

(To be submitted by 25th of following month to State Family Welfare Department and Department of Family Welfare, MOHFW, GOI, New Delhi through NICNET.)

FORM 9

CONSOLIDATED MONTHLY REPORT FROM DISTRICT TO STATE / CENTRE

General

1. State _____
2. District _____
3. Population of District _____
4. Reporting for the month of _____
5. Eligible Couples (as on 1st April of the year) _____

Sl. No.	Service		
I	ANC Registered	- Cumulative till this month last year	
II	Ante Natal Check-up Pregnancies	- Cumulative till this month this year - who have received 3 check-ups How many received - TT2 / - Booster / - IFA / High risk Pregnancies - PHC / - CHC / - FRU / - District Hospital / - Urban Dispensary / - PPC / Complication / Referral /	
III	Deliveries	Total No. delivered / - By / Trained attendant / ANM / LHV / - Institutional Deliveries at / Sub-centre / PHC / FRU / District / Urban Dispensary / PPC / - Complications / - Referred /	
IV	Maternal Deaths	During Pregnancy / During Delivery / Within six weeks of Delivery /	
V	Pregnancy Outcome	- No. of live births / No. of still births / Order of birth / 1st / 2nd / 3rd and 3+ / Weight of new born / <2.5 Kg. / > 2.5 Kg. /	

VI	Neo-Natal Care	Sick new born cases - Treated - Referred			
VII	Post Natal	Who have received 3 check-ups			
VIII	RTI/STI	No. of clinics in District No. of male cases treated No. of female cases treated Referred to - PHC - FRU - District			
IX	MTP	No. of Govt. Hospitals with MTP facilities No. of MTP cases done			
X	Immunization	Infants 0 to 1 year - BCG - DPT 1 - DPT 2 - DPT 3 - OPV 0 - OPV 1 - OPV 2 - OPV 3 - Measles Children more than 18 months - DPT Booster - OPV Booster - Fully immunized Children more than 5 years - DT Children more than 10 years - TT Children more than 16 years - TT Adverse reactions reported after immunization	M	F	Total
XI	Vitamin A	Dose 1 Dose 2 Dose 3 - 5			
XII	Childhood Diseases	Vaccine preventable diseases Neonatal Tetanus Cases Deaths Diphtheria Cases Deaths Poliomyelitis (Acute Flaccid Paralysis) Cases Deaths Tetanus (Others) Cases Deaths			

		Whooping Cough ✓ Cases Deaths Measles ✓ Cases Deaths Pneumonia under 5 year of age ✓ Cases Cases treated with cotrimoxazole Cases referred Deaths Acute Diarrhoeal diseases ✓ Cases Cases treated with ORS Cases referred Deaths
XIII	Child Deaths	Within one week of birth ✓ Within one week to one month of birth ✓ Within one month to one year of birth ✓ Within one year to five years of birth ✓
XIV	Contraception	Male Sterilisation Female Sterilisation IUDs insertions Oral Pills Condom users No. of hospitals which did at least 1 1) Conventional Vasectomy 2) Non scalpel Vasectomy 3) Abdominal Tubectomy 4) Laproscopic Tubectomy
XV	Abortions	✓
XVI	Stock position	Vaccine DPT In Stock Out Stock OPV In Stock Out Stock TT In Stock Out Stock DT In Stock Out Stock BCG In Stock Out Stock Measles In Stock Out Stock

XVII

XVIII

		<p>Contraceptive Condoms In Stock Out Stock</p> <p>Oral Pills In Stock Out Stock</p> <p>IUDs In Stock Out Stock</p> <p>Tubal Rings In Stock Out Stock</p> <p>Iron IFA large In Stock Out Stock</p> <p>Vitamin A Solution In Stock Out Stock</p> <p>ORS Packets In Stock Out Stock</p>	
XVII	Cold Chain Equipment	<p>ILR - 300 Total supplied Total not working</p> <p>DFz - 300 Total supplied Total not working</p> <p>ILR - 140 Total supplied Total not working</p> <p>DFz - 140 Total supplied Total not working</p>	
XVIII	Staff Position	<p>Specialist In CHC / FRU No. Sanctioned No. Vacant No. who have received RCH Training</p> <p>Doctors in PHC Sanctioned Vacant</p> <p>ANMs in Sub-Centre Sanctioned Vacant</p> <p>Male Health Worker Sanctioned Vacant</p> <p>Lady Health Visitor Sanctioned Vacant</p>	

Signature of
Distt. Family Welfare Officer

File 'B'

No.L.19012/2/97-APS vol.II (Pt. file)
Government of India
Ministry of Health & Family Welfare
(Department of F.W.)

Nirman Bhawan, New Delhi,
Dated the 7th Oct., 97.

To

Shri K. John Koshy
Secretary (FW)
Health & FW Deptt.
Govt. of West Bengal
Writers' Building -
Calcutta - 700001.

C.F.W. & S.S.	
IN	OUT
24/10/97	27.10.97

Subject: RCH Sub-projects - World Bank assisted Project -
Implementation - regarding.

Sir,

I am directed to say that the World Bank assisted RCH Project has been approved by the Government of India. While the administrative approval of the Ministry would be conveyed separately, it is requested in the meantime to intimate to the Ministry the name concerned officer with telephone/FAX numbers, entrusted with the responsibility of implementing the sub-project. This is essential to avoid delays in communication and to facilitate further correspondence in the matter.

Yours faithfully,

SPW
H.D.B. (209)
28/10/97
24/10/97

(E.J. JOSHI)
UNDER SECRETARY TO THE GOVT. OF INDIA

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

Government of West Bengal

Municipal Affairs Department

..... Branch

No. 296(10)-9/98

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

To : ~~S. M. Aggarwal~~
~~CEO, SSDA, Proj~~

Dated Calcutta, the 3rd August, 1998

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

Sir,

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

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

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

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

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

Yours faithfully,

Sd/-

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

Contd....2

-: 2 :-


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

Copy forwarded to :-

- 1) Mayor/Chairman,

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

Dated the
3rd August, 1998.


Secretary to the Govt. of
West Bengal.

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

No. 475(8)/MA/P/C-10/3S-21/98.

Dated, Calcutta, 19.06.98

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

To : The District Magistrate,
Jalpaiguri/Darjeeling/Uttar Dinajpur/Dakshin Dinajpur/
Burdwan/Midnapore/Malda.

ORDER

Launching of IPP VIII extended programme at ten Non-CMA towns viz. Darjeeling, Siliguri, Jalpaiguri, Alipurduar, Raiganj, Balurghat, Durgapur, Burdwan, Kharagpur and Englishbazar is expected to be approved by the World Bank shortly. The World Bank has, however, made it clear in their Aid Memoire that all the project activities will have to be completed by June, 2001. In order to ensure that all the preparatory measures to commence the programme are taken up immediately and the project activities are completed within the stipulated time, it is necessary that the Project Implementation Cells at Municipality/Municipal Corporation levels are headed by senior officers of the State Government able to work in close co-operation with different Departments, N.G.Os and people's representatives. The Governor, therefore, has been pleased to appoint the following officers to act as Project Directors for IPP VIII extended Projects for the towns mentioned against each in addition to their own duties with immediate effect and until further orders:

- 1) Shri ~~V. Bharadwaj~~ ^{Manish Jain}, A.D.M., Darjeeling - Darjeeling Municipality
- 2) Shri M. Agarwal, Chief Executive Officer,
Siliguri Jalpaiguri Development Authority - Siliguri Municipal Corporation
- 3) Shri ~~A. Roy~~ ^{H. Mohan (He have not yet received Govt's order)}, A.D.M., Jalpaiguri - Jalpaiguri Municipality
- 4) Shri R. Singh, S.D.O., Alipurduar - Alipurduar Municipality
- 5) Shri P. Mishra, A.D.M., Raiganj - Raiganj Municipality
- 6) Shri Anup Agarwal, A.D.M., Balurghat - Balurghat Municipality
- 7) Shri ~~H. K. Dwivedi~~ ^{A.P. Bandyopadhyay}, Chief Executive Officer,
Asansol - Durgapur Development Authority - Durgapur Municipal Corporation
- 8) Shri S. Biswas, A.D.M., Burdwan - Burdwan Municipality
- 9) Shri ~~Suresh Kumar~~ ^{A. Subbiah}, A.D.M., Midnapore - ~~Midnapore~~ ^{Kharagpur} Municipality
- 10) Shri ~~A. Santra~~ ^{A.C. Sikdar}, District Magistrate, Malda - English Bazar Municipality.

This has the approval of the Chief Secretary, Govt. of West Bengal and the Hon'ble Minister-in-Charge, Municipal Affairs & Urban Department.

[Signature]
19/6/98
Special Secretary

No. 475/1/MA/P/C-10/3S-21/98.

Dated, Calcutta, 19.06.98

Copy forwarded to Shri _____

for information and necessary action.

25-8/19/6/98
Special Secretary

No. 475/1/MA/P/C-10/3S-21/98.

Dated, Calcutta, 19.06.98

Copy forwarded to -

1. The Director & Chief Executive, SUDA
2. The Chief Engineer, Municipal Engineering Directorate.
3. The Mayor/Chairman, _____ Municipal Corporation/Municipality.

P.O. _____ Dist _____

for information and necessary action.

25-8/19/6/98
Special Secretary

No. 475/1/MA/P/C-10/3S-21/98.

Dated, Calcutta, 19.06.98

Copy forwarded to -

1. Principal Secretary,
Home (PAR) Department.
2. Chief Executive Officer,
Calcutta Metropolitan Development Authority,
3A; Auckland Place, Calcutta - 700 017.
- ✓ 3. Secretary,
Calcutta Metropolitan Development Authority,
3A, Auckland Place, Calcutta - 700 017.
4. Dr. R. N. Kar,
Adviser, SUDA.
5. P.S. To Minister-in-Charge of this Department.

Per Copy held in cum Mr. M. M. M.
3/3-12-98

25-8/17/6/98
Special Secretary

	✓ Medicines & supplies	Recurrent	200000	1	2	1	1	1
	Hiring services of private hospitals for essential Ob care	Recurrent	1000	1367	1817	855	654	1
	Sundries	Recurrent	50000	1	2	1	1	1
Medical Stores	Civil works	Capital	680000	1	1	0	0	0
	✓ Furniture	Capital	170000	1	1	0	0	0
	Store officer	Recurrent	60000	1	1	0	0	0
	Store keeper cum clerks (2 per unit)	Recurrent	72000	1	1	0	0	0
	Packers (2 per unit)	Recurrent	48000	1	1	0	0	0
	Attendant	Recurrent	24000	1	1	0	0	0
	Sundries	Recurrent	62000	1	1	0	0	0
Training	✓ Hiring of training facility	Recurrent	125000	1	1	1	1	1
	✓ Furniture	Capital	135000	1	1	1	1	1
	✓ Equipment	Capital	385000	1	1	1	1	1
	Local Training (per health post)	Recurrent	160000	8	11	5	4	4
	Consultancy (per health post)	Recurrent	162000	8	11	5	4	4
	Training (per municipality)	Recurrent	80000	8	11	5	4	4
	Study tour (per municipality)	Recurrent	100000	1	1	1	1	1
	Sundries (per health post)	Recurrent	13000	8	11	5	4	4
IEC	✓ Equipment (per municipality)	Capital	68000	1	1	1	1	1
	✓ Advertisement (per municipality)	Recurrent	65000	1	1	1	1	1
	✓ Exhibition sets (per municipality)	Capital	55000	1	1	1	1	1
	✓ Workshops/conferences/community dev pro (per municipi	Recurrent	275000	1	1	1	1	1
	Books	Capital	65000	1	1	1	1	1
	✓ Printed Materials	Capital	64000	1	1	1	1	1
	✓ Outdoor display	Capital	130000	1	1	1	1	1
	Sundries	Recurrent	28000	1	1	1	1	1
Female education	Repairs/renovation of existing primary schools (Two primary)	Capital	100000	5	7	3	3	3
	Bridge courses (Per HP)	Capital	135000	8	11	5	4	4
	Vocational training (Per HP)	Capital	240000	8	11	5	4	4
	✓ Supply of teaching aids, books, furniture (Per HP)	Capital	86000	8	11	5	4	4
	Sundries (per health post)	Recurrent	52000	8	11	5	4	4
Management & supervi	SUDA	Recurrent	1368000	1	1	1	1	1
	Salaries/honoraria for additional health staff at Municipality	Recurrent	1344000	1	1	1	1	1
	✓ Office furniture (municipality level)	Capital	200000	1	1	1	1	1
	✓ Office equipment (municipality level)	Capital	275000	1	1	1	1	1
	Vehicle hiring	Capital	86000	4	2	2	2	1
	Sundries (SUDA)	Recurrent	100000	1	1	1	1	1

	Sundries (Municipality level)	Recurrent	75000	1	1	1	1	1
Studies & OR	Bench Mark survey (per HP)	Capital	65000	8	11	5	4	4
	Operations Research	Capital	500000	1				
	Mid term and Final Evaluation	Capital	200000	1				
Vehicles	Ambulances	Capital	600000	1	2	1	1	1
Innovative schemes	Women's entrepreneurship development (Per HP)	Capital	200000	8	11	5	4	4
	Nutrition Awareness Program (Per HP)	Capital	300000	8	11	5	4	4
	Creche program (Per Municipality)	Capital	200000	1	1	1	1	1
	Weekly Iron folic Acid Supplementation	Recurrent		8	9115	12113	5765	4425

Darjeeling	Jalpaiguri	Bahrghat	Raiganj	English Ba	Alipur Dua	Total Units	Capital	Recurrent
31534	34705	48258	52853	48721	26250			
42	46	64	70	65	35	1161		15323669
42	46	64	70	65	35	1161		6965304
16	12	12	14	12	7	282	9870000	
16	12	12	14	12	7	282		6768000
16	12	12	14	12	7	282	2961000	
16	12	12	14	12	7	282	5781000	
16	12	12	14	12	7	282		5414400
16	12	12	14	12	7	282		3384000
2	1	2	2	2	1	36	61790400	
0	0	0	0	0	0	2	3032800	
2	1	2	2	2	1	38	3610000	
2	1	2	2	2	1	38	4826000	
2	1	2	2	2	1	38		1824000
2	1	2	2	2	1	38		2553600
2	1	2	2	2	1	38		3648000
2	1	2	2	2	1	38		592800
2	1	2	2	2	1	38		410400
2	1	2	2	2	1	38		228000
2	1	2	2	2	1	38		16720000
2	1	2	2	2	1	38		3800000
1	1	1	1	1	1	11	55501600	
1	1	1	1	1	1	11	1100000	
1	1	1	1	1	1	11	1650000	
1	1	1	1	1	1	11		369600
1	1	1	1	1	1	11		277200
1	1	1	1	1	1	11		264000
1	1	1	1	1	1	11		264000
1	1	1	1	1	1	11		171600
1	1	1	1	1	1	11		118800
1	1	1	1	1	1	11		66000
1	1	1	1	1	1	11		792000
1	1	1	1	1	1	11		3960000
1	1	1	1	1	1	11		1320000
1	1	1	1	1	1	11	2970000	
1	1	1	1	1	1	11	9130000	
1	1	1	1	1	1	11		4400000
237	260	362	396	365	197	6530		13059945
1	1	1	1	1	1	11		1100000
0	0	0	0	0	0	2	1360000	
0	0	0	0	0	0	2	340000	
0	0	0	0	0	0	2		240000
0	0	0	0	0	0	2		288000
0	0	0	0	0	0	2		192000
0	0	0	0	0	0	2		96000
0	0	0	0	0	0	2		248000
1	1	1	1	1	1	10		2500000
1	1	1	1	1	1	10	1350000	
1	1	1	1	1	1	10	3650000	
2	1	2	2	2	1	38		12160000

Level		Type	Unit cost	SUDA	Siliguri	Durgapur	Bardhaman	Khargapur	Darjeeling
Civil works (New constructions)	Civil Works (With attached 50 sq. met store)	Capital	1716400		182292	242250	115300	88500	31534
Civil works (New constructions)	Civil Works	Capital	5045600		7	10	5	4	2
Civil works (New constructions)	Civil works	Capital	680000		1	2	1	1	1
Civil works (New constructions)	Civil Works (Without attached store)	Capital	1516400		1	1	0	0	0
Civil works (New constructions)		Capital			1	1	0	0	0
Civil works (Renovation)	Provision of basic facilities	Capital	35000		61	81	37	30	16
Civil works (Renovation)	Repairs/renovation of existing primary schools (Two pri	Capital	100000		5	7	3	3	7
Civil works (Renovation)		Capital							
Equipment	Equipment	Capital	20500		61	81	37	30	16
Equipment	Equipment	Capital	127000		8	11	5	4	2
Equipment	Equipment	Capital	150000		1	2	1	1	1
Equipment	Equipment	Capital	830000		1	2	1	1	1
Equipment	Equipment	Capital	385000		1	1	1	1	1
Equipment	Equipment (per municipality)	Capital	68000		1	1	1	1	1
Equipment	Office equipment (municipality level)	Capital	275000		1	1	1	1	1
Furniture	Furniture	Capital	10500		61	81	37	30	16
Furniture	Furniture	Capital	95000		8	11	5	4	2
Furniture	Furniture	Capital	100000		1	2	1	1	1
Furniture	Furniture	Capital	270000		1	2	1	1	1
Furniture	Furniture	Capital	170000		1	1	0	0	0
Furniture	Furniture	Capital	135000		1	1	1	1	1
Furniture	Office furniture (municipality level)	Capital	200000		1	1	1	1	1
IEC	Exhibition sets (per municipality)	Capital	55000		1	1	1	1	1
IEC	Books	Capital	65000		1	1	1	1	1
IEC	Printed Materials	Capital	64000		1	1	1	1	1
IEC	Outdoor display	Capital	130000		1	1	1	1	1
IEC	Interaction with beneficiaries and Opinion leaders	Capital	3000		243	323	154	118	42
IEC	Advertisement (per municipality)	Capital	65000		1	1	1	1	1
IEC	Workshops/conferences/community dev pro (per muni	Capital	275000		1	1	1	1	1
IEC		Capital							
Innovative schemes	Bridge courses (Per HP)	Capital	135000		8	11	5	4	2
Innovative schemes	Vocational training (Per HP)	Capital	240000		8	11	5	4	2

Jalpaiguri	Bahnghat	Raiganj	English Ba	Allipur	Duar	Total Units	Capital	Recurrent	Total
34705	48258	52853	48721	26230		36	61790400		61790400
1	2	2	2	1		11	55501600		55501600
0	0	0	0	0		2	1360000		1360000
0	0	0	0	0		2	3032800		3032800
12	12	14	12	7		282	121684800		121684800
3	7	7	7	3		52	9870000		9870000
							5166667		5166667
							15036667		15036667
12	12	14	12	7		282	5781000		5781000
1	2	2	2	1		38	4826000		4826000
1	1	1	1	1		11	1650000		1650000
1	1	1	1	1		11	9130000		9130000
1	1	1	1	1		10	3850000		3850000
1	1	1	1	1		10	680000		680000
1	1	1	1	1		10	2750000		2750000
							28667000		28667000
12	12	14	12	7		282	2961000		2961000
1	2	2	2	1		38	3610000		3610000
1	1	1	1	1		11	1100000		1100000
1	1	1	1	1		11	2970000		2970000
0	0	0	0	0		2	340000		340000
1	1	1	1	1		10	1350000		1350000
1	1	1	1	1		10	2000000		2000000
							14331000		14331000
1	1	1	1	1		10	550000		550000
1	1	1	1	1		10	650000		650000
1	1	1	1	1		10	640000		640000
1	1	1	1	1		10	1300000		1300000
46	64	70	65	35		1161	6965304		6965304
1	1	1	1	1		10	1300000		1300000
1	1	1	1	1		10	5500000		5500000
							13765304		13765304
1	2	2	2	1		38	5130000		5130000
1	2	2	2	1		38	9120000		9120000

1	2	2	2	2	1	38	3268000	3268000
1	2	2	2	2	1	38	7600000	7600000
1	2	2	2	2	1	38	11400000	11400000
1	1	1	1	1	1	10	2000000	2000000
							38518000	38518000
694	965	1057	974	525	17413	38	2470000	10447956
1	2	2	2	1	38	1	500000	2470000
							1000000	500000
							3970000	1000000
1	1	1	1	1	17	1462000	1462000	2924000
1	1	1	1	1	11	6600000	6600000	6600000
						8062000	1462000	9524000
1	1	1	1	1	10	2500000	2500000	2500000
1	2	2	2	2	38	12160000	12160000	12160000
1	2	2	2	2	38	12312000	12312000	12312000
1	2	2	2	2	38	6080000	6080000	6080000
1	1	1	1	1	10	2000000	2000000	2000000
1	2	2	2	2	38	988000	988000	988000
						36040000	36040000	36040000
1	2	2	2	2	38	16720000	16720000	16720000
1	1	1	1	1	11	3960000	3960000	3960000
1	1	1	1	1	11	4400000	4400000	4400000
1735	2413	2643	2436	1313	43533	696530	696530	696530
						25776530	25776530	25776530
12	12	14	12	7	282	6768000	6768000	6768000
12	12	14	12	7	282	3384000	3384000	3384000
1	2	2	2	1	38	1824000	1824000	1824000
1	2	2	2	1	38	3800000	3800000	3800000
1	1	1	1	1	11	1320000	1320000	1320000
1	1	1	1	1	11	1100000	1100000	1100000
0	0	0	0	0	2	248000	248000	248000
1	1	1	1	1	10	560000	560000	560000
1	2	2	2	1	38	3952000	3952000	3952000
						200000	200000	200000
1	1	1	1	1	10	1500000	1500000	1500000

1

Government of West Bengal
Department of Municipal Affairs

No.

Dated,

ORDER

The undersigned is directed to say that ten additional towns as noted in the margin outside the Calcutta Metropolitan Area, have been selected by the World Bank for strengthening Reproductive and Child Health facilities in identified low-income areas under (extended) IPP-VIII.

- | |
|---|
| <ol style="list-style-type: none">1. Alipurduar2. Balurghat3. Bardhaman4. Darjeeling5. Durgapur6. English Bazar7. Jalpaiguri8. Kharagpur9. Raiganj10. Siliguri |
|---|

The main objectives of the Project would be:

to reduce fertility among slum populations; and to improve maternal and child health by reducing maternal and infant morbidity and mortality rates among slum populations. The impact on target groups will also be measured in terms of: (a) number of institutional births vis-à-vis home deliveries, (b) immunisation rates, (c) effective couple protection rates, (d) nutrition awareness levels of target group members and (e) health and hygiene standards of Beneficiary families.

2. Services would be provided through a three-tier system consisting of : (1) Sub-health Posts providing basic maternal and child health services, (2) Health Posts providing supervision and guidance to the Sub-health Posts, and (3) Maternity Homes with Out Patient Departments for essential obstetrics , paediatric care and general medicine services. Honorary Health Workers (HHW), (1 per 750 to 1000 population) will be available at the community level, to promote health, nutrition, hygiene and sanitation awareness and for reaching the above services (job description of HHWs, are given in **Annexure – I**) at the doorstep of the beneficiaries.
3. The HHWs will be selected from among the middle aged (35-45 years) women, who are residents of the concerned localities, and have studied atleast upto Class VIII level, with preference to members of beneficiary families, and having motivation/ experience of rendering social services.

4. Selection of the Honorary Health Workers (HHWs) will be done by the Local Co-ordination Committee constituted at the level of each Municipality/ Municipal Corporation with the following persons:

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

These committees should be constituted immediately.

Member-Convenor in consultation with Chairman, will form a 4 or 5 member Selection Committee for preliminary selection of HHWs. Project Director and/or Health Officer or Executive Officer of the Municipality should be a member of this Selection Committee. The Selection Committee will put up the list of tentatively selected candidates in the meeting of LCC for approval.

5. The Local Co-ordination Committee will be responsible for identification of beneficiaries for this Programme in different areas. The norms followed for identifications of slum population below the Poverty followed in 'SJSRY' will apply for identification of the target group. The total beneficiary population will be split up into Blocks (operational area of a HHW) comprising of 750 to 1000 population (approx.). The norms on formation of Block, Sub HP and HP are given in Annexure - II.

6. Civil construction will be done by Municipal Engineering Directorate on deposit-work basis. Funds for this purpose will be placed at the disposal of the Chief Engineer, M. E. Directorate by SUDA. Encumbrance-free suitable lands for such constructions will have to be made ready by the 15th July, 1998. Particulars of such lands should also be made over to the Chief Engineer, MED by that date positively.

7. Procurement of the following articles will be made by the Authorities mentioned against each , after observing necessary formalities :

Name of the article	Name of the Authority
Ambulance Vans/Vehicles Drugs & M.S.R. including Composite Allopathic Drugs packets for HHW Equipments	S U D A
Office furniture,	U L B / S U D A

8. Training activities of HHWs and other categories of project personnel will be arranged in terms of training modules developed by CMDA in IPP – VIII. CMDA will also extend support in imparting training to selected trainers in each of the 10 ULBs, who in their turn would impart training to the HHWs and others. Such key trainers at each ULB will have to be identified by the ULBs from among the Health Officer, Medical Officer, Public Health Nurse, Sanitary Inspector, Councillor-in-charge, Poverty Eradication Cell; Engineers etc. Names and particulars of such identified persons may be sent to the Project Officer (Health), SUDA, by 30TH July, 1998, at the latest.

9. Appointment orders of Project Directors at all the ten towns have been issued. Project Directors are advised to set up their offices immediately.

10. The posts of Asst. H.O. (1), Medical Supervisor (1), Public Health Nurse (1), Accountant (1) and Typist-cum-clerk (1) at each ULB level are required to be filled up immediately. Efforts should be made to appoint retired State Govt. or Central Govt. Officials having appropriate qualifications and experiences, on contract basis, against these posts. Project Director in consultation with the Chairperson of the ULB, may also ask one of the existing officials of the ULB to perform the duties of Accountant or Typist-cum-clerk temporarily. Preliminary selection of these officials may be done by a Selection Committee consisting of Chairperson P.D. and a representative of the Project Coordinator and the recommendation of this Committee should be placed before the LCC for ratification. Separate instructions on selection of personnel for running the Health Posts, Sub-health Posts and Maternity Homes with OPD would follow.

11. Project Director in consultation with the Chairperson of ULB should immediately take up the job of identification of available premises for setting up Health Posts, Sub-health Posts and Maternity Homes temporarily.

Sd/- A. M. Chakrabarti
Secretary, M. A. Department
&
Project Coordinator

Job description of HHWs

1. To establish rapport with the beneficiaries in her respective Block.
2. To generate awareness on health, nutrition, family welfare methods, hygiene and sanitation.
3. To keep close contact with RCVs and Community Organisers of SJSRY in the area.
4. To treat minor ailments.
5. To undertake surveillance of communicable diseases and take preventive measures.
6. To arrange for prophylactic immunization for mothers and children.
7. To collect information on mothers and children health.
8. To distribute contraceptives (Nirodh, OCP), Vit. A, Iron & Folic Acid tablets.
9. To assist patients in getting medical attention / referrals/ specialist care promptly.
10. To monitor growth and development of children below the age of 5 years.
11. To facilitate community participation and its empowerment in planning, implementing and addressing the services; and future sustenance of the services generated.

Key Notes
For
Formation of Blocks, Sub-Health Posts and Health Posts

1. **Drawing of Map of Municipality :-**

The outline map of the Municipality/Municipal Corporation indicating the principal roads, rivers and boundaries may be drawn. The wards should be clearly demarcated, if possible, by using different shades of colour.

2. **Marking the Block in the wards :-**

Each Block with 750 to 1000 population should be separately shown in the map and assigned a number in the following way

example : Suppose Ward No. X has 2250 beneficiaries, the proposed Block numbers to be assigned will be $\frac{X}{1}, \frac{X}{2}, \frac{X}{3}$

3. Assigning numbers to incomplete Blocks for fraction of population remaining after the exercise of formulation of complete blocks is over :
- (a) When the remainder is 375 or more a separate Block number in that particular ward should be assigned .
- (b) When the remainder is less than 375 no separate Block number is to be assigned in that ward. This remainder may be distributed among the Blocks in adjacent wards.
4. The Blocks will be differentiated by boundaries, marked with different colours.
5. --One Sub-Health Post should cover 3750 to 4250 beneficiaries. The location of the sub-centre should be shown in the Map and identified as 1/X, 2/X, 3/X, etc. where X is the ward number. All the Sub-Health Posts for every ward should be shown in the Map.
6. Location of the Health posts should be shown in the Map. The HP should be designated as HP/1, HP/2, etc.
7. Location of the Health posts should be shown in the Map. The HPs should be Designated as HP/1, HP/2 etc.

No.

Dated,

Copy forwarded for information & necessary action to :-

1. The Mayor/Chairman..... Municipal Corporation/Municipality.
2. The District Magistrate,
3. Shri, Project Director
4. The Secretary, C M D A & Project Coordinator, IPP VIII
5. Director & Chief Executive, SUDA
6. The Advisor, Health, C M D A / SUDA
7. The Project Officer (Health), SUDA
8. Chief Engineer, ME Directorate
9. Shri J. K. Chakrabarti, Joint Director, ILGUS.

an d. v. b.
Dy-Special Secretary
Municipal Affairs Department

Sub: RCH Review Meeting at New Delhi on 3.11.99-
Highlights.

Joint Review Meeting by GOI & World Bank was
Scheduled at New Delhi on 3.11.99.

Participation from RCH Sub Project- Asansol;-

1. Mr. M. Panth - Project Director & ADM- Asansol.
2. Sri. Goutam Das - S. E, M E D.
3. Dr. R. N. Kar - Project Officer, SUDA.

Review session regarding RCH Sub-Project- Asansol was taken by Mr. E. JOS, Under Secretary, Ministry of Health & Family Welfare and Dr. G.N.V Ramana, Senior Public Health Specialist, World Bank. Background papers for the review session were progress regarding ^{minutes of} erstwhile held such review meetings, physical & financial progress, fund position/requirement, work- plan, ^{2 procurement schedule} for 2nd year, Bid-evaluation reports for civil works and the like.

Highlights of discussion alongwith action points are narrated below;-

1. Revision of the project cost from original Rs. 8.57 crores to Rs. 9.97 crores may not pose any problem (according to Dr. Ramana).
2. 2nd instalment of fund to the tune of Rs. 2.50 crores received by SUDA should be utilised - at least 1.00 crore out the same within December 1999. Claim for Rs. 1.00 crore should be submitted to the GOI/ Bank during January' 2000.
3. Expenditure statement in prescribed format should be transmitted to GOI on monthly frequency.
4. SOEs should be submitted periodically.
5. The World Bank representative opcit has expressed his view in the affirmative towards availability of revised project cost: (See no. 1. above)
6. Regarding civil construction for 8 HAUs & 2 ESOPD cum MHs, the evaluation report of re-bids for 3 groups submitted by MED have since been examined by the Ministry as also Bank. The evaluation report for 1 group have been recommended and the approval letter handed over to the S E on 3.11.99. There are minor calculation- errors in the evaluation report of another group which has been returned to the said officer for re-submission after correcting the errors (This re-submission will be effected by the M E D latest by 5.11.99 as stated by the S E concerned.)

*F.O. Ream
S. E
may be*

*Be very careful
to start construction
of 2 HAUs & 2 ESOPD
by 5/11/99*

*Ps.
Complied with
by M E D
5/11/99*

The evaluation report regarding the remaining one however appeared to be not sent to the Bank by GOI. Anyway a copy of the same was handed over to Dr. Ramana on the spot, and he kindly assured of taking necessary action. On the whole, the position seems to be that within November 1999 recommendation of bid- evaluation reports in totality will be received by the M E D & construction works started immediately with expected time of completion at least of the HAUs by March' 2000. For 2 ESOPDs cum MHS more time will be required.

- 7. The 2nd Tier Supervisor at HAU level should preferably be PHN/Staff nurse in lieu of Sanitary Inspectors. The question of availability of course may be the determinant factor .
- 8. Each Maternity Home should have at least four staff Nurses.
- 9. Dr. Ramana may visit RCH Sub-Project-Asansol on 24.11.99.

N.B Ancillary Points:-

It was learnt from Dr. Ramana that IPP-VIII (Extn), West Bengal may be through within 15 days with the battery of additional staff component proposed.

[Signature]
04/11/99

Submitted for favour of kind perusal.

[Signature]
04/11/99

Note of Dr. R.N. Karm
as above. The Secretary MA & Chairman
SUDA may like to see and advise please.

[Signature]
5/11/99

*Already taken
into consid.*

*MARSEP
is combined
as now has
been provided.
ULB should assist
Staff of MH as per
Project memo.*

*Dr. R.N. Karm
may be getting
information and
again and do helpful*

*Adviser,
Health*

*Secretary MA
&
Chairman SUDA*

*SUDA 120196P(11)195
dt. 5-11-99.
Submitted to Secretary.
M.H. Dept.*