পড়ে পৌরসভায় গড়ে উঠবে 'হেলথ ফাণ্ড' যা থেকে বাইরের সাহায্য শেষ হয়ে গেলেও, এই কাঠামোকে টিকিয়ে রাখা সম্ভব হবে।

এই প্রকল্প সফল হলে, ধীরে ধীরে বৃহত্তর স্বাস্থ্য প্রকল্প গড়ে তোলা যাবে ও বি. পি. এল. নন এরূপ মানুষকেও এর আওতায় আনা যাবে। এক কথায় আমাদের শহরের স্বাস্থ্য চিত্র এক গুরুত্বপূর্ণ সংযোজনের মুখোমুখি হয়েছি আমরা।

একাজ সফল করতে জন প্রতিনিধি সহ সমগ্র অধিবাসীর, বিশেষতঃ দারিদ্রসীমার নীচের পরিবারগুলির সহযোগিতা প্রয়োজন। প্রতি ওয়ার্ডে সংশ্লিষ্টদের নিয়ে সভার মাধ্যমে পূজার পরেই সাধারণ মানুষের কাছে বিস্তারিতভাবে প্রকল্পটি তুলে ধরা হবে। আশা করব, সামগ্রিক কালনার স্বার্থে দলমত নির্বিশেষে কালনাবাসী সহযোগিতার হাত বাড়াবেন।

কালনা

১৮/১০/০৮

গৌরাঙ্গ গোস্বামী

পৌরপতি

কালনা পৌরসভা

স্বেচ্ছা স্বাস্থ্য কর্মী প্রকল্প

কালনা পৌরসভা

পত্রাঙ্ক.....

দিনাঙ্ক.....

শ্রীযুক্ত/শ্রীযুক্তা.

ও পরিবারের অন্যান্য সদস্য/ সদস্যাবৃন্দ

ওয়ার্ড নং.....

ব্লক নং.....

মহাশয়/মহাশয়া

দারিদ্রসীমার নীচে অবস্থানকারী পরিবার হিসাবে আপনাদারে পরিবার স্বেচ্ছা স্বাস্থ্য কর্মী প্রকল্পে অন্তর্ভুক্ত হয়েছেন। আপনাকে দায়িত্বপ্রাপ্ত স্বাস্থ্য কর্মীদের সঙ্গে সহযোগিতা করার জন্য অনুরোধ জানাচ্ছি। বিষদ আলোচনার জন্য আগামী..... তারিখে বেলা.....টায় এক সভায় আপনাকে আসার জন্য অনুরোধ জানাচ্ছি।

সভার স্থান.....

শুভেচ্ছা সহ

(গৌরাজ গোস্বামী)

পৌরপতি

কালনা পৌরসভা

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কালনা পৌৰসভা স্বেচ্ছা স্বাস্থ্য কৰ্মী প্ৰকল্প
দৰিদ্ৰসীমাৰ নিচেৰে পৰিবাৰেৰে সহিত সন্ময় তাৰিখ

ব্লক নং	ওয়ার্ড নং	স্থান	তাৰিখ
১	১,২,৪,৮	বৰীন্দ্র সদন	২১/১২/২০০৮
২	৩,৫,	ধৰ্মশালা	২২/১২/২০০৮
৩	৭(ক)	মহুৱা খাতুন প্ৰা: বিদ্যালয়	১৯/১২/২০০৮
৪	৭(খ)	বাকইপাড়া দুলাল চাঁদ প্ৰা: বিদ্যালয়	১৭/১২/২০০৮
৫	৯,১৭	মদিবমদিনী গাৰ্লস ইনষ্টিটিউশন	২৩/১২/২০০৮
৬	৬,১৮	লালজী মহাবাজ প্ৰা: বিদ্যালয়	২৪/১২/২০০৮
৭	১০	নিৰ্ঘমানন্দ প্ৰা: বিদ্যালয়	২৫/১২/২০০৮
৮	১১	আমলাপুকুৰ জুনিয়ৰ হাইস্কুল	২৬/১২/২০০৮
৯	১৩	জগন্নাথ কৈৱী প্ৰা: বিদ্যালয়	২৭/১২/২০০৮
১০	১১,১৪	কালনা প্ৰা: বিদ্যালয়(১১)	২০/১২/২০০৮
		জগন্নাথ বাড়ী (১৪)	২৮/১২/২০০৮
১১	১৫	সুবৰ্ণনগৰ প্ৰা: বিদ্যালয়	২৯/১২/২০০৮
১২	১৬	ঘোষণাড়া প্ৰা: বিদ্যালয়	৩০/১২/২০০৮

* প্ৰত্যহ বেলা গুটায় সন্ময় হৰে

কালনা পৌরসভা

স্মারকসং- 42(49) D.F.I.D
দিনাংক- কালনা, ৬/১২/২০০৮

পত্রিক.....

হইতেঃ

শ্রী পৌরসভা মোজমী

পৌরপতি, কালনা পৌরসভা

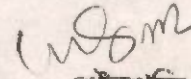
কালনা, (বর্ধমান)

শ্রীযুক্ত/শ্রীযুক্ত, _____

মহাশয়/মহাশয়া,

কালনা শহরে স্বেচ্ছাস্বাক্ষরী প্রকল্পের কাজ সফল করার জন্যনং ওয়ার্ডে দরিদ্রসীমার নীচের পরিবার গুলির প্রতিনিধিদের নিয়ে এক সভা অনুষ্ঠিত হবে। এই সভা সফল করার জন্য আপনাকে সহযোগিতা করার জন্য অনুরোধ জানাচ্ছি।

শুভেচ্ছাসহ



পৌরপতি

কালনা পৌরসভা

সভার স্থান -

সভার তারিখ ও সময় -

Honorary Health Work Project
Kalna Municipality

S.T.D - (03454) Ph.& Fax - 256242

স্বেচ্ছাস্বাস্থ্যকর্মী প্রকল্প
কালনা পৌরসভা

এস. টি. ডি. (০৩৪৫৪) ফোন এবং ফ্যাক্স- ২৫৬২৪২

Date

তাং

Sub : Sanction of a Light Vehicle for supervision of the
DFID Project Work.

Placed below is the copy of communication of Sub-Divisional Officer, Kalna & Project Director, DFID, Kalna bearing memo no. 950/DP dt. 24th September, 2004.

In this connection it is to be mentioned that there is no provision for hiring of vehicle for supervision in the budget of DFID assisted Honorary Health Worker Scheme. No other municipality has yet requested for vehicle support.

Since the project period is upto 31.01.2005 for the present, it will be liability for the municipality for sustenance. This type of vehicular support cannot be restricted to one municipality only. To maintain uniformity the other 10 ULBs should also be provided with such support.

However, if municipality takes the responsibility of incurring the hiring charge of vehicle and salary to the driver from the municipal fund, the fuel charges (restricting the quantity fuel as per Govt. norms) can only be met up from the O & M A/C head of the budget of the scheme of the individual municipalities.

Submitted.

UO-SUDA-Health
DFID/07/134
dt. 15.10.04
Director, SUDA
P.O.
He may dis miss
18/10/04

15.10.04

Government of West Bengal
Office of the Sub-divisional Officer,
Kalna, Burdwan

Memo.No. 950 /DP, Dated, Kalna, the 24th September, 2004

To
Dr. Shibani Goswami
Project Officer,
Health wing, SUDA,
ILGUS BHAVAN
H-C Block, Sector-III, Bidhannagar, Kolkata-700091

- 4 00. 2004



Madam,

In line with the discussion held at the office chamber of the Chairman, Kalna Municipality on 24.9.2004. She is requested to sanction a light vehicle for effective supervision of the DFID Project works with effect from 01.11.2004.

It may be noted that after completion of Training and Festive season the work would be started from 01.11.2004.

It may be noted that the Kalna Municipality has no light vehicle of its own.

This is extremely urgent.

Yours faithfully,

Anand
24/9/04
Sub-Divisional Officer, Kalna
&
Project Director,
DFID, Kalna

Memo.No. 950/1 /DP, Dated, Kalna, the 24th September, 2004

Copy forwarded to the Chairman, Kalna Municipality for favour of information and necessary action.

Sub-Divisional Officer, Kalna
&
Project Director,
DFID, Kalna

Memo.No. 950/1/1/DP, Dated, Kalna, the 24th September, 2004

Copy forwarded to the District Magistrate, Burdwan for favour of kind information.

Sub-Divisional Officer, Kalna
&
Project Director,
DFID, Kalna

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/04/366

Date 23.12.2004

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

To : The Chairman
Kalna Municipality

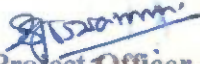
Sub : Requirement of "Family Schedule" books for Kalna Municipality.

Sir,

Reference is invited to your communication bearing memo no. 45/DFID dt. 14.12.2004 on the above subject.

No. of Family Schedules provided to your ULB was based on the estimation of 5 persons per family limiting to total BPL population to 11,455 as per the Project Proposal submitted by you which was further forwarded to DHFW.

However, as HHWs of your municipality has already started visiting households of project beneficiaries, you are requested kindly to ascertain and intimate the actual no. of total families and population under the DFID assisted Honorary Health Worker Scheme to facilitate further supply of family schedule, as desired.

Yours faithfully,

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/04/366

Date
23.12.2004

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

To : The Chairman
Kalna Municipality

Sub : Requirement of "Family Schedule" books for Kalna Municipality.

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However, as HHWs of your municipality has already started visiting households of project beneficiaries, you are requested kindly to ascertain ^{and intimate} the actual no. of total families and population under the DFID assisted Honorary Health Worker Scheme to facilitate further supply of family schedule, as desired.

Yours faithfully,


Project Officer

FROM
GOURANGO GOSWAMI
CHAIRMAN
KALNA MUNICIPALITY

S.T. D. - 03454
PHONE - 255004
PHONE & FAX - 256242

M.M. NO. 45/DFID.....

DATE: - 14/12/2009

TO
The project officer
Health Wing (SUDA)
Ilus Bhavan
H.C. Block, Sector - III
Bidhannagar, Kolkata - 91

**Sub:- Requirement of "Family Schedule" books for
Kalna Municipality**

Madam,

Please note that we had received 3000 No. Of such books already. But we require another 1200(One Thousand Two Hundred Books Only) to meet our demands.

Please note it and do the need for.

Sincerely
Yours

Gouranga Goswami
14/12/09
Chairman
KALNA MUNICIPALITY

Attention:

Dr. Mrs.S.Goswami
(Health wing, SUDA)

KALNA MUNICIPALITY



28 Oct 2004

Memo. No. - 28(4) / D.F.I.D.

Date. Kalna, the 25th Oct. '2004

Notice

Notice for Selection of Man power for H.P. under D.F.I.D. assisted H.H.W. Scheme. Application are invited for the following posts.:-

Sl.No.	POST	No.	Honorium per month	Qualification
1	Pert time Medical Officer	2	Rs.1600/-	M.B.B.S.
2	Pert time A.N.M.	2	Rs.1250/-	A.N.M. recognized by W.B. Nursing council.
3	Clerk-Cum-Storekeeper	1	Rs.850/-	S.F.
4	Attendent	1	Rs.650/-	VIII
5	Sweeper.	1	Rs.450/-	Can Read & wirte

Application must reach the office of the undersigned within 12/11/2004. The interview for these posts will be held on 13/11/2004 from 12 Noon at the office premises.

Copy to.

Project abicer.
Health wing (SUDA)
Kol-91.

Chairman
KALNA MUNICIPALITY

Sub : Sanction of a Light Vehicle for supervision of the
DFID Project Work.

Placed below is the copy of communication of Sub-Divisional Officer, Kalna & Project Director, DFID, Kalna bearing memo no. 950/DP dt. 24th September, 2004.

In this connection it is to be mentioned that there is no provision for hiring of vehicle for supervision in the budget of DFID assisted Honorary Health Worker Scheme. No other municipality has yet requested for vehicle support.

Since the project period is upto 31.01.2005 for the present, it will be liability for the municipality for sustenance. This type of vehicular support cannot be restricted to one municipality only. To maintain uniformity the other 10 ULBs should also be provided with such support.

However, if municipality takes the responsibility of incurring the hiring charge of vehicle and salary to the driver from the municipal fund, the fuel charges (restricting the quantity fuel as per Govt. norms) can only be met up from the O & M A/C head of the budget of the scheme of the individual municipalities.

Submitted.

UO-SUDA-Health
DFID/07/134
dt. 15.10.04

Director, SUDA

[Signature]
15.10.04

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

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

Date 19.08.2004

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

**To : Shri Rajeev Dube, IAS
Special Secretary (Project) &
Programme Director, SIP & HSDI**

**Sub : Submission of Project Proposal by Kalna Municipality in connection
with DFID assisted Honorary Health Worker Scheme.**

Sir,

The Project Proposal * written by Kalna Municipality and process by CCC, SUDA is submitted for favour of your kind perusal and approval.

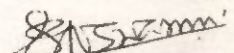
Enclo. : *

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

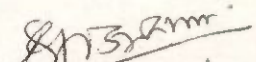
CC

Dr. A.K. Ghosh, Chief Technical Officer, SPSRC, DHFW

Yours faithfully,


Project Officer

19.08.2004


Project Officer

From:

Sri Gouranga Goswami
CHAIRMAN

KALNA MUNICIPALITY

KALNA, BURDWAN

S. T. D. - 03454

PHONE & FAX NO. : 56242

PHONE & FAX NO. : 55004

KALNA MUNICIPAL OFFICE

D.O. No. 12/H.F.W.C.

Dated. 02-8-2004.

To
The Director,
State Urban Development Agency (SUDA),
"ILGUS BHAVAN",
HC Block, Sector - III,
Salt Lake City, Kolkata - 91

Kind Attn.- Mrs. Dr. S. Goswami, P.O., Health Wing, SUDA.

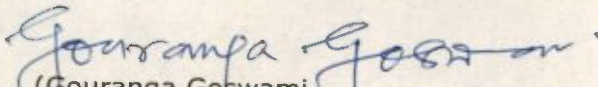
Sub. - Project Proposal of DFID Assisted H.H.W. Pilot project.

Respected Madam,

Please note that the proposal of D.F.I.D. assisted H.H.W. pilot project of Kalna Municipality had been approved in the meeting of health and Family Welfare Committee of Kalna Municipality on 30.07.2004. The said project proposal is being sent to you along with, for necessary action and processing.

Thanking You.

Sincerely yours'


(Gouranga Goswami,
Chairman & President, Health & FW Committee,
Kalna Municipality)

Government of West Bengal
Office of the Sub-divisional Officer,
Kalna, Burdwan

Memo.No. 950 /DP, Dated, Kalna, the 24th September, 2004

To
Dr. Shibani Goswami
Project Officer,
Health wing, SUDA,
ILGUS BHAVAN
H-C Block, Sector-III, Bidhannagar, Kolkata-700091

- 4 OCT 2004



Madam,

In line with the discussion held at the office chamber of the Chairman, Kalna Municipality on 24.9.2004. She is requested to sanction a **light vehicle** for effective supervision of the DFID Project works with effect from 01.11.2004.

It may be noted that after completion of Training and Festive season the work would be started from 01.11.2004.

It may be noted that the Kalna Municipality has **no light vehicle** of its own.

This is extremely urgent.

Yours faithfully,

Anand 24/9/04
Sub-Divisional Officer, Kalna
&
Project Director,
DFID, Kalna

Memo.No. 950/1 /DP, Dated, Kalna, the 24th September, 2004

Copy forwarded to the Chairman, Kalna Municipality for favour of information and necessary action.

Sub-Divisional Officer, Kalna
&
Project Director,
DFID, Kalna

Memo.No. 950/1/1/DP, Dated, Kalna, the 24th September, 2004

Copy forwarded to the District Magistrate, Burdwan for favour of kind information.

Sub-Divisional Officer, Kalna
&
Project Director,
DFID, Kalna

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

SUDA-Health/DFID/04/275
Ref No.

Date15.10.2004

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

**To : The Sub-Divisional Officer, Kalna &
Project Director, DFID Kalna Municipality**

**Sub. : Sanction of a Light Vehicle for supervision of the DFID
project work.**

Sir,

Reference is invited to your communication bearing memo no. 950/DP dt. 24th Sept., 2004.

The matter has been referred to the Competent Authority. The outcome will be intimated to you in due course.

Yours faithfully,


Project Officer

15.10.2004

SUDA-Health/DFID/04/275(1)

CC

Chairman, Kalna Municipality


Project Officer'

O/C

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/04/264

Date 05.10.2004

**From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Cooch Behar / Jangipur / Baharampur / Suri /
Kālma / Krishnagar / Medinipur Municipality.****Sub : Engagement of HHWs (Regular candidates only as selected by the Municipal level Health & FW Committee) in connection with DFID assisted Honorary Health Worker Scheme.**

Sir,

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

Full Marks :

Sl. No.	Name of the Candidate (Regular)	Marks obtained
	Name of the Candidate (1 st panel)	
	Name of the Candidate (2 nd panel)	

Contd. to P-2.

Job Responsibilities

AT HP LEVEL

Medical Officer (Part - Time) :

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

Contd. to P-2.

ANM :

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

Clerk cum Store Keeper :

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

Attendant :

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

সাব-হেঁথ পোষ্ট স্তরে পরিষেবা

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

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No SUDA-Health/DFID/04/252

Date
29.09.2004

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

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

Sub : Procurement of Medicines for HP & SHPs and part of Equipment
for SHPs under DFID assisted Honorary Health Worker Scheme.

Sir,

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

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

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

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

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

- 2 -

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

An early action is requested for.

Encl. : As stated.

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

CC

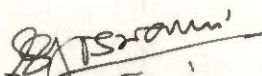
The Project Director, HHW Scheme - DFID,
information and necessary action please.

Yours faithfully,


Project Officer

29.09.2004

Municipality - for kind


Project Officer

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

o/c

**To : The Chairman
Coochbehar/ Jangipur / Suri / Kalna Municipality****Sub : Selection & engagement of man-power for HP under
DFID assisted Honorary Health Worker Scheme.**

Sir,

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

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

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

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

Contd. to P-2.

- 2 -

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


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

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

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

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

Yours faithfully,



Project Officer


29.09.2004

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

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

Swi

Municipality - for kind


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING
"ILGUS BHAVAN"
H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No SUDA-Health/DFID/04/252

Date
29.09.2004

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

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

Sub : Procurement of Medicines for HP & SHPs and part of Equipment
for SHPs under DFID assisted Honorary Health Worker Scheme.

Sir,

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

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

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

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

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

- 2 -

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

An early action is requested for.

Encl. : As stated.

Yours faithfully,



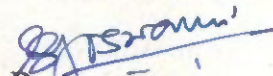
Project Officer

29.09.2004

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

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

Municipality - for kind


Project Officer

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	½" Width	1 reel	242 reels

Estimated Cost : Rs. 3.77 lakhs

For Kalna Municipality :

ANNEXURE - B

Equipment for Sub -Health Post (SHP) :

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

Estimated Cost : Rs. 4,100/-

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. ~~SUDA-Health/DFID/04/250~~ o/cDate
29.09.2004**From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman
Coochbehar/ Jangipur / Suri / Kalna Municipality****Sub : Selection & engagement of man-power for HP under
DFID assisted Honorary Health Worker Scheme.**

Sir,

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

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

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

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

Contd. to P-2.

- 2 -

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

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

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

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

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

Yours faithfully,

sdh

Project Officer

29.09.2004

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

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

Kolha

Municipality - for kind

[Signature]
Project Officer

● DFID ASSISTED HONORARY HEALTH WORKER SCHEME
AN OUTLINE FOR TRAINERS
REGARDING
TRAINING OF HONORARY HEALTH WORKER

AT MUNICIPALITY

TIME : 11 A.M. to 1 P.M. & 2 P.M. to 4 P.M.

VENUE :

PERIOD :

COURSE CO-ORDINATOR : HEALTH OFFICER / ASSTT. HEALTH OFFICER OF
THE MUNICIPALITY


Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
1, 2	Registration and inauguration, pre-training evaluation.	
2	Pre-training examination and evaluation.	
3 & 4. 24/8/04	General introduction to DFID assisted Honorary Health Worker Scheme, Aim of the project. Organisational set up. Service strategy - community drafted female HHWs to pay home visit twice in a month, to provide basic curative care for minor ailments at the door step of the beneficiaries & to promote uptake of preventive, promotive and family planning services at local health facilities through interpersonal communication, HHW is the first contact point between the community and the existing health facilities, HHW to act as depot holder for distribution of Oral Pill, Condom, ORS, IFA tablets etc. The HHW is to be supervised by First Tier Supervisor. Services from SHP and HP. Referral services to the existing health facilities. Responsibility of HHW.	Sanelhya Sarkar 11 AM to 1 PM S. K. Madhuj 2 PM to 4 PM
5 & 6. 25/8/04	What is Nutrition ? Nutritious food and its importance ? Classification of food - Protein, fat, carbohydrate, Vitamins, Minerals - Local sources of each of them, importance, deficiency diseases, What is Balance Diet ? Causes of malnutrition. Faulty practices. Diseases due to malnutrition. Awareness on nutrition - right method of cutting and cooking.	Sanelhya Sarkar 11 AM to 1 PM S. K. Madhuj 2 PM to 4 PM
7 & 8. 26/8/04	Conditions in which more Nutrition is required. Effect of proper nutrition on pregnant women to offspring. Benefit of breast milk, emphasis on colostrum, weaning food. What is Anaemia ? Symptoms. National Anaemia control programme for mothers and children.	Sanelhya Sarkar 11 AM to 1 PM S. K. Madhuj 11 AM to 1 PM & 2 PM to 4 PM
9 & 10. 27/8/04	Definition of Health, explanation on preventive, promotive and curative health with example.	Sanelhya Sarkar 11 AM to 1 PM S. K. Madhuj 2 PM to 4 PM
11 & 12. 28/8/04	Definition of communicable and contagious diseases with example. Description of different transmission factors.	Sanelhya Sarkar 11 AM to 1 PM S. K. Madhuj

DAYS	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
30.8.04	13. What is hygiene ? Personal Hygiene - Daily bath, care of tooth, hair, eye, nail cutting, hand washing with soap before food handling and after toilet, spitting, cleanliness of cloths, bed linen, napkins - Diseases caused by each of the faulty habit and preventive measures. Home waste disposal. How environment can be made less pollutant - role of individual, family and community.	Sanelhya Sarka 11 AM to 1 PM S. Sarka
	14. What is Adolescence ? Physical and psychological changes during adolescent period, Importance of health awareness - Danger of early marriage, teenage pregnancy, iron deficiency anemia, complications in adolescence pregnancy and delivery. Minimum age of marriage and child birth.	Sanelhya Sarka 11 AM to 1 PM S. Sarka
31.8.04	15. Maternal care - Symptoms of pregnancy. Ante-natal Care - early registration of all pregnancies by 12 weeks, importance of early registration LMP, EDD, at least 3 ante-natal check ups, components of check ups, increase in body weight of pregnant woman, Do's during pregnancy, Immunisation against Tetanus, Dangerous signals during pregnancy. High risk mother.	Sanelhya Sarka 11 AM to 1 PM S. Sarka 2-4
31.8.04 1.9.04	16. High risk pregnancy - General factors - Maternal age below 18 yrs. and above 35 yrs. specially in case of First Pregnancy, short stature less than 140 cms. Height, parity more than 4, less than 38 kg. body weight, previous history of abortion/ pre-term delivery/any complication / difficult labour , still birth, any medical disorders. Complication during pregnancy like, bleeding, severe Anaemia, high BP, multiple pregnancies, pre-term labour etc.	Sanelhya Sarka 11 AM to 1 PM S. Sarka 2-4
1.9.04	17. Maternal care - symptoms of labour, intranatal care - promotion of institutional delivery, danger signals during labour. Post natal care - Post natal period, Care of new born and mother, danger signals during post natal period. Referral system - When to refer ? Where to refer?	Sudhi Kumar 2 PM to 4 PM S. Sarka 2-4
1.9.04	Revision on Maternal Care.	
2.9.04 11-1.00	19. Child care - Essential new born care - Delivery at Health Facility, adequate cloth covering, early breast feeding, avoid bathing till cord has fallen off. High risk neonates - Weight less than 2.5 kg. (LBW), twin / multiple babies, baby born by forceps, baby lost mother after birth, baby whose previous siblings died in infancy or early childhood, acute illness, congenital anomaly, repeated child birth of mother, baby not getting mother's milk, baby of mentally ill mother. Referral system.	Sanelhya Sarka 11 AM to 1 PM Sudhi Kumar 2-4 PM
2-4 2.9.04	20. Child care - breast feeding - advantage of breast feeding, exclusive breast feedings upto 6 months, beneficial effect of colostrum, proper weaning, mode and food items at weaning, Vitamin A prophylaxis. Child IFA.	Sudhi Kumar 2-4 PM S. Sarka
3.9.21.04	Growth monitoring chart, Developmental mile stones.	Sanelhya Sarka 11 AM to 1 PM
22.	Revision on Child Care.	S. Sarka

DA.S	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
23. 79.	Vaccine preventable diseases - What are the Vaccines available under Routine Immunisation ? Prevention from six vaccine preventable diseases. T.B. and Polio - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Sandhya Sarkar 11 AM to 1 PM
24. 89.	Diphtheria and Whooping Cough - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Sandhya Sarkar
25. 99.	Tetanus and Measles - Agent, host, environmental factors, mode of spread, general symptoms, prevention.	Sandhya Sarkar
26 & 27.	Routine Immunisation - Schedule, dosage, diluents etc., target Disinfection of syringes & needles, conduction of immunisation session, follow up, precaution during immunisation, immunisation card, complete immunisation.	Sandhya Sarkar 11 AM to 1 PM Sandhya Sarkar
28.	Cold chain system - for storage, distribution at SHP Level. Vaccine carrier / Day carrier / Ice pack.	Sandhya Sarkar
29.	Family Planning Programme - Introduction, eligible couple, importance of Family Planning. Small family norm - Spacing, hazards of too frequent child - birth, different contraceptive and birth control measures suitable for (a) newly married couple, (b) mother of one child and (c) mother of two or more living children. Causes of increased birth rate.	Sandhya Sarkar Sandhya Sarkar
30.	FP Methods - Choice of contraception, spacing methods - Oral Pill, IUD, Condom and permanent methods - Ligation, Vasectomy - mode of action, clienteles, complication, contra indications. MTP. Role of HHW.	Sandhya Sarkar
31.	ARI - Mode of infection & its transmission, management of mild cases in domestic level; identification of serious cases by HHW & mothers (for immediate medical help) on all or any of the signs e.g. hurried resp. rate, indrawing of chest muscles, and / or stridor / wheezing / rumbling sound & inability to suck breast / swallow - preventive & control measures. Why it is important ?	Sandhya Sarkar
32.	Role of HHWs - Strategies - Train mothers to recognise danger signals for immediate medical care / improve maternal knowledge about home management of coughs & colds / promote immunisation, including measles, breast feeding, weaning & Vit. A. prophylaxis.	Sudhi Kumari 9/2-4/
33.	Diarrhoea - Definition, Recognition of Danger Signs for Immediate Medical Care. To check for signs of dehydration. (two or more signs including at least one marked *) Repeated purging & vomiting, inability to drink / swallow, blood in stool, semiconscious, hurried respiration, diarrhoea within 6 weeks of measles, signs of severe dehydration (e.g. sunken eyes, dry tongue, anuria, tears absent. Decreased skin turgor, increased thirst).	Sandhya Sarkar

DAYS	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
34.	Video Show, Group work on important messages, preparation of chart and presentation.	
35. 10/9	<p>Reproductive Tract Infection :- Identification - Discharge per vagina , may be white or purulent or mixed with blood , soreness , itching, swelling , pain , tenderness or burning sensation in any part of the reproductive organs , or swelling of inguinal lymph glands or pain and tenderness in lower abdomen.</p> <p>Causes- unhygienic sex practices, bathing in dirty tank / pond, using dirty pad, not properly cleansing the part after defaecation or micturition.</p> <p>Preventive & Control measures: Hygienic practices with regard to above mentioned factors, early treatment.</p>	<p>Sandhya Sarkar 11 AM to 1 PM</p>
36 & 37. 10/9 11/9	<p>STDs (Sexually Transmitted Diseases) - common STDs are Gonorrhoea and Syphilis. (a) Syphilis - Soreness in or around the external genitalia. (b) Gonorrhoea- discharge per vagina</p> <p>Mode of transmission - by sexual act with an infected person</p> <p>Prevention & Control - avoid sexual act with persons of unknown character. Use of condom, early treatment</p> <p>HIV infection - This infection damages the natural immune mechanism of the infected person who gradually become less resistant and more susceptible to various infections.</p> <p>Common signs and symptoms - suffering repeatedly from one or more of the following i.e cold & cough, diarrhoea, skin infection, eye infection , infection of oral cavity , painful swelling of the lymph glands , loss of body weight, fever etc.</p> <p>Mode of transmission- sex with infected person, use of not properly sterilised medical or dental instruments, contaminated blood transfusion or use of blood products, infected mother to foetus, mother's milk</p> <p>Prevention & control : Avoid sex with any person of unknown characters, use of properly sterilised instruments , use of condom , awareness generation of the people</p>	<p>Sarkar</p>
38. 11/9/04	<p>RNTCP - About 1% of the population of India are suffering from T.B. Total no. of sufferers are about 1 Crore, every year there are about 5 lakhs new cases and 5 lakhs death.</p> <p>Identification - Any person showing one or more of the following symptoms should be referred :- (a) fever for more than 3 weeks (b) cough for more than 3 weeks, (c) blood with sputum.</p> <p>These persons should be immediately linked with chest clinic of a Govt. Hospital, where diagnosis and full treatment is done free of cost. At present, DOTS (Direct Observation Treatment - Short course) is done with multi-drugs which gives high cure rate. All infants are given BCG vaccine under that Routine Immunisation programmes.</p>	<p>Sarkar</p>

DA. S	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
13/9/04	<p>39. NLEP- Case detection _ (a) Lepromatous cases - facial disfigurement , depressed nose, Irregular skin thickening , oily skin with reddish patches at places , may be congestion of eyes, soreness and shortening of fingers and toes.</p> <p>(b) Non lepromatous cases - (1) Hypopigmented and anaesthetic patches on the skin, or, (2) Polyneuritic superficial nerves i.e greater auricular / popliteal / ulnar nerves are thickened , or , (3) Tuberculoid type nodules scattered on the skin all over the body .</p> <p>Referral to the Govt. Hospitals.</p> <p>Awareness - stress on - Leprosy is a very mild infectious disease, cure rate is very high, diagnosis and full treatment is done free of cost at all hospitals</p>	Sarkar 11 AM to 1 PM
13/9/04	<p>40. NBCP- India has the largest blind population. Under NBCP : Vitamin A prophylaxis for under 3 years children, organisation of cataract operation camps in outreach areas, publicity for motivation of people for donation of eyes, extending specialist services in rural hospitals. Free treatment of eye diseases in hospitals.</p>	Shantanu Kumar Das 2-4/1
14/9/04	<p>41. NMCP- As malaria case are increasing , any fever cases unless otherwise diagnosed , should be blood slide examined and treated with chloroquin .</p> <p>The salient feature of the programme are :- all fever cases should be early diagnosed and promptly treated , prevention of mosquito breeding by not allowing water to remain stagnant in small or large quantity for more than a week, Malaria is transmitted by female anopheles mosquito, which breeds in clear water, protection from mosquito bites by use of mosquito net or use of repellent cream.</p> <p>Diagnosis and treatment are free of cost in Govt. Health facilities.</p>	Sandeep Sarkar 11 AM to 1 PM
14/9/04	<p>42. NFCP- The line of preventive measures are similar as in case of NMCP. Filaria is transmitted by culex mosquitoes which breed in dirty water,; prevent mosquito breeding and protect from mosquito bites; early case detection and prompt treatment.</p>	Sarkar
15/9/04	<p>43. HIV infection - First case was found in USA in 1982, and in India in 1986, Now India has over 40 lakhs of HIV infected cases and it is rapidly increasing.</p> <p>Salient feature of this programme are as follows :- awareness generation in public about its transmission and prevention , promotion of use of condom among the high risk groups, control measures imposed on Blood Bank, involvement of NGOs in awareness generation and condom distribution programme among the commercial sex workers, research for development of vaccine and curative medicine. Adequate nutrition, hygienic practices and early treatment of diseases can prolong life of the HIV infected persons.</p>	Sandeep Sarkar 11 AM to 1 PM

DA. S	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
44. 15/9	<p>National IDD Control Programme- Iodine deficiency is prevalent in sub-Himalayan and sub -Vindhya region . It is also prevailing in sub acute form all over India. Natural sources of iodine are food & water; rich source is sea food, both animal and vegetable. Some food items such as, cabbage, mustard or rye leaves etc. are known as goitreogenic food.</p> <p>Iodine takes part in (1) synthesis of thyroid hormone and (2) development of brain.</p> <p>Endemic goitre may present manifestations like lethargy, obesity, pain in joints and muscles, hoarseness of voice etc. In female, there may be birth of handicapped baby, known as cretin baby; small deficiency causes hypo-intelligentia.</p> <p>GOI has made it mandatory for production and sell of Iodised edible salt. People to be educated to buy fresh stock of Iodised Salt and store in closed container, as Iodine is volatile.</p>	
45. 16/9	<p>Pulse Polio Immunisation Programme :</p> <p>Poliomyelitis elimination is a National Health Programme of India. Under this programme, besides, routine immunisation programme additional doses of OPV are administered to all under 5 children. This programme is held in few rounds every year. Each round is held on one fixed date all over the country. Each round continues for 4 to 5 days; on 1st day OPV is given in Vaccination booth, this is followed by subsequent 3 to 4 days home visits by health workers to detect missed children, if any. If such child is found, then on-the-spot immunisation is done.</p> <p>For this adequate publicity is done in advance. This is a multisectorial approach by involvement of General Administration of the Govt., Municipalities, Panchayati Raj, NGOs, Voluntary organisations and if necessary religious establishments for making it successful.</p> <p>Our target is elimination of Polio from India by 2005. What is VVM ?</p>	<p><i>Sarita</i> 11 AM to 1 PM</p>
46.	Revision on National Health Programmes.	<p><i>Indira Kumari</i> 16/9 2-4</p>

DAYS	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
54-57 19/09	Family Schedule What is Family Schedule, Importance, Filling up.	Sandhya Sarla 11 AM to 12:30 PM
58-61 20/9	Report and returns proforma (HMIS) - Importance, use of statistics in community health, CBR, CDR, MMR, IMR, CPR - collection and compilation of data.	Sarka 11 AM to 12:30 PM
24/09	Allotment of blocks to HHWs.	
63 25/9	Weighing of under 5 children and plotting in growth monitoring chart - Practical session.	
64 27/9	Demonstration on nutritious food (recipe with locally available cheap food items) / conduction of nutrition awareness programme.	
65 28/9	Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.	
66/9 29/9	Practical session on First Aid.	
67/9 29/9	Practical session on dosage schedule.	
68.10.00	MCH Clinic.	
70/09	FW Clinic and Post partum Unit.	
70/09	Immunisation Clinic, vaccines and cold chain system.	
71/09	ARI cases (Under 5 yrs. children).	
72/09	Leprosy / Filaria clinic.	
73/09	STD and Malaria clinic, drawing of blood slide.	
74-80/09	Visit to field and Family Schedule filling up.	
81-86/09	Preparation of HMIS based on filled in Family Schedule.	
87-88/09	Summarization / recapitulation on previous classes.	
89/09	Post training evaluation.	
90/09	Valedictory session.	

24/9/09
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SUDA**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

SUDA-Health/DFID/04/232

Ref No.

Date 20.09.2004

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

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

Sir,

Reference is invited to this office communication no. SUDA-Health/DFID/04/184 dt. 02.08.2004.

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

Name of the Candidate (Regular)	Full Marks : Marks obtained
Name of the Candidate (1 st panel)	
Name of the Candidate (2 nd panel)	

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

You are requested to let this office know the schedule dates for training on family schedule, HMIS, so that MIES officer, CCC, SUDA may be detailed for two days for providing guidance on the subject.

Yours faithfully,


Project Officer

20.09.2004

SUDA-Health/DFID/04/232(1)

CC

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


Project Officer

FROM
GOURANGA GOSWAMI
CHAIRMAN
KALNA MUNICIPALITY
KALNA, PURIWAR

13 SEP 2004

PHONE NO. 226242(3-54)
FAX NO. 22755004 (03454)
KALNA MUNICIPAL OFFICE



Memo No. 22(1) D

Date: 10/9/2004

13 SEP 2004

To
Sir

SUBHINSAHU

Respected Sir/Madam,

A meeting of Municipal Management Cell on Funding BFD assisted H.N.W. project of Kalna Municipality will be held on 12th Sept. at 12 noon at Kalna Municipality Office.

You are requested to be present in the meeting.

Yours faithfully,
Chairman
KALNA MUNICIPALITY

10 ~~10~~ 2004

KALNA MUNICIPALITY

Names of H.H.W. selected for D.F.I.D. Assisted H. H. W. Pilot Project
Kalna Municipality



Name of Block	Regular H.H.W.	Ward No
1.	Sefali Das	1,2,4,8
2.	Latika Halder	3,5
3.	Kalpana Nandy	7 A
4.	Sikha Kundu	7-B
5.	Rina Sikder	9,17
6.	Renuka Majumder	6,18
7.	Jayanti Saha	10
8.	Shyamali Karmakar	12
9.	Puspa Sarkar	13
10.	Srimati Hazra	11,14
11.	Samapika Chakraborty	15
12.	Sukla Singha	16

1st. Panel for replacement of H.H.W. to be upgraded to FTS

4.	Bhanumati Das	7-B
8.	Anandamoyee Das	12
10.	Shanti Rani Nath	14

2nd. Panel for filling up vacancies (if required)

2.	Sukriti Halder	3
4.	Ashoka Kundu	7-B

31.10.2004
Chairman
KALNA MUNICIPALITY

KALNA MUNICIPALITY

Names of H.H.W. selected for D.F.I.D. Assisted H. H. W. Pilot Project
Kalna Municipality

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4.	Sukha Kundu	7-B
5.	Rina Sikder	9,17
6.	Renuka Majumder	6,18
7.	Jayanti Saha	10
8.	Shyamali Karmakar	12
9.	Puspa Sarkar	13
10.	Srimati Hazra	11,14
11.	Samapika Chakraborty	15
12.	Sukla Singha	16

1st. Panel for replacement of H.H.W. to be upgraded to FTS

4.	Bhanumati Das ✓	7-B
8.	Anandamoyee Das	12
10.	Shanti Rani Nath ✓	14

2nd. Panel for filling up vacancies (if required)

2.	Sukriti Halder ✓	3
4.	Ashoka Kundu	7-B

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/04/211**Date **30.08.2004****From : Dr. Shibani Goswami
Project Officer
Health Wing****To : The Chairman,
Kalna Municipality****Sub : Procurement of SHP, HP & MMC and Equipment for MMC
under DFID Health Worker Scheme.****Sir,**

As you have already established a Health Worker Scheme (HWS), identified the accommodation of HP and SHPs and submitted Project Proposal to the Health Wing, SUDA, you may now initiate the process of procurement of the following:

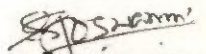
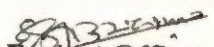

(A) Furniture for MMC, (B) Equipment for MMC, (C) Furniture for HP, (D) Furniture for SHPs.

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

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

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

Yours faithfully,


**Project Officer
30.08.2004****SUDA-Health/DFID/04/211(1)****CC****The Project Director, HHW Scheme - DFID, Kalna Municipality - for kind information and necessary action.****SUDA-Health/DFID/04/211(2)****CC****Finance Officer, Health Wing, SUDA.**
**Project Officer
30.08.2004**
Project Officer

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

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

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

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

Furniture for Municipal Management Cell (Contd.) :

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

* Estimated cost of Furniture for MMC - 1.15 lakhs

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

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

* Estimated cost of Equipment for MMC - 1.37 lakhs.

C. List of Furniture along with specification and reqd. no. for HP
at*Kalhar*..... Municipality.

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

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

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

* Estimated cost of Furniture for HP - 0.61 lakhs.

D. List of Furniture along with specification and reqd. no. for SHPs
at*Kalva*..... Municipality.

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

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

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

* No. of SHPs under the scheme - 3

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

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No **SUDA-Health/DFID/04/182**Date **17.08.2004****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
.....Kalna..... Municipality****Sub : Release of Training material for ensuing HHW's training under
DFID assisted Honorary Health Worker Scheme to 11 municipalities.****Sir/ Madam,**

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

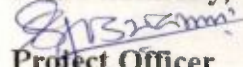
A. Slides :

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

B) Chart : - 4 Nos.

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

SUDA-Health/DFID/04/182(1-11)**CC****Project Director, Municipality for favour of kind information and necessary action please.**

Yours faithfully,

**Project Officer
17.08.2004**


Project Officer

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**SUDA-Health/DFID/04/184
Ref No.20.08.2004
Date**From : Dr. Shibani Goswami
Project Officer
Health, SUDA****To : The Chairman,
Coochbehar / Jangipur / Baharampur / Suri /
Purulia / Kalna / Krishnagar / Medinipur Municipality.****Sub : HHWs training under DFID assisted Honorary Health Worker Scheme.****Sir,**

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

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

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

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

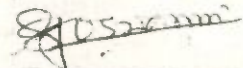
- (a) Training material per HHWs not exceeding Rs. 300/-.
- (b) Tea and Tiffin @ Rs. 30/- per HHW per day.
- (c) Mobility support @ Rs. 20/- per HHW per day.
- (d) Trainer's fee @ Rs. 150/- per trainer for two hour session.
- (e) Contingency not exceeding 10% of the total expenditure.

Contd. to P-2.

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

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

Yours faithfully,



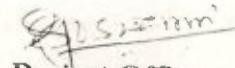
Project Officer

20.08.2004

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

C.C

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



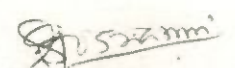
Project Officer

20.08.2004

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

C.C

Finance Officer, CCC, SUDA



Project Officer

Shri Gouranga Goswami

Chairman

KALNA MUNICIPALITY



KALNA MUNICIPAL OFFICE

P. O. Kalna (Burdwan)

Pin -713409

S. T. D. : 03454

Phone & Fax No. : 56242

Phone No. : 55004

D. O. No.... ..

Date.....200

17 JUN 2004

Dated: Kalna, the 14th June, 04

To
The Director,
STATE URBAN DEVELOPMENT AGENCY,
(SUDA),
ILGUS BHAVAN,
Salt Lake City,
Kolkata.

Kind Attn. : Dr. Mrs. S. Goswami, Project Officer, Health, SUDA.

Madam,

Please find along with a tender notice on purchase of materials. This is for your information and display on your office notice board.

Thanking you.

Sincerely yours'

Gouranga Goswami
(G. Goswami)
Chairman,
Kalna Municipality.

14/6/04

From :

Sri Gouranga Goswami
CHAIRMAN

KALNA MUNICIPALITY

KALNA, BURDWAN

S. T. D. - 03454
PHONE & FAX NO. : 56242
PHONE & FAX NO. : 55004
KALNA MUNICIPAL OFFICE

D.O. No. 10/H.F.W.C.

Dated. 23-7-2004

To

The Director,
State Urban Development Agency (SUDA),
"HEALTH WING",
ILGUS Bhavan,
Kolkata - 700 091

Kind attn. - Dr. Mrs. Shibani Goswami

Respected Madam,

A meeting of Health and Family Welfare Committee of Kalna Municipality will be held on 30.07.2004 at 1 p.m. at the meeting hall of Kalna Municipality.

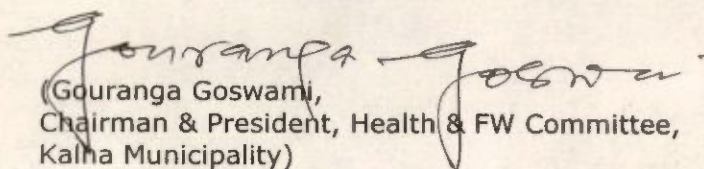
We are requested to ~~attend the meeting~~ / to send your representative.

Agenda :

- i. Information of proceedings of last meeting.
- ii. Approval of Project of DFID Assisted HHW Programme for Kalna Municipality.
- iii. Misc.

Thanking You.

Sincerely yours'


(Gouranga Goswami,
Chairman & President, Health & FW Committee,
Kalna Municipality)

KALNA MUNICIPALITY



NOTICE INVITING QUOTATION

Covered quotations are invited by the under signed from the reputed suppliers for following materials required for the "D.F.I.D. Assisted H. H. W. Pilot project" for Kalna Municipality.

Sl. No.	Description of Items	Quantity
01	Overhead Projector 351 mm (W) x 400 mm (L) x 255 mm (H) (Detailed specification attached herewith.)	01 no.
02	Screen for Over Head Projector 52" x 70" with stand (folding) (Detailed specification attached herewith.)	01 no.
03	Automatic Slide Projector 35 mm. (Detailed specification attached herewith.)	01 no.
04	White Board (Detailed specification attached herewith.)	01 no.
05	Steel Almira without Locker. (Detailed specification attached herewith.)	01 no.
06	Chair (Detailed specification attached herewith.)	40 nos.
07	Table (Detailed specification attached herewith.)	02 nos.
08	File Cabinet Steel. (Detailed specification attached herewith.)	02 nos.

Last date of submission of quotation : 25th June, 2004 within 2.00 P.M.

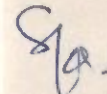
Opening of that quotations : 25th June, 2004 at 4.30 P.M.

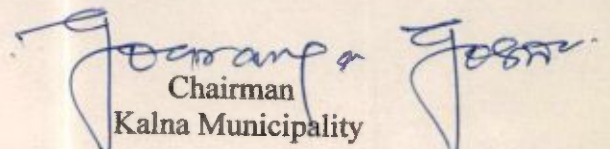
Dated : Kalna, The 14th June, 2004

Mem. No. D.F.I.D./1(3) dt. 14.6.04

Copy to :

- i) The Director, SUDA,
ILGUS BHAVAN, Kolkata.
- ii) S.D.O., Kalna
- iii) Office Notice Board.


Chairman
Kalna Municipality


Chairman
Kalna Municipality

14/6/2004

GOURANGA GOSWAMI

CHAIRMAN

KALNA MUNICIPALITY

KALNA, BURDWAN

FAX NO.256242(03454)

PHONE NO.255004 (03454)

KALNA MUNICIPAL OFFICE

D.O. No. D.F. 1.D/2 dt. 14.6.04,

Date_14/06/2004



To
The Director,
State Urban Development Agency
ILGUS BHABWAN, Salt Lake,
Kolkata -

17 JUN 2004

Next meeting of Health and Family welfare Committee for Kalna Municipality will be held on 28/06/2004 at 12 Noon at the meeting hall of Kalna Municipality. You are requested to send your representative to the meeting.

AGENDA:

- 1) Confirmation of proceeding of last meeting.
- 2) Appointment in posts of M.M.C.
- 3) E.C.C.R.
- 4) Misce.

Attention

Dr. Mrs. S. Goswami
Project Officer, Health
SUDA

Sincerely yours,

Gourang & Geeta
Chairman & Secretary,
Health & F.W. Committee
KALNA MUNICIPALITY

14/6/04

Report on Indicators for Monitoring DFID assisted

HHWs Scheme to 11 Municipalities

..... KALNA Municipality
for the Quarter (... February to April - 2004...)

A. Process Indicators :

Sl. No.	Activities	Achievement	Remarks
1.	Preparation of micro-projects by ULBs	On Process	
1.1	Submission of Project Proposal by the ULBs	On Process	
2.	Identification of project beneficiaries	Done	
3.	Integration of the said Pilot Project with Dept. of Health & FW	On Process	
4.	Programme Management System established	On Process	
4.1	Set up of Municipal Management Cell at ULB level	Posts filled up except C.D.O. & Asst. Adst.	
5.	Health Facilities for Primary Health Care service delivery established	No.	
5.1	Selection of HHWs	No.	
5.2	Selection of FTSS	No.	
5.3	Selection of Manpower for HP	No.	
5.4	Functioning of HHWs at Block Level	No.	
5.5	Identification of SHP	Done.	
5.6	Functioning of SHP	No.	
5.7	Identification of HP	Done	
5.8	Functioning of HP	No.	
6.	Surveillance system of State Health Programme established	No.	
7.	MIES system established	No.	

Contd. to P-2

Sl. No.	Activities	Achievement	Remarks
8.	Referral system established	No.	
8.1	Identification of referral centre	Done	
8.2	Contracts / Agreement made	No.	
8.3	Referral system functioning	No.	
9.	Communication (I.E.C.) system established	No.	
9.1	Interpersonal Communication established	No.	
9.2	Involvement of NGO	Red Cross & Lions Club.	
10.	Financial Management System established	No.	
10.1	Opening of separate Bank A/C for the Project by the ULBs	Done.	
10.2	MMC receive fund from CCC on requisition and submit expenditure statement to CCC	No.	
11.	Preparation of Road Map by the ULBs for sustainability	No.	

B. Training

Sl. No	Type of Training	Target No. of training	Achievement No. of training
1.	Sensitisation / Orientation sessions	4	2 (Councillors & NGO.)
2.	Capacity building of MMC (Accounts personnel, clerk cum sk, CDO, PHN, HO / AHO	1	No.
3.	Training of HHWs initiated / completed	1	No.
4.	Training of FTS	1	No.
5.	Training of Manpower for HP	1	No.

Contd. to P-3

C. Manpower :

(i) At MMC

Manpower	Target No.	Achievement	Remarks
Project Director (ADM)	1	Yes.	S.D.O. Kalua.
Chairman of the ULB	1	Yes.	
ACMOH - Sub div.	1	Yes.	
Supdt. of nearest Govt. Hosp.	1	Yes.	
Health Officer / AHO	1	Yes.	
CDO	1	Not appointed till date	
PHN	1	Yes.	
Data Entry Operator	1	Yes.	
Accounts Assistant	1	Not appointed till date	
Clerk cum Store Keeper	1	Yes.	
Attendant	1	Yes.	

(iii) At HP

Manpower	Target No.	Achievement	Remarks
Part time MO		X	
ANM		X	
Clerk cum Store Keeper		X	
Attendant		X	
Sweeper		X	

(iv) At SHP

Manpower	Target No.	Achievement	Remarks
FTS		X	

Contd. to P-4

(v) At Block

Manpower	Target No.	Achievement	Remarks
HHW		X	

D. Procurement :

Procurement of	Target No.	Achievement	Remarks
Furniture for management cell at ULB		NIL	
Equipment for management cell at ULB		NIL	
Equipment for training		NIL	
Furniture for training		NIL	
Family schedule, HMIS format, instruction manual and training module		NIL	
HHWs kit		NIL	
Drugs for treatment of minor ailments		NIL	
Equipment for SHP		NIL	
Equipment for HP		NIL	
Furniture for HP		NIL	
Furniture for SHP		NIL	

E. Refurbication of Health Post & Sub Health Post :

Refurbication	Target No.	Achievement	Remarks
Health Post	1	Not yet done	
Sub Health Post	2	Not yet done	

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/04/126**

Date **08.06.2004**

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

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

**Sub : Proceedings of meeting of MOS, MA Dept. in connection with
Review of DFID assisted HHW scheme in 11 municipalities.**

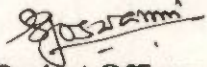
Sir / Madam,

Enclosed please find herewith the copy of proceedings of meeting of MOS, MA Dept. in connection with review of DFID assisted Honorary Health Worker Scheme in 11 municipalities, held at SUDA on 28.05.2004.

You are requested kindly to take necessary actions accordingly to make the programme success.

Yours faithfully,

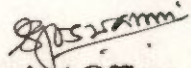
Encl : As stated.


**Project Officer
08.06.2004**

SUDA-Health/DFID/04/126 (1-11)

CC

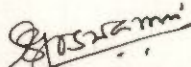
Project Director, DFID assisted HHW scheme, Municipalities for favour of kind information and necessary action please.


**Project Officer
08.06.2004**

SUDA-Health/DFID/04/126 (12-14)

CC

1. PS to MIC, MA & UD Dept. - for kind information of MIC.
2. PA to the Secretary, MA Dept - for kind information of the Secretary.
3. Shri Debasis Mitra, Dy. Secretary, MA Dept. - for kind information please.


Project Officer

SUDA HEALTH WING

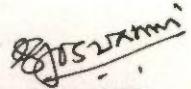
- 2 -

SUDA-Health/DFID/04/ 126 (15-17)

08.06.2004

CC

1. Shri Rajeev Dube, Special Secretary (Project), Health & FW Dept.
 2. Dr. A.K. Ghosh, Chief Technical Officer, SPSRC, DHFW
 3. Shri N.K. Roy, Dy. Director, SPSRC, DHFW
- for kind information and necessary action please.

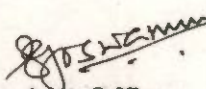

Project Officer

SUDA-Health/DFID/04/ 126 (18)

08.06.2004

CC

1. Director, SUDA - for kind information please.


Project Officer

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. **SUDA-Health/DFID/04/119**Date **02.06.2004****From : Dr. Shibani Goswami
Project Officer
Health Wing, SUDA****To : The Chairman,
Kalna Municipality****Sub : Grass-root Level Manpower and Health Facilities under
DFID assisted Honorary Health Worker Scheme.**

Sir,

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

Table - 1

BPL Population submitted by you	No. of Blocks	No. of HHWs (Regular)	1 st Panel for replacement of HHWs to be upgraded to FTS (20% of regular HHWs)	2 nd Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total no. of HHWs to be selected and trained	No. of Regulars HHWs to be engaged after completion of successful training
11455	12	12	3	2	17	12

Table - 2

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

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

Contd. to P-2.

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

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

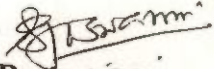
You are requested kindly to take necessary action accordingly.

Yours faithfully,


Project Officer
02.06.2004

SUDA-Health/DFID/04/19(1)

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


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-IIhealth/DFID/04/42

Date

31.03.2004

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

**To : The Chairman,
Kalna Municipality**

**Sub : Financial Guideline in connection with DFID assisted Honorary
Health Worker Scheme in 11 new municipalities.**

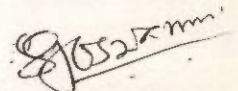
Sir,

Financial guideline in connection with DFID assisted Honorary Health Worker Scheme is enclosed herewith which may be strictly adhered to.

As separate Bank A/C for the project, jointly operated by the Chairman and the Project Director has already been opened, you are requested to submit requisition so that necessary fund can be placed with you.

Enclo : As stated.

Yours faithfully,



Project Officer

SUDA-Health/DFID/04/42(1)

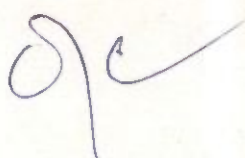
31.03.2004

CC

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



Project Officer



Financial Guideline

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

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

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

DFID Assisted HHWs Scheme

Statement of Expenditure (SOE)

Name of the Municipality

For the month of, 2004

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

Signature of Chairman / Project Director

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

SUDA-Health/DFID/04/48
Ref No.

Date **01.04.2004**

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

**To : The Chairman,
Kalna Municipality**

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

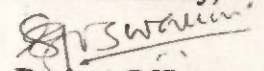
Sir,

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

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

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

Yours faithfully,


**Project Officer
01.04.2004**

SUDA-Health/DFID/04/48(1)

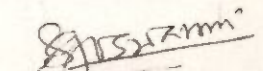
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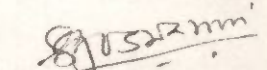
The Project Director, HHW Scheme - DFID, Kalna Municipality - for kind information and necessary action.

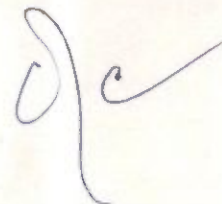
SUDA-Health/DFID/04/48(2)

CC

Finance Officer, Health Wing, SUDA.


**Project Officer
01.04.2004**


Project Officer



List of Equipment for training for *Kalna* Municipality :

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

List of Furniture for training for*Kalhar*..... Municipality :

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

List of Furniture for training for ...*Kalra*..... Municipality (contd.) :

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

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/04/70

Date 30.04.2004.....

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

**To : The Chairman,
Kalna Municipality.**


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

Sir,

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

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

Yours faithfully,

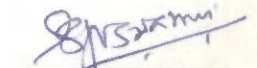

Project Officer

SUDA-Health/DFID/04/68(1)

30.04.2004

CC

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


Project Officer

KALNA MUNICIPALITY

From:

GOURANGA GOSWAMI
CHAIRMAN, KALNA MUNICIPALITY
Burdwan

Memo. No. 260

Date. Kalna, the 24th March 2004

To

The Director,
State Urban Development Agency,
Salt Lake, Kolkata.

Sub: Report regarding D.F.F.D. Assisted Health Pilot Project at
Kalna Municipality

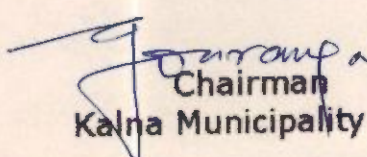
Sir,

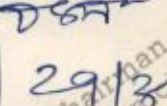
Please note the following facts regarding the progress of the above mentioned project till date -

1. Municipal level Health & F.W. Committee has been formed and is functioning regularly.
2. B.P.L. list approved by D.M. , Burdwan had already been submitted.
3. Sensitisation sermon of all Councillors had been taken up (one day)
4. Sensitisation sermon of NGO's , A.C.M.O.H. , I.M.A. Supdt. S.D. Hospital etc had been taken up. (one day)
5. Selection of A.H.O. & P.H.H. (training) done as per guide line. Selected persons are as follows:
 - a) A.A.H.O. - Dr. Swapan Mukherjee
 - b) P.H.N.(Training) - Smt. Sandhya Sarker.
- 6) Bank Account opened for H.H.W Scheme, D.F.I.D , Kalna Municipality be operated by S.D.O. , Kalna , Cum Project Director with the Chairman, Kalna Municipality. Account No. 262323 (U.D.I - Kalna Br.)
- 7) Separate Municipal Health Fund Account has been opened.
- 8) We are expecting to select Municipal employees for M.M.C on 31/3/2004

This is for your information and taken necessary action.

Sincerely yours


Chairman
Kalna Municipality


29/3/2004
Chairman,
Kalna Municipality

Attention.

- Dr. Mrs. Goswami
(D.F.I.D. Assisted Health Project,
SUDA)

KALNA MUNICIPALITY

A meeting in the matter of Municipal Level Health and Family Welfare Committee was duly held on 29/3/2004 in the Municipal Office under the Presidency of the Chairman.

It was resolved that every member of the Committee will pursue seriously to make the Pulse Polio programme which will be started on 4/4/2004 a grand success.

Members attending the meeting expressed their happiness for opening an immunization Centre at Ram Krishna Ashram, Japoti, Kalna which will function every Saturday.

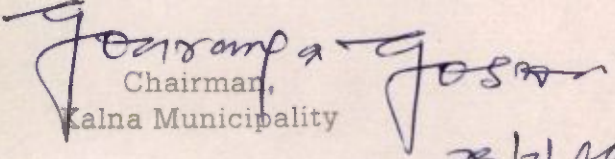
The meeting approved of the recommendation of the selection committee for appointment of Dr. Swapan Mukherjee, as assistant Health Officer and Smt. Sandhya Sarkar, as P.H.N (Training) for implementation of D.F.I.D. assisted HHW. Project.

The Chairman be requested to forward their names to Councillors meeting and to S.U.D.A. for approval.

The meeting ended with thanks to the Chair.

Sd/- Gouranga Goswami,
President,
Dt. 29/3/04.

Certified to be a true copy.


Chairman,
Kalna Municipality
29/3/2004



File
26.3.04

From:

26 MAR 2004

Gouranga Goswami
Chairman
Kalna Municipality

Phone 255-004(03454)
Fax 256242(03454)

KALNA MUNICIPALITY OFFICE
Kalna, Burdwan

D.O. 12/8/HFWC

Dated. 23/3/2004

To The Director, State Urban Development Agency

A meeting of Health and Family Welfare Committee for Kalna Municipality will be held on 29/3/04 at 12 Noon at the meeting hall of Kalna Municipality. You are requested to attend the meeting.

AGENDA.

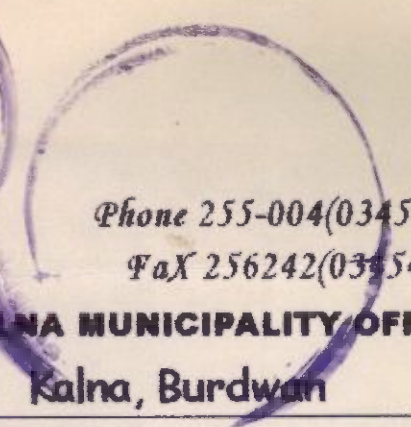
1. Municipal Management Cell for D.F.I.D. assisted H.F.W. Programme.
2. Misce.

Attention:-

Sh. Ms. Goswami
DFID assisted Health Project
SUDA

Sincerely yours,

Gouranga Goswami
Gouranga Goswami
Chairman
&
President,
Health & F.W. Committee
Kalna Municipality.
26/3/04



From:

Gouranga Goswami
Chairman
Kalna Municipality

Phone 255-004(03454)

Fax 256242(03454)

KALNA MUNICIPALITY OFFICE
Kalna, Burdwan



17 MAR 2004

D.O. 714

Dated. 12/3/2004

To
The Director,
State Urban Development Agency.

Signs Bhaban
Salt Lake Kolkata 700091

Sir,

Please find along with a copy of a letter from
District Magistrate Burdwan to Sub-Divisional Officer,
Kalna, which will speak for itself.

This is for your information and necessary action.

No enclosures submitted
along with letter

AKSR
16/3/04

Dr. Goswami
14/3/04

Yours sincerely,

Gouranga Goswami
Chairman,
Kalna Municipality.

12/3/2004

From:

Gouranga Goswami
Chairman
Kalna Municipality



Phone 255-004(03454)

Fax 256242(03454)

KALNA MUNICIPALITY OFFICE

Kalna, Burdwan

D.O. No.

Dated. 11/02/04.

To
The Director,
State Urban Development Agency,
ILGUS Bhavan,
KOLKATA - 91.



27 FEB 2004

Sub. : DFID assisted HHW Scheme submission of B.P.L. List.

Ref. : No. SUDA - Health/DFID/ULB (Pt-1)/2003/03 Dt. 16/12/2003.
MA Deptt. Communication bearing No. 1403-S/04 Dt. 19/01/2004.

Sir,

Please find along with the information regarding slum area within Kalna Municipality, as per proforma sent by you.

Necessary action may kindly be taken from your end.

20.2.04

Dr S. Goswami

SUDA

Memo No. 645 (2) / Dt. 11/02/2004

Sincerely yours,

Gouranga Goswami
Chairman
Kalna Municipality.

Copy to :-


Secretary

- 1) Health Officer, Municipal Affairs Department, Govt. of West Bengal.
- 2) District Magistrate, Burdwan.

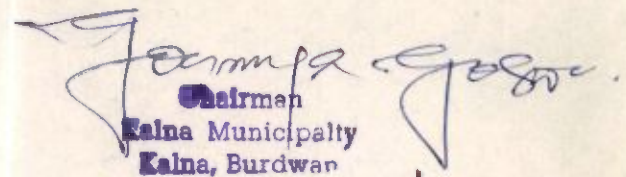
Gouranga Goswami
Chairman,
Kalna Municipality. 11/2/2004

KALNA MUNICIPALITY
KALNA BURDWAN
STATEMENT OF SLUM AREA

Pocket	NAME OF BASTEE	AREA OF BASTEE	WARD No.	NOS OF FAMILY	POPULATION
1	Bhaduri Para	24000 Sq.Mtr.	1	25	60
2	Siddeswarl Para	22000 Sq.Mtr.	1	45	81
1	Balir Char (Danga Para)	70000 Sq.Mtr.	2	31	82
2	Muchi Para	7000 Sq.Mtr.	2	29	75
3	Laxmiganj	34000 Sq.Mtr.	2	37	96
4	Danga Para	36000 Sq.Mtr.	2	58	150
5	Dighirpaar	52000 Sq.Mtr.	2	41	120
1	Kadamtala	12000 Sq.Mtr.	3	23	43
2	Sarisapatty	65000 Sq.Mtr.	3	56	106
3	Dalharamohal	22000 Sq.Mtr.	3	55	117
1	Sakuntala	52000 Sq.Mtr.	4	57	139
1	Katiganga (Pal Para)	49000 Sq.Mtr.	5	60	164
2	Mashismardinitala	50000 Sq.Mtr.	5	47	128
3	Das Para	72000 Sq.Mtr.	5	30	84
4	Katiganga	57000 Sq.Mtr.	5	82	221
1	Thakurpara (Japat)	47000 Sq.Mtr.	6	25	67
2	Saspur	64000 Sq.Mtr.	6	51	137
3	Charabaga	74000 Sq.Mtr.	6	67	183
4	Thakurpara	29000 Sq.Mtr.	6	50	135
1	Jewdhara (East)	45000 Sq.Mtr.	7	123	356
2	Jewdhara (Middle)	49000 Sq.Mtr.	7	52	150
3	Jewdhara & Baruipara (South)	48000 Sq.Mtr.	7	63	182
4	Jewdhara (North)	115000 Sq.Mtr.	7	51	147
5	Parti Laxmanpara	48000 Sq.Mtr.	7	47	136
6	Shymial para	17000 Sq.Mtr.	7	12	34
7	Das Para (Mallick para)	34000 Sq.Mtr.	7	47	136
8	Shymial para (Momdo)	18000 Sq.Mtr.	7	17	49
9	Bunopara	18000 Sq.Mtr.	7	37	107
10	Shymal para (Pukurpara)	102000 Sq.Mtr.	7	31	89
11	Dalui para (Barulpara)	32000 Sq.Mtr.	7	12	43
1	Addhara (Lakmanpara)	28000 Sq.Mtr.	8	32	82
2	Biswas para	32000 Sq.Mtr.	8	23	57
3	Jobaripara	58000 Sq.Mtr.	8	39	97
4	Das para	10000 Sq.Mtr.	8	37	103
1	Kana dhagirpar	42000 Sq.Mtr.	9	47	112
2	Behilnd house of Sri Laxman Roy	32000 Sq.Mtr.	9	22	52
3	Mallick bagan	18000 Sq.Mtr.	9	49	117
4	Behilnd house of Sri Anil Ghosh	20000 Sq.Mtr.	9	32	76
5	Lane of Sudhir Das	97000 Sq.Mtr.	9	140	335
1	Halder para	42000 Sq.Mtr.	10	32	106
2	Risidas para	32000 Sq.Mtr.	10	47	156
3	Barulpara & Kathuria para	122000 Sq.Mtr.	10	92	303
4	New Palpara	247000 Sq.Mtr.	10	178	588
	Total =====>	2144000		2129	5801


 Joyanta Ghosh
 Chairman
 Kalna Municipality
 Kalna, Burdwan
 11/2/2004

Pocket	NAME OF BASTEE	AREA OF	BASTEE	WARD No.	NOS OF FAMILY	POPULATION
	B/F =====>	2144000			2129	5801
1	Kanshari para	50000	Sq.Mtr.	11	64	159
2	Shitalatala para	42000	Sq.Mtr.	11	48	107
1	Mahali para	47000	Sq.Mtr.	12	47	121
2	Addi Banshi para	32000	Sq.Mtr.	12	37	92
3	Amlapukur para	18000	Sq.Mtr.	12	39	97
4	Behind of Hachary	58000	Sq.Mtr.	12	53	132
5	Gorosthan	47000	Sq.Mtr.	12	42	105
6	Das para	32000	Sq.Mtr.	12	87	217
7	Ricemill area.	85000	Sq.Mtr.	12	38	125
1	Addibasi Para	88000	Sq.Mtr.	13	106	303
2	Pirtala	129000	Sq.Mtr.	13	110	308
3	Banstala & Lalrasta	184000	Sq.Mtr.	13	131	384
1	Jagannath Bari	49000	Sq.Mtr.	14	51	162
2	Nikiri Para	57000	Sq.Mtr.	14	42	147
3	Kalbari	53000	Sq.Mtr.	14	72	252
4	Balir Bazar	99000	Sq.Mtr.	14	47	113
1	Pirtala Road	58000	Sq.Mtr.	15	119	339
2	House of Narayan Sarkar Area	48000	Sq.Mtr.	15	47	131
3	Bhagaban Dutta's Bagan Area	58000	Sq.Mtr.	15	37	103
4	Chhodorashi Para	98000	Sq.Mtr.	15	51	142
5	Megha's Bagan	43000	Sq.Mtr.	15	61	170
6	Bhaduri Bhata Area	105000	Sq.Mtr.	15	52	145
7	Badartala	93000	Sq.Mtr.	15	47	152
1	Baramitrapara (Keyamath)	57000	Sq.Mtr.	16	120	250
2	Addibashi Para	47000	Sq.Mtr.	16	47	94
3	Gopinath Nursing Home Area	34000	Sq.Mtr.	16	32	64
4	Gab Tala	32000	Sq.Mtr.	16	37	85
1	Baruipara (Amin Bari Lane)	15000	Sq.Mtr.	17	31	88
2	Anandamarg School Area	32000	Sq.Mtr.	17	30	84
3	Kanu Saha House lane	28000	Sq.Mtr.	17	21	58
4	Ghatak Para (Neemtala)	33000	Sq.Mtr.	17	28	81
5	Baruipara (Buda's House Area	13000	Sq.Mtr.	17	24	67
6	Barulpara (Mondal Para)	40000	Sq.Mtr.	17	37	113
1	Paran Para (1)	57000	Sq.Mtr.	18	41	117
2	Paran Para (2)	11000	Sq.Mtr.	18	47	131
3	Adhikari Para	14000	Sq.Mtr.	18	43	120
4	Adhikari Para (A)	41000	Sq.Mtr.	18	37	103
5	Thakur Para	49000	Sq.Mtr.	18	64	193
		4194000			4195	11455


 Chairman
 Kalna Municipality
 Kalna, Burdwan

11/01/2009

Attention to Dr. Goswami



KALANA MUNICIPALITY

27 FEB 2004

An extended meeting of Health and Family Welfare Committee as convened earlier was duly held on 25/02/2004 at 12 noon at the meeting hall of this Municipality.

The Chairman and president of Health & Family Welfare committee took the chair.

All the Councillors of this Municipality, members of Health and Family Welfare Committee and representatives of SUDA were present at the meeting.

1) Dr. Shibani Goswami, Project Officer, SUDA and Dr. Ganguly, representatives of SUDA explained the details of formation, function and implementation of the project before the members present in the meeting.

2) A selection committee for filling up posts of Municipal Management Cell is formed with members consisting of

- i) Chairman
- ii) President, Health Sub-Committee
- iii) Sub-Divisional Officer, Kalna
- iv) Asst. Chief Medical Officer Health, Kalna
- v) One representative from N.G.O. if necessary. Chairman, Kalna Municipality is empowered to select one such representative.

3) Since accommodation for Health post is considered urgently necessary and that no such accommodation is available in the Municipality, the Chairman proposed to use rooms of Redcross Bhavan for the purpose. All the members present at the meeting approved the proposal.

The president of the House, Shri Subrata Ghosh gladly offered rooms of their building, if necessary, in addition.

The meeting ended with thanks to the chair.

sd/- Subrata Ghosh
President
Dt 25/02/2004

Certified to be a true copy

[Handwritten Signature]
27/2/2004

Kajna Municipality

An extended meeting of Health and Family Welfare Committee
on 25/2/2004.

Member Presents :-

1. Dr. Gouranga Goswami. .. Chairman.
2. Sri Tapan Kr. Bhowmik. .. Vice-Chairman.
3. Dr. N.G. Ojha. .. A.C.M.O.H. Kalna.
4. Dr. P.N. Dutta. .. Superintendent, Kalna S.D.Hospital.
5. Dr. Shibani Goswami. .. Project Officer, Healthwing S.U.D.A.
6. Dr. N.G. Gangully. .. Adviser, Health, S.U.D.A.
7. Sri N.C. Dutta. .. Dy. Magistrate & Dy. Collector, Kalna.
8. Sri Swapan Aich. .. Councillor, Kalna Municipality.
9. Sri Benay Dutta. .. Councillor, Kalna Municipality.
10. Smt Malobika Goswami. .. Councillor, Kalna Municipality.
11. Smt Pravati Chakraborty. .. Councillor, Kalna Municipality.
12. Sri Rajen Das. .. Councillor, Kalna Municipality.
13. Smt Doly Mukherjee. .. Councillor, Kalna Municipality.
14. Kanika Majumdar. .. Councillor, Kalna Municipality.
15. Sri Gopal Sarkar. .. Councillor, Kalna Municipality.
16. Sri Sudhir Halder. .. Councillor, Kalna Municipality.
17. Sri Lakshman Roy. .. Councillor, Kalna Municipality.
18. Sri Sankar Prosad Pan. .. Representative, Indian Red Cross Society.
19. Sri Gobinda Ch. Ghosh. .. Representative, Lions Club Kalna.
20. Sri Amal Kr. Sengupta. .. Sanitary cum-Food Inspector.

Jouranga Goswami
25/2/2004

STATE URBAN DEVELOPMENT AGENCY**HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal**Ref No. **SUDA-Health/DFID/04/16**Date **25.02.2004****From : Project Officer,
Health, SUDA****To : The Chairman
Kalna Municipality****Sub : Immediate actions to be undertaken under DFID assisted HHW Scheme.****Sir,**

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

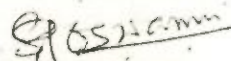
The immediate actions to be undertaken by your municipality are as under :

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

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

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

Yours faithfully,


Project Officer

From:

Gouranga Goswami
Chairman
Kalna Municipality

Phone 255-004(03454)

Fax 256242(03454)

KALNA MUNICIPALITY OFFICE

Kalna, Burdwan

D.O. No. 60/H(24)

Dated. 13/2/2004

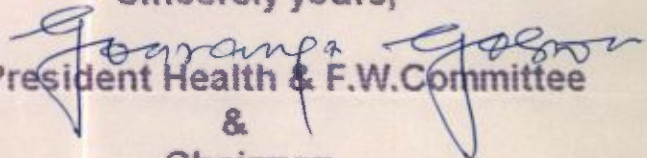
To
The Project Officer,
Health wing SUDA
"ILGUS BHAVAN"
H.C. Block, Sector-III, Bidhan Nagar,
Kolkata - 700091.

An extended meeting of Health and Family Welfare Committee for Kalna Municipality will be held on 25/2/2004 at 12 Noon at the meeting hall of Kalna Municipality. You are requested to send the representative of SUDA to the said committee, in the meeting.

AGENDA:-

- 1) D.F.I.D assisted Health Project.
- 2) Misc.

Sincerely yours,


President Health & F.W. Committee
&
Chairman,
Kalna Municipality.

From:

Gouranga Goswami

Chairman

Kalna Municipality

Phone 255-004(03454)

Fax 256242(03454)

KALNA MUNICIPALITY OFFICE

Kalna, Burdwan

D.O. No. 59/H.

Dated. 13/2/2004.

To the representative of State Urban Development Agency
to the Municipal Management Cell of Kalna Municipality

Sir/Madam,

An extended meeting of Health and Family Welfare Committee for
Kalna Municipality will be held on 25/2/2004 at 12 Noon at the meeting hall of
Kalna Municipality. You are requested to attend the meeting.

AGENDA :

- 1) D.F.I.D assisted Health Project.
- 2) Misce.

Attentive

Dr. Mrs. Goswami

Sincerely yours,

Gouranga Goswami
President Health & F.W. Committee
&
Chairman, Kalna Municipality
13/2/2004

From:

Gouranga Goswami
Chairman
Kalna Municipality



Phone 255-004(03454)
Fax 256242(03454)

KALNA MUNICIPALITY OFFICE
Kalna, Burdwan

D.O. No. **645**

Dated. 11/02/04.

To
The Director,
State Urban Development Agency,
ILGUS Bhavan,
KOLKATA - 91.



*Dr. Goswami
may pl. see.
13/02/04*

13 FEB 2004

Sub. : DFID assisted HHW Scheme submission of B.P.L. List.

Ref. : No. SUDA - Health/DFID/ULB (Pt-1)/2003/03 Dt. 16/12/2003.
MA Deptt. Communication bearing No. 1403-S/04 Dt. 19/01/2004.

Sir,

Please find along with the information regarding slum area within Kalna Municipality, as per proforma sent by you.

Necessary action may kindly be taken from your end.

Sincerely yours,

Gouranga Goswami
Chairman
Kalna Municipality.
11/02/2004

Memo No. _____ / Dt. _____ /

Copy to :-

- Secretm*
Health Officer, Municipal Affairs Department, Govt. of West Bengal.
- District Magistrate, Burdwan.

Chairman,
Kalna Municipality.

Gouranga Goswami
11/02/2004
Chairman
Kalna Municipality
Kalna, Burdwan

Pocket	NAME OF BASTEE	AREA OF	BASTEE	WARD No.	NOS OF FAMILY	POPULATION
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2	Pirtala	129000	Sq.Mtr.	13	110	308
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3	Kalbari	53000	Sq.Mtr.	14	72	252
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1	Pirtala Road	56000	Sq.Mtr.	15	119	339
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4	Adhikari Para (A)	41000	Sq.Mtr.	18	37	103
5	Thakur Para	49000	Sq.Mtr.	18	64	193
		4194000			4185	11455

Ganampa Ghosh
11/02/2009

Chairman
Kalna Municipality
Kalna, Burdwan

From:

Sri Gouranga Goswami
CHAIRMAN
KALNA MUNICIPALITY
KALNA, BURDWAN

9.2.04

FAX No.258892(03454)
PHONE No.255004(03454)
KALNA MUNICIPAL OFFICE

D.O.59/H

Date. 04/02/2004.

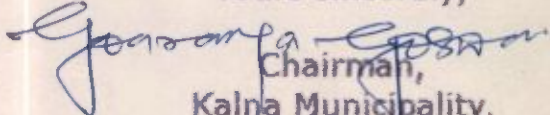
To
The Project Officer,
Health wing SUDA
"ILGUS BHAVAN"
H.C. Block, Sector-III, Bidhan Nagar,
Kolkata - 700091.

Sir,

In reply to your letter No. DFID/ULBs (Pt.1)2003/04 Dated 16/12/03 regarding constitution of Municipal Level Health & Family Welfare Committee, The undersigned furnishes the following information.

- A. Municipal level Health & F.W. Committee constituted - Yes. on 14.10.2003
- B. Municipal level Health & F.W. Committee constituted on 14.10.2003
- C. Two such meetings already held.
- D. Those meetings held on 5/11/03 & 30/01/04
- E. Hence are - Pulsepolio, Modified Leprosy Elimination Campaign, E.C.C.R preparation Preliminary discussion on Pilot Project Office Health (DFID assisted).
- F. a) For successful implementation of Pulse Polio Vaccination.
b) All preliminary works for successful implementation of Modified Leprosy Elimination Campaign.
c) Preparation of E.C.C.R by engagement of Volunteers through Municipality.
d) Discussion on roll of Health & Family Welfare Committee in Pilot Project on health (DFID assisted).

Yours sincerely,


Chairman,
Kalna Municipality.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-Health/DFID/04/ 13
Ref No.

29.01.2004
Date

From : Project Officer,
Health , SUDA

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

Sub : Pulse Polio Immunisation

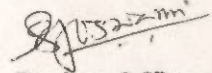
Sir / Madam,

Enclosed please find herewith the copy of communication bearing DO. No. N-11025 / 56/2002 -UCD dt. 15th January, 2004 from the Director (UD), GOI, Ministry of Urban Development & Poverty Alleviation to the Secretary , MA Dept, GOWB.

You are requested kindly to do the needful to make the programme success.

Encl: as stated

Yours faithfully,


Project Officer

Tel/Fax No.: 359-3184

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/ 13

Date 29.01.2004

**From : Project Officer,
Health , STIDA****To : The Chairman,
Kochbihar, Jangpur, Berhampur, Surt, Bolpur, Purulia, Bankura,
Bishnupur, Kalna, Krishnanagar, Medinipur Municipality****Sub : Pulse Polio Immunisation****Sir / Madam,**

Enclosed please find herewith the copy of communication bearing DO. No. N-11025 / 56/2002

**-UCCD dt. 15th January, 2004 from the Director (UD), GOI, Ministry of Urban Development &
Poverty Alleviation to the Secretary , MA Dept, GOWB.****You are requested kindly to do the needful to make the programme success.**

Encl: as stated

Yours faithfully,


Project Officer

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

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

Date ...28.01.2004

From : Director, SUDA

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

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

Sir / Madam,

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

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

Yours faithfully

[Signature]
28/1/04

Director, SUDA

28.01.2004

SUDA-Health/DFID/04/12(1-6)

Copy forwarded to :

1. P.S. to MOS, M.A. Dept. - for kind information of MOS.
2. Secretary, M.A. Dept. - for kind information.
3. Shri Rajeev Dube, Spl. Secretary (Project), Health & FW Dept.
4. Jt. Director, ILGUS
5. Dr. N.G. Gangopadhyay
..... With the request to make it convenient to attend the meeting.
6. Dr. Shibani Goswami - Project Officer, Health, SUDA - for information and further necessary action to organise the meeting.

[Signature]
28/1/04
Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

SUDA-Health/DFID/04/06
Ref No.

Date ...21.01.2004

From : Project Officer
Health Wing, SUDA

To : The Chairman,
Kalna Municipality ✓

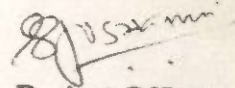
Sub : Information on submission of BPL list and positioning of Health Officer
of M.A. Dept. in respect of DFID assisted HHW scheme.

Sir,

Further to MA Dept. communication bearing no. 1403-S/04 dt. 19.01.2004, you are requested to provide the following information immediately for onward transmission to the Competent Authority.

1. Submission of BPL list - wrt. this office letter no. SUDA-Health/DFID/ULB(Pt. D)/2003/03 dt. 16.12.03.
2. Positioning of Health Officer of MA Dept. in your municipality.

Yours faithfully


Project Officer



Tel/Fax No.: 359-3184

File
22-12-03

GOURANGA GOSWAMI
CHAIRMAN
KALNA MUNICIPALITY
KALNA BURDWAN

FAX NO.256242(03454)
PHONE NO.255004 (03454)
KALNA MUNICIPAL OFFICE



D.O. No. 544

Date 17.12.2002

To
The Project Officer,
Health wing SUDA
"ILGUS BHABWAN"
HC Block Sector-III, Bidhannagar,
Kolkata - 7 0 0 0 9 1

22 DEC 2003

Ref: SUDA/Health/DFID/ULBS (P-I)2003/04
Sub: Constitution of Municipal Level Health & family Welfare committee.

Sir ,

In reference to the abovementioned letter I am submitting herewith the following information as required questionwise.

- | | | |
|----|---|---|
| A) | Municipal level Health & FW Committee constituted | Yes |
| B) | If Yes, date of constitution | 14/10/2003 |
| C) | Frequency of meeting scheduled | X |
| D) | Total Nos. of meetings held so far | One |
| E) | Important agenda items discussed | Pulse Polio Immunisation
H.H.W. Scheme (DFID
assisted demonstrated) |
| F) | Important decisions taken | X |

This is for your information.

Sincerely yours,

Gouranga Goswami
Chairman
Kalna Municipality
Chairman
Kalna Municipality

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

Ref No: SUDA:Health\DFID\ULBs\Pl D\2003\03

Date16.12.2003

From : Project Officer
Health Wing, SUDATo : The Chairman,
Kalma..... Municipality

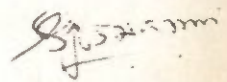
Sub : DFID assisted HHW Scheme- submission of BPL list.

Sir,

I am directed to request you kindly to furnish the following information as per proforma for onward transmission to the Appropriate Authority, at the earliest.

Sl. No.	Ward No.	Name of slum	No. of Families	Population

Yours faithfully,



Project Officer

Tel/Fax No.: 359-3184

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

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No. SUDA-Health/DFID/ULBs(Pt. D)2003/04

Date 16.12.2003

**From : Project Officer
Health Wing, SUDA****To : The Chairman,
Kalna..... Municipality****Sub : Constitution of Municipal Level Health & Family Welfare Committee**

Sir,

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

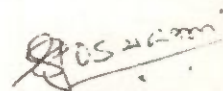
Copies of the above mentioned two resolutions had already been endorsed to you by the Health & FW Dept. However, Xerox copies of the same are enclosed for ready reference.

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

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

Encl: as stated

Yours faithfully


Project Officer

From:

Sri Gouranga Goswami
CHAIRMAN
KALNA MUNICIPALITY
KALNA, BURDWAN



S.T.D.: 03454

FAX No.: 56242

PHONE No.: 55004

KALNA MUNICIPAL OFFICE

D.O. No... 370

Date: Kalna, the 20th Sep. 2003

To
The Director,
State Urban Development Agency,
Salt Lake, Kolkata.

*Dr. Goswami
Kindly see.
AB 20/9/03*

Sub: Pilot Project on health for Kalna Municipality.

Sir,

Please note that the said project had started from 01/9/2003 as per decision of the meeting at your office in presence of Honourable M.O.S. Smt. Anju Kar.

We need advice of the concerned experts to start the project. We will be ^{grateful} if you send such personnels at an early date with prior information to the undersigned.

With thanks,

*Discussed with
MOS on 13.10.03.
To visit Kalna during
1st wk. of Nov. Participants -
Chairmen, Councilors, Sanitary
Inspectors.*

To visit on 5.11.03

*As instructed by MOS,
the meeting is cancelled.*

Sincerely yours,

Gouranga Goswami
Chairman
Kalna Municipality

20/9/2003

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

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

Date05.09.2003

From : Project Officer
Health, SUDA

To : Chairman,
Kalna..... Municipality

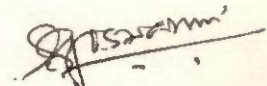
Sub : Detailed Project Proposal : Pilot Project for expanding the Honorary
Health Workers Scheme to 11 Municipalities outside K.M.A.

Sir / Madam,

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

Yours faithfully,

Enclo :- As stated



Project Officer

