

Suggested Health Set Up at SUDA

- Director, SUDA – Overall In-charge.
- Project Officer
- Medical Officer – 3 nos. for 40 KMA & 22 Non-KMA ULBs including the ongoing DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs.
- Medical Officer – 10 nos. for 63 Non-KMA ULBs (recently launched programme) will be as per approved proposal.
- For MIES : MIES Officer – 1 and Data Entry Operator – 2
- For Finance & A/Cs Section – FO (regular) – 1
Cashier – 1
Accountant – 1
Additional Accountant – 1
(All will be Computer friendly).
- Clerk – 2
- Group D – 2 (one for general section and other for Finance and A/Cs section)
- Computer Assistant – 2 for general section.

Summary of requirement of Manpower at Health Wing, SUDA

Manpower	No. required
Project Officer	1
Medical Officer	13
MIES Officer	1
Finance Officer	1
Accountant	1 + 1
Additional Accountant	1 + 3
Cashier	1
Data Entry Operator for MIES	2
Computer Assistant for general section	2
Clerk	2
Group D	2
Total	27

Manpower Sanctioned for

DFID assisted Honorary Health Worker Scheme in 11 Non-KMA ULBs and existing situation

Manpower	Sanctioned Post	Existing Situation	Remarks
Consultant	1	1	As Advisor, Health on Contractual basis
Project Officer	1	1	Health Expert, CMU is in dual charge. Within age group, on contractual basis
Finance Officer	1	1	Retd. on contractual basis
MIES Officer	1	1	Retd. on contractual basis
Medical Specialist	2	1	Within age group, on contractual basis
Community Development Specialist	1	Nil	-
Clerk cum Storekeeper	1	1	Retd. on contractual basis
Data Entry Operator	1	1	Within age group, on daily basis
Attendant	1	Nil	-

Prepared earlier as 1st Draft

Suggested Health Set Up at SUDA

- Director, SUDA – Overall In-charge.
- Chief Urban Health Officer or Project Officer (?) – In-charge of all the Urban Health Projects & Programmes under SUDA
- Medical Officer – 6 nos. – 4 nos. for 40 KMA & 2 for 22 Non-KMA ULBs (IPP-VIII-Extn. in 10, RCH Sub-Project in 1 and Honorary Health Worker Scheme in 11 Non-KMA ULBs.)
- Medical Officer – 10 nos. for 63 Non-KMA ULBs (recently launched programme) will be as per approved proposal.
- For MIES : MIES Officer – 4 nos. - 1 for 40 KMA ULBs, 1 for IPP-VIII-Extn., RCH Sub-Project and Honorary Health Worker Scheme in 22 Non-KMA ULBs., 2 for 63 Non-KMA ULBs implementing CBPHC
- Data Entry Operator – 2 nos. for MIES
- For Finance & A/Cs Section – FO (regular) – 1 no.
Cashier – 1 no.
Accountant – 2 nos. (1 for 40 KMA & 22 Non-KMA and 1 for 63 Non-KMA ULBs.)
Accounts Asstt. – 4 nos.
(1 for 40 KMA, 1 for 22 Non-KMA and 2 for 63 Non-KMA ULBs.)

(All will be Computer friendly).

- Computer Assistant – 2 nos. for general section.
- Clerk cum Storekeeper – 2 nos.
- Group D – 2 nos. (one for general section and other for Finance and A/Cs section)

Summary of requirement of Manpower at Health Wing, SUDA

Manpower	No. required
Chief Urban Health Officer or Project Officer (?)	1
Medical Officer	16
MIES Officer	4
Finance Officer	1
Accountant	2
Accountant Assistant	4
Cashier	1
Data Entry Operator for MIES	2
Computer Assistant for general section	2
Clerk	2
Group D	2
Total	37

Contd. to P-2.

**Manpower Sanctioned
for
Honorary Health Worker (HHW) Scheme in 11 Non-KMA ULBs and existing situation**

Manpower	Sanctioned Post	Existing Situation	Remarks
Consultant	1	1	As Advisor, Health on Contractual basis
Project Officer	1	1	Health Expert, CMU is in dual charge. Within age group, on contractual basis
Finance Officer	1	1	Retd. on contractual basis
MIES Officer	1	1	Retd. on contractual basis
Medical Specialist	2	1	Within age group, on contractual basis
Community Development Specialist	1	Nil	-
Clerk cum Storekeeper	1	1	Retd. on contractual basis
Data Entry Operator	1	1	Within age group, on contractual basis
Attendant	1	Nil	-

**Manpower Sanctioned
for
Community Based Primary Health Care (CBPHC) Services in 63 Non-KMA ULBs**

Manpower	Sanctioned Post	Existing Situation	Remarks
Project Officer	1	1	Health Expert, CMU is looking after
Asstt, Project Officer	4	-	Advertisement is under process
Finance Officer	1	-	
MIES Officer	1	-	
Accounts Asstt.	3	-	
Computer Assistant	5 (2 for HQ and 3 for DLB)	-	
Clerk cum Storekeeper	2	-	Needs further clarification from the Dept.
Multipurpose Helper	5 (2 for HQ and 3 for DLB)	-	



Memo No. **SUDA-67/2006/2498**

March 24, 2008

The Chief Executive Officer (CEO)
Kolkata Metropolitan Development Authority (KMDA)
Prashasan Bhavan, DD-Block, Sector-I, Bidhannagar
Kolkata - 700 064

Sub: Integration of urban health set up – taking over the Health Schemes by SUDA from KMDA

Ref: Letter from SUDA bearing No. SUDA-Health/63 ULBs/07 dated 8th February, 2008

Sir,

You may kindly recall that it has been decided by the State Government to wind up the Health Wing of KMDA and bring all the Community Based Urban Health Schemes i.e. CUDP-III, CSIP, IPP-VIII & UHIP being implemented in KMA ULBs under administrative set up of SUDA with effect from 01-04-2008. Following that decision a meeting was taken by the Principal Secretary, Municipal Affairs and Urban Development Departments on 13-03-2008 at SUDA to discuss the process of taking over the health schemes by SUDA from KMDA. The meeting was attended by the undersigned, Smt. C Sircar, Director, SUDA, Dr N G Gangopadhyay, Advisor (Health), SUDA, Dr S Goswami, Project Officer (Health), SUDA and Shri H P Mondal, OSD, UHIP, KMDA. Decisions taken in the meeting are stated hereunder:

- ❖ That all the pending works including programme-wise outstanding bills upto 31st March 2008 with regard to the abovementioned Health Schemes are to be disposed of by KMDA.
- ❖ The staff attached to Health Wing of KMDA may continue upto June 2008 in the interest of smooth taking over by SUDA.
- ❖ The aforesaid staff may also be placed with SUDA, if necessary, while they may continue to have their office in Unnayan Bhavan. The establishment matters related to them may also continue to be dealt with by KMDA.
- ❖ During the process of handing over, KMDA would provide ULB-wise status of approved vis-à-vis actual staff strength, ULB-wise & A/c head-wise budget for Financial Year 2008-09 as well as scheme-wise actual receipt of fund from Municipal Affairs and Urban Development Departments and DHFW under different A/c heads during Financial Year 2006-07 and 2007-08.
- ❖ KMDA would provide the list of old records, booklet and reports out of which important ones may be handed over to SUDA as per requirement.
- ❖ No further proposal for fresh engagement of manpower by ULB as well as no fresh activities with regard to implementation of the abovementioned Health Schemes would be approved/undertaken KMDA.

In view of the above, you are requested to kindly take further necessary action accordingly.

Yours faithfully,

Sd/-

(Arnab Roy)

Spl. Secretary, M.A. Dept.



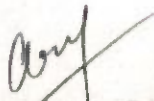
Page No.2

Memo No. SUDA- 67/2006/2498/1(7)

March 24, 2008

Copy forwarded for information to:

1. Principal Secretary, MA Dept., GoWB,
2. PS to MIC, MA Dept., GoWB
3. Secretary, KMDA
4. Dy. Secretary & in-charge, Health, KMDA
5. Director, SUDA
6. Project Manager, CMU, KUSP
- ✓ 7. Dr S Goswami, Health Expert, CMU, KUSP


Spl. Secretary, M.A. Dept.

**Integration of Health Set Up
bringing all the Health Schemes
under one umbrella**

**State Urban Development Agency (SUDA)
Dept. of Municipal Affairs
West Bengal**

- ◆ Taking over all the Health Schemes
i.e.
CUDP III, CSIP, IPP-VIII and
UHIP
afresh by SUDA from KMDA
with effect from 01.04.2008.

- ◆ Any pending issues upto 31st March,
2008
is to be dealt by the ULBs directly
with
KMDA only for settlement

- ◆ Selection of manpower as well as any
fresh activities by ULB with regard to
implementation of the Health
Schemes
could not be undertaken for the
present

- ◆ Procedure for financial transaction
- ◆ Initial requisition (A/C head-wise) of fund for 3 months is to be submitted to Director, SUDA by 21st April, 2008
- ◆ Initial advance for 3 (three) months will be released by SUDA to ULBs
- ◆ Further fund will be released by SUDA on receipt of 70% of SOE of the earlier fund released
- ◆ Submission of Statement of Expenditure by the Chairman to SUDA by 10th of each following month

- ◆ SOE for each month shall contain :
 - a) Forwarding letter by the Chairman indicating the month and amount of SOE with an endorsement to the effect that "the amount has not been preferred earlier"

b) Voucher details statement

Sl. No.	Voucher No. & Date	Item of Expenditure	Nature of Expenditure	Amount (Rs.)
1.	Honorarium & Salaries	Honorarium paid to HHWs
2.	Honorarium paid to FTSS
3.	Rent	Rent for Sub-Centre
4.	Drug	Cost for Drug purchase
5.	O & M	Electricity bill, T.A, DA etc.

C) Monthly Summary Sheet on SOE for the month of, 2008

Sl. No.	Item of Expenditure	Expenditure (Amt. in Rs.)
1.	Honorarium & Salaries	
2.	Rent, Rates & Taxes	
3.	Drug	
4.	O & M	
	Total	

d) Xerox copies of bills and vouchers duly authenticated by either Chairperson or Vice-Chairperson of the Municipality

e) Original bills & vouchers are to be kept with the ULB for Audit purpose

f) Pay order for each type of expenditure is to be given either by the Chairperson or Vice-Chairperson of the municipality concerned

g) Revenue stamp for the payment exceeding Rs. 5,000/- (Rupees five thousand) only is to be affixed in the bill

h. Advance payment should not be treated as expenditure. In such cases, final adjustment vouchers will be treated as expenditure

i. Only after actual payment, the expenditure is to be included in the Statement of Expenditure

j. Stock certificate is to be endorsed on the procurement bill indicating Assets / Stock Register Page No. under serial No.

k. Gross expenditure including P. Tax, I. Tax, Security deposit etc. is to be booked and shown on SOE

1) Status on Fund received & SOE submitted

(Amount in Rs.)

FY	Opening Balance	Fund received from SUDA	Total fund available	SOE sent upto the month of	SOE during the month of	Total SOE	Balance
			' 2008' 2008		

Submission of HMIS

- Health Programme-wise HMIS is to be submitted separately in Form-D by 10th of each following month w.e.f. 01.04.2008
- Health Programme-wise HMIS is to be submitted separately in Form-D for FY 2007-08

Information on existing Health facility &

manpower is to be provided by the ULB to SUDA by 21st April, 2008 as per proforma given below :

Name of Health Programme : CUDP III / CSIP / IPP-VIII

Sl. No.	Category of Health facility & manpower	Approved No.	Actual no. in position	Unit Hon./ Salary (P.M.)
1.	Block			
a	HHW			
2	Sub-Centre			
a	FTS			

Sl. No.	Category of Health facility & manpower	Approved No.	Actual no. in position	Unit Hon./ Salary (P.M.)
3.	HAU			
a	PTMO			
b	STS / ANIM			
c	Clerk cum storekeeper			
d	Attendant			
e	Sweeper			

Sl. No.	Category of Health facility & manpower	Approved No.	Actual no. in position	Unit Hon./ Salary (P.M.)
5.	MH			
a	Doctor			
b	Nurse			
c	Ayah			
d	Sweeper			
e	Night Guard			

Sl. No.	Category of Health facility & manpower	Approved No.	Actual no. in position	Unit Hon./ Salary (P.M.)
4.	ESOPD			
a	PTMO			
b	Spl. Doctor			
c	Nurse			
d	Pharmacist			
e	Clerk			
f	Attendant			

Sl. No.	Category of Health facility & Manpower	Approved No.	Actual no. in position	Unit Hon./ Salary (P.M.)
6.	Diagnostic Centre			
a	Lab. Technician			
b	Nurse			
c	Clerk			
7.	At ULB level			
a	HO			
b	AHO			
c	UHIO			
8.	Others, if any, specify			

Communication

SUDA



ULBS

Thank You

Sub. : Integration of Health set up bringing all the Health Schemes under one Umbrella - taking over the Health Schemes by SUDA from KMDA.

With reference to the discussion held with Principal Secretary, MAD held at SUDA on 13.03.2008 and meeting of MIC, MA & UD held at Writers' Building on date, two draft letters i.e. one addressed to CEO, KMDA by Project Director, CMU & e.o. Special Secretary, MAD in respect of intimation on taking over the Health Schemes by SUDA from KMDA and the other addressed to the Mayor / Chairperson of 41 KMA ULBs by Director, SUDA in respect of brief guideline and ensuring meeting to be held on 26.03.2008 are placed herewith for signature, if approved.

Submitted.

Signed in their address & to
MAD. The letter is to signed
by the sp. Secy. is being sent in
another file.

13/3/08
MAD

As instructed, letters are placed herewith
for signature.

18/3/08
MAD

The meeting on integration of Health set up
was held on 26.3.2008. ~~for Mad~~
superintending of 38 ULBs participated at
of 41 ULBs, KMC, KMDA and
isn't not supported.

pa/H
17/03/08
MAD
13/3/08
MAD

Out of 68 participants, 3 were
Chairman of Panchayat, Narasingpur
and Brahmanbaria.

Following to that meeting, a draft
notification has been prepared and
placed before for further necessary
action.

31.3.08

Dr. Chy. Saha
P.N.C.M.U. &
co. sp. secy.