

under the categories of vehicle falling in A(1) of the Schedule attached to the West Bengal M.V. Tax Act, 1979. While fixing the Unladen weight of such vehicles the weight of the crane is not taken into account and the vehicles pays only the M.V. Road Tax for the portion of the chassis and not for the crane fitted on the chassis.

It is hereby ordered that while computing the unladen weight in the case of such categories of vehicles, the weight of the crane should be included within such unladen weight, after a formal weighment, if possible. The vehicle will be required to pay M.V. Tax on the basis of such weight.

Necessary entries be also made in the R.C. Book about the size, length, weight, capacity etc. of the crane.

This order shall be deemed to take effect from 1st April, 1989.

Sd/- Manish Gupta

Secy. to the Govt. of West Bengal.

8. Notification No. 7964-WT/6M-37/89 dated 7th July, 1989*

WHEREAS the Governor thinks fit and expedient so to do in the public interest :

NOW, THEREFORE, in exercise of the power conferred by section 21 of the West Bengal Motor Vehicles Tax Act, 1979 (West Ben. Act IX of 1979) (hereinafter referred to as the said Act), and in supersession of all previous notifications in this regard, the Governor is hereby pleased to exempt totally, with effect from the 1st day of April, 1989, the motor vehicles of the following classes from the payment of tax under the said Act, namely :-

- (1) motor vehicles belonging to the State Government and maintained for the use of the Governor of West Bengal or his staff or house-hold;
- (2) motor vehicles which are owned directly by the State Government and which are certified by the Head of the Department to be used ordinarily for Government purposes;
- (3) motor vehicles which are the property of the Central Government belonging to the Armed Forces, Central Industrial Security Forces and the Railway Protection Force;
- (4) motor vehicles certified by officers commanding of Territorial Army Units to be maintained by persons in their capacity as the members of the Territorial Army;
- (5) motor vehicles which are the property of the State Government and which are certified by the Inspector General of Police, West Bengal and the Commissioner of Police, Calcutta, to be ordinarily used for police purposes;
- (6) motor vehicles belonging to the State Government and maintained for the use of the Fire Brigade under the Director, Fire Services, West Bengal;

* For further details see pp. 107, 113, 132, 136, 137.

G.O. 7964-WT
dt. 7.7.89

M.T.S. & M.V. TAX

Submitted by
G.O. 18848-WT dt
26. 11. 90

Submitted by

- 2
- (7) (a) ambulance/mobile dispensaries of the State Government hospitals, district hospitals and other hospitals which are run under the direct control of the State Government;
- (b) ambulance/mobile dispensaries owned by the Municipalities, Local Bodies, Corporations or Private Hospitals, Nursing Homes, Trusts, Societies, Indian Red Cross Societies or any other organisations ;

Provided that a certificate is furnished before the Taxing Officer to his satisfaction by such owner that no money is recovered from the patients for the use of such ambulance and the service of the ambulance is rendered free of cost ;

- (8) motor vehicles maintained either directly or under contract by any Local Authority (including the Darjeeling Gorkha Hill Council), Municipal Body, Notified Area Authority and Corporations which are exclusively used for conservancy or water supply purposes;
- (9) motor vehicles of the Kharagpur Station Committee used for conservancy or fire extinguishing purposes ;
- (10) motor vehicles of the Ram Krishna Mission, Sarada Pith and Belur Math and Mission used in connection with the spreading of social education and other charitable purposes ;
- (11) motor cars belonging to the Commercial Counsellor of the Embassy of the Union of Soviet Socialist Republics in India at Calcutta and used for official purposes ;
- (12) motor vehicles belonging to Little Sisters of the Poor and St. Joseph's Home for the Aged ;
- (13) motor vehicles belonging to the Consulates and Consular officers de carrier of countries which grant reciprocal facilities to India in such matters ;
- (14) motor vehicles belonging to the following officers or the staff of the office of the High Commissioner for the United Kingdom in India or to the office of the High Commissioner for the United Kingdom in India :—
- (a) Deputy High Commissioners ;
 - (b) Counsellors ;
 - (c) First Secretaries;
 - (d) Second Secretaries;
- (15) motor vehicles belonging to the Deputy High Commissioner for Pakistan in India at Calcutta or to his office or to any of the following diplomatic members of his staff :—
- (a) Counsellors;
 - (b) Secretaries;
 - (c) Attaches;
 - (d) Advisors;

- (16) motor vehicles belonging to the Deputy High Commissioner of Bangla Desh in India at Calcutta or to his office or to the following diplomatic members of his staff :—
- (a) Counsellors;
 - (b) Secretaries;
 - (c) Attaches;
 - (d) Advisors;
- (17) motor vehicles belonging to the Charitable Institutions which, in the opinion of the State Government, are used solely for Charitable purposes ;
- (18) motor vehicles belonging to the Trade Commission, Assistant Trade Commissioners and Trade Agents of other countries;
- (19) motor vehicles owned by the United Nations and its agencies and Organisations ;
- (20) motor vehicles owned by the Technical Co-operation Mission or the International Development Mission of the United States of America and by the personnel of the said mission not being Indian nationals ;
- (21) motor vehicles used only for carrying dead bodies, for cremation or burials, provided that an application is made before the Taxing Officer by such owner of the Motor Vehicle praying for tax exemption on the basis of which such exemption would be granted annually ;
- (22) all carriages owned and driven by physically handicapped persons.

2. All motor vehicles which are hitherto being exempted from payment of any tax, but are not covered under the present notification, shall be required to pay tax with effect from the 1st day of April, 1989.

By Order of the Governor.

Sd/- Sumantra Choudhury

Joint Secy. to the Govt. of West Bengal Transport Department.

9. No. 9936(19)-WT dated 1st August, 1989*

Dear Sir,

You should be aware that sub-section 4(b) of section 16 of the West Bengal Motor Vehicles Tax Act, 1979 empowers Taxing Officers to conduct sale of vehicles seized for non-payment of tax. If the owner of such motor vehicle so seized fails to make payment of the tax demand together with the penalty within one month of its seizure, the vehicle becomes liable to be sold by auction. Sale by auction should be made, unless the owner of such motor vehicle has paid within a further period of 15 days before the taxing officer having jurisdiction five times the annual tax due in respect of such class of vehicles.

* For further details see p. 101.

(6) There is no bar to realise arrear additional tax for the fractional period since 1.4.89 to be calculated at the rate of 1/12th last of the annual tax for every month.

Sd/- Sumantra Choudhury
Joint Secy. to the Govt. of West Bengal.

17. No. 16887-WT/6M-42/89 pt. dated 8th October, 1990.

Sir,

I am directed to say that the Taxing Officer, Asansol has sought for clarification regarding collection of Additional Tax, M.V. Tax in respect of the vehicles registered in any State outside West Bengal but plying within the State of West Bengal without any valid permit. It was earlier clarified in this dept., G.O. No. 14918-WT dt 11th Sept. 1989* that Additional Tax for a minimum period of 17 (seventeen) weeks shall be recovered from the owners of such vehicles from the date of detection. It is now clarified that in respect of vehicles registered in any State other than the State of West Bengal but plying within West Bengal without any valid permit and without payment of any tax, requisite amount of Additional Tax as well as regular Motor Vehicles Tax for a minimum period of 17 (seventeen) weeks together with usual penalties shall be recovered henceforth from the date of detection. Regarding violation of provisions of section 192 of the Motor Vehicles Act, 1988 (plying of vehicles without permit) a separate compounding of offence shall also be initiated under existing orders.

Yours faithfully,

Sd/- Illegible

Joint Secy. to the Govt. of West Bengal.

18. No. 18848-WT/6M-37/89 pt. dated 26th November, 1990

NOTIFICATION

In exercise of the power conferred by section 21 of the West Bengal Motor Vehicles Tax Act, 1979 (West Ben. Act IX of 1979), and in supersession of the Notification No. 16654-WT dt. 19.9.90., the Governor is pleased to direct that clause (7) of the Notification No. 7964-WT dt. 7.7.89** be substituted by the following :

7. (a) Ambulances/Mobile dispensaries of State Govt. Hospital, District Hospitals and other Hospitals which are run under the direct control of the State Government.

(b) Ambulance/Mobile Dispensaries owned by Municipalities, Local Bodies, Municipal Corporation and Indian Red Cross Society.

* Published at p. 101.

** Published at p. 97.

G.O. 18848-WT
dt. 26.11.90

11/15/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

(c) Ambulances/Mobile dispensaries belonging to Charitable Institutions, Private Hospitals, Nursing Homes, Trusts, Societies about which the State Govt. is satisfying that their services are rendered free of cost and has issued exemption in writing.

By Order of the Governor,

Sd/- Sumantra Choudhury

Joint Secy., to the Govt. of West Bengal Transport Department.

19. No. 19219-WT/6M-17/90 dated 5th December, 1990

Sir,

I am directed to say that the sub-section (2) of section 8 and sub-section (6) of section 9 of the West Bengal Additional Tax and One-time Tax on Motor Vehicles Act, 1989 provides refund of Additional Tax and One-time Tax. Framing of necessary rules/guidelines for giving effect to such refund where admissible is yet to be made and may take some time. To meet such need in the transitional period the Taxing Officers are therefore advised to follow the procedure laid down in rule 24 of the West Bengal Motor Vehicles Tax Rules, 1957 as far as practicable and use in Forms 'E' and 'F' (West Bengal Form No. 330F and 3558 respectively) with suitable correction where necessary to dispose of the claims of such refunds until further orders.

Yours faithfully,

Sd/- Illegible

Joint Secy. to the Govt. of West Bengal.

20. No. 8083-WT dated 11th June, 1991*

Sub : *Change of address in the R.C. Book and assignment of new Registration number in respect of personalised small vehicles registered in other States but which are kept in this State either for a temporary period or for an indefinite period—Guidelines for payment of Road Tax etc.*

Section 47 of the Motor Vehicles Act deals with the assignment of new registration mark in respect of vehicles which are registered in outside the State but have been kept in this State for a period exceeding 12 months. Section 49 of the said Act contemplates that if an owner of a motor vehicle ceases to reside or have his place of business at the address recorded in the Certificate of Registration of the Vehicle, he shall within 30 days of any such change of address intimate in such form of his new address to the original Registering Authority or to the Registering Authority in whose jurisdiction the new address falls new address be recorded in the Certificate of Registration by the said Registering Authority.

It is found that a large number of vehicles which are registered outside the State, but which are kept in this State either for a temporary period or for an indefinite period, do not pay any road tax to the concerned Taxing Officers of this State. In most of the cases, they even do not report about

* For further details see pp. 110, 117, 136.

NL

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

No. 846/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

ORDER

With a view to finalising a panel for the post of Medical Officer, Finance Manager, Typist and Clerk for management and supervision cell at the Office of the State Urban Development Agency (SUDA) under RCH/Asansol Project and IP-3 (Extension), the Governor is hereby pleased to constitute a committee consisting of the following members:-

1. Special Secretary, - Chairman
Municipal Affairs and
Urban Development Department.
2. Adviser, Health, - Member
State Urban Development
Agency.
3. Joint Director, ILGUS - Member
(Shri J.K. Chakraborty). Convener

By order of the Governor,
Sd/- S. Roy Chowdhury
Dy, Secretary to the Govt. of
West Bengal.

No. 846/1(3)/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

Copy forwarded for information and necessary action to:-

1. The Special Secretary,
Municipal Affairs Department,
Writers' Buildings, Calcutta.
2. The Adviser, Health,
State Urban Development Agency,
ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake, Calcutta-91.
3. Shri J.K. Chakraborty,
Joint Director, ILGUS,
ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake, Calcutta-91.

(S. Roy Chowdhury)
Deputy Secretary.

No. 846/2(3)/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

Copy forwarded for information to:-

1. The Director of Local Bodies, West Bengal,
Purta Bhavan, Salt Lake, Calcutta-91.
2. The Director & Chief Executive,
State Urban Development Agency.
3. The Chief Engineer,
Municipal Engineering Directorate, West Bengal.
4. Director and Chief Executive, SUDA.

Deputy Secretary.

contd. ..2

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. SUDA-5/98/1444

Date 4.3.1999

ORDER

The following allocation of works will take effect immediately in view of joining of Administrative Officer. Henceforth all administrative matters will be dealt with by the Administrative Officer. He will also carry out the function of D.D.O. He will also be responsible for accounting and release of fund for the following :

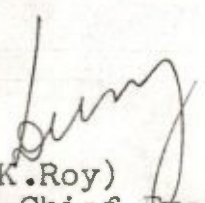
- (i) RCH, Asansol
- (ii) IPP-VIII(Extension)
- ~~(iii) PHRD Grant~~
- (iv) Petty works.

Shri Amitabha Chakraborty being relieved from D.D.O. function will look after all matters relating to ILCS and SJSRY. He will also be responsible for all MIS matters of SUDA. He will also be looking after the other works which he is doing now except those transferred to Administrative Officer. He may take over the works of ILCS being now done by Shri Manna. However, Shri Manna will be helping him in manner as he wishes in the matters of ILCS. He will also look after all transactions for PHRD Grant.

Shri Manna may kindly hand over the ILCS matters to Shri Chakraborty and may help Shri Chakraborty in ILCS matters as directed by Shri Chakraborty.


Copy to all Mins & SUDA

Health Manager by 4/3
IPP-VIII

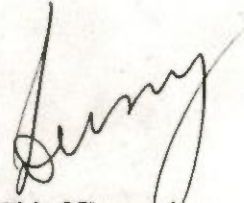

(D.K. Roy)
Director & Chief Executive,
SUDA.

SUDA**STATE URBAN DEVELOPMENT AGENCY****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal**Ref No. *SUDA- 24/92 Pt/1439*Date *4.3.99.***ORDER**

While any Officer is away from Headquarter on duty, and not availing the car under his/her control, the car should report to the Administrative Officer and leave office with his permission. The record of arrival & departure during these days should bear the signature of the Administrative Officer.


**Director & Chief Executive
SUDA**No. *SUDA- 24/92 (Pt) /1439/1(12)**4.3.99.**Copy for information & necessary action to :-*

1. All Advisors
2. All Project Officers
3. Programme Officer/ Special Officer
4. Technology Upgradation Officer
5. Administrative Officer
6. Astt. Project Officers
7. Health Manager, IPP- VIII *Dr. S. Goswami*
8. MIES Officer

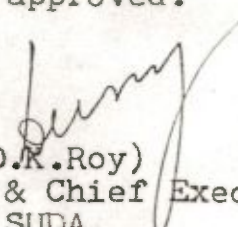

**Director & Chief Executive
SUDA**

Shri H.P.Dey has joined SUDA as Administrative Officer on 3.3.99 afternoon. He has been assigned the following works :

- (1) Drawing and Disbursing Officer;
- (2) Accounting and release of fund for RCH, Asansol ^{and} IPP-VIII(Extension);
- (3) Petty works.

The action taken may kindly be approved.

Chairman/SUDA


(D.K.Roy)
Director & Chief Executive,
SUDA.

Copy to all offices of SUDA

4.3.99

4/3

Health manager. IPP-8
Mrs S. Goswami

U.O NO:-

SUDA-5/98/308

At 4-3-99

In view of the circular of Finance Department, vide No.7345-F dated 27th July,1999, the following restrictions for SUDA vehicles are proposed.

- (a) Except on emergency, no vehicle should be used on holidays. In case of emergency, prior written permission of Director & C.E.,SUDA has to be taken. This does not apply to vehicles being in use by Chairman, SUDA and Shri R.N.Dutta, Member, SUDA, and Director & C.E.,SUDA.
- (b) Since SUDA vehicles are used for visiting municipalities and also work sites of different schemes, they may be termed as 'operational vehicle' and the fuel restriction will be as 8 litres (average) per day of use.

For approval.

(D.K.Roy)

Director & C.E.,SUDA

[Handwritten signature]
6/8/99

Chairman, SUDA

We may agree.

Please keep SAs informed.

These decisions should be reported in the GB meeting.

[Handwritten signature]
9/9/99

[Handwritten signature]
6/8/99

To Dr. S. Goswami, Health Manager,
for information and taking necessary
action please.

[Handwritten signature]
9/8/99

Administrative Officer
State Urban Development Agency

[Handwritten notes and signatures]
AO
by JGS
San. Mem.
RNP
6/8/99

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.

1. Alipurduar
2. Balurghat
3. Bardhaman
4. Darjeeling
5. Durgapur
6. English Bazar
7. Jalpaiguri
8. Kharagpur
9. Raiganj
10. 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.

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.

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	S U D A
Drugs & M.S.R. including Composite Allopathic Drugs packets for HHW Equipments	
Office furniture,	ULB / 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.

Dr. S. S. D. S.
Special Secretary
Municipal Affairs Department

Minutes of the meeting of Project Directors
of extended IPP-VIII in selected 10 Urban
local bodies outside CMA, held at ILGUS
Bhawan, Salt Lake on 8.7.98.

NO. SUDA-15/98(Pt. II)/504(34)

Date : 15.07.98

Participants :

- Sri A.M. Chakrabarti, Secretary, M.A. Deptt.,
Smt. Nandita Chatterjee, Secretary, CMDA.
Sri D.K.Roy, Director and C.E., SUDA
Sri S.K.Mukherjee, Chief Engineer, M.E.Dte.
Sri R.N.Kar, Project Officer, Health , SUDA.
✓ Sri J.K.Chakraborty, Joint Director, ILGUS
Smt. C. Sirkar, Joint Director, ILGUS
Sri B.Das, Asst. Project Manager, SUDA.
Sri V. Bharadwaj, A.D.M., Darjeeling.
Sri M. Agarwal, C.E.O. SJDA
Sri A. Roy, A.D.M., Jalpaiguri.
Sri Prasant, D.M., Raiganj.
Sri H.K.Dwivedi, C.E.O., ADDA.
Sri S. Biswas, A.D.M., Burdwan
Sri Suresh Kumar, A.D.M., Midnapore
Dr. Swapan Dutta, Health Officer, Durgapur Municipal Corporation.
Sri Tara Sankar Sarkar. Member, MIC
Sri A.C.Sikdar, A.D.M., Malda
Dr. B. Bhattacharjee, Chief of Health, IPP-VIII, Calcutta
Sri G.C.Dhali, Accounts Officer, IPP-VIII/Health, CMDA.
Dr. B.N.Tripathy, Asst. Chief, IPP-VIII .
Sri S.C.Chakrabarti, Accounts Professional, IPP-VIII, CMDA.

MIC, MA & UD Department and Vice-Chairman, CMDA participated in the meeting for sometime and advised the Project Directors as also officials of CMDA and M.A.Department and SUDA who were associated with Planning and implementation of this Project to complete all preparatory action for launching of

the project early and accord high priorities to this work. It was explained by MIC that the project activities were aimed at extending benefits to members of urban poor families directly and raise their health status. It was pointed out by MIC that IPP-VIII and similar health activities in Calcutta and its adjoining areas, had achieved significant success in improving the health status of women and children belonging to economically weaker sections residing in urban areas. He mentioned that the State Government gave high priorities to effective implementation of the project. MIC expressed the hope that the Project Directors and municipal authorities would realise the importance of the project and gear up their machineries so that the benefits of the project properly reached the urban poor families.

The salient aspects of the project were explained by Secretary, M.A.Department, Secretary, CMDA, Chief of Health, CMDA, Joint Director, ILGUS and Director, SUDA. An action plan for the next 4 to 6 weeks was drawn up in consultation with Project Directors. Some of the important decisions taken at the meeting are listed below.

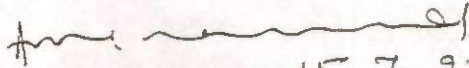
- (a) Local Co-ordination Committees in terms of guidelines already circulated to Project Directors and municipalities, should be formed within the course of next 7 days.
- (b) Exhaustive lists of target group beneficiaries should be made ready by 30.7.98.
- (c) The process of preliminary selection of Honorary Health Workers should be completed by the first week of August, 1998. Induction training programmes for HHW should be launched at ten towns in Sept., 1998.
- (d) It was reported that in all the 10 towns sites for construction of Health Posts and Maternity Homes according to the model plans of the Bank had been identified. The particulars of sites along with building plans, should be made available to Govt. of India and Project Director, IPP-VIII (Secretary, CMDA) by 14.7.98. It transpired that some of these construction activities would take place on vested land and surplus Railway land. The title of these lands should immediately be transferred in favour of municipalities. Project Directors were advised to move the District Collectors in this regard without delay.

- (e) Immediate action should be taken for setting up of the Project Office and recruitment of ULB level staff for implementation of the Project. These offices should be full functional by the second week of August, 1998 or earlier. Suitable premises should be identified by 14.8.98, for setting up HPs and OPDs temporarily. Action for procurement of furniture and equipments for running these health facilities should be initiated immediately. Director, SUDA and Adviser, Health, SUDA should maintain constant liaison with Project Directors and Chairpersons of ULBs in these regards.
- (f) The task of numbering Health Posts and Sub-Health Posts and tagging beneficiaries with each Health post and each Sub-Health Post according to the guidelines, should be complete by first week of August, 1998.
- (g) Project Directors in consultation with Chairpersons of ULBs, were required to identify suitable personnel on part time basis, for manning the Health Posts and Maternity Homes. It transpired that the Municipal Engineering Directorate did not have any office at Raiganj and Durgapur. Chief Engineer, M.E.Dte. was requested to post officers at these towns by 15.8.98.
- (h) The Project Offices should open separate bank accounts for handling IPP-VIII funds. These accounts should be operated by the Mayor/Chairperson and Project Director jointly. Detailed guidelines on flow of funds from CMDA/SUDA to Project Offices should be prepared by Director, SUDA in consultation with the IPP-VIII Project Cell in CMDA, and circulated to concerned municipalities.
- (i) The work of identification of appropriate premises for housing sub-health posts should be initiated at an early date.
- (j) Project Directors in consultation with Chairpersons of ULBs should identify resource personnel for imparting training to HHWs and the same should be sent

to SUDA by 25th July positively. SUDA should make available the list of resource personnel to Project Director, IPP-VIII(Secretary, CMDA) by the last week of July 1998. CMDA would organise orientation course for these resource personnel towards the middle of August 1998. It was decided that Director, SUDA in consultation with Chief of Health, IPP-VIII (CMDA), would finalise MIS formats to be used by the ten cities. This job should be completed by 20.8.98. It will be necessary to identify agenda for action for launching innovative programmes under the project by September, 1998. IPP-VIII Project office in CMDA, would remain actively involved in the work of organising training courses for different levels of project functionaries, municipal authorities, representatives of beneficiaries and local NGOs. IEC materials for this project would be developed by CMDA and circulated among these ten cities.

- (k) Project Directors in consultation with Chairpersons of ULBs should identify appropriate NGOs for this programme.

The attention of Project Directors was drawn to the fact that the project implementation period was rather short. It was necessary that all the facilities envisaged in the project were set up at permanent or temporary locations, during the course of next 4 months or so, to extend maximum benefits to the target group.


(A.M. Chakrabarti) 15.7.98.

Secretary, M.A.Deptt.

Government of West Bengal
Municipal Affairs Department

O R D E R

No.288-5/98

Dated Calcutta, the 28th July, 1998.

General guidelines on implementation of IPP VIII in the towns of Burdwan, Durgapur, Kharagpore, Englishbazar, Raiganj, Balurghat, Siliguri, Jalpaiguri, Alipurduar and Darjeeling were issued on 25.6.98.

The officers named below would act as the representative of the Project Coordinator in the Local Coordination Committees for the towns mentioned against their names:-

- 1) Shri R.N. Dutta,
Special Secretary,
Municipal Affairs Deptt. - Jalpaiguri &
Alipurduar;
- 2) Dr. N.G. Gangopadhyay,
Adviser, Health, S.U.D.A. - Kharagpore;
- 3) Dr. R.N. Kar,
Adviser, Health, S.U.D.A. &
Asstt. Director, CSIP, C.M.D.A. - Burdwan & Durgapur;
- 4) Shri J.K. Chakraborty,
Jt. Director, ILGUS - Darjeeling &
Siliguri;
- 5) Shri Biswajit Das,
Asstt. Project Officer,
S.U.D.A. - Englishbazar,
Raiganj & Balurghat.

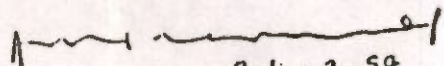
In the interest of early launching of the project respective Project Directors in consultation with Mayor/Chairperson of the U.L.B., should immediately make arrangements for setting up Project Offices. Project Offices may be set up at any Government premises or in the office of the U.L.B. Project Directors have been advised to set up temporary Health Posts in rented buildings. The Project Office may also be set up in a portion of one of these rented premises. Action has already initiated centrally for providing Project Offices with furniture and equipments.

It is necessary to fill up posts of key staff at the Project Office immediately. All the appointments should be made by the Local Coordination Committee.

The qualification and manner of selection of staff at U.B level, are indicated below :-

Sl. No.	<u>Category of post</u>	<u>Qualification & manner of engagement</u>
i)	Assistant Project Officer-cum-C.D. Specialist	Officer belonging to U.B.C.S. having atleast five years experience in development activities with emphasis on women's development. In the event of nonavailability of serving officers, retired officers of State Govt. or Central Govt. and other comparable cadres having considerable experience in development administration, may also be selected.
ii)	Assistant Health Officer	Medical Officer of West Bengal Health Services on deputation, failing which retired Medical Officers of Central Govt. or State Govt. or Govt. Undertaking having experience in Public Health services may also be selected.
iii)	Public Health Nurse(PHN)	Deputation from State or Central Govt. or Govt. Undertakings of nursing personnel recognised by the Nursing Council of India having experience in Public Health activities. In case serving officials are not available L.C. may also recruit retired Public Health Nurses having experience in Public Health Nursing.
iv)	Accountant	Deputation from Govt. services/ Undertakings of officials possessing B.Com. or equivalent qualification, and having experience in handling accounts matters. Retired Accountants or U.D. Clerks of State/Central Govt. possessing wide experience in accounts matters may also be considered.
v)	Statistical Assistant	Deputation from State/Central Govt. or Govt. Undertakings. The candidate must have experience in handling MIS and/or data compilation and reporting. A degree in Statistics is preferable.
vi)	Clerk-cum-Typist	Deputation from State/Central Govt. or Govt. Undertakings.

The pay etc. of officials joining the Project on deputation basis, will be determined on the basis of their grade pay. So far as retired Government officials are concerned there are standard formulae for determining their remunerations. Initially appointment will be made by the Municipality for a period of six months for the categories of staff mentioned above.


26.3.98
(Asok M. Chakrabarti)
Secretary,
Municipal Affairs Department
&
Project Coordinator.

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)-S/98

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

To : <

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 ULB-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


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.

STATE URBAN DEVELOPMENT AGENCY

'ILGUS BHAVAN'

H-C BLOCK, SECTOR-III, SALT LAKE CITY, CALCUTTA-700 091
West Bengal

Ref. No. SUDA-15/98/615(30)

Date August 10, 1998

From : Advisor (Health)
S U D A

To :

O R D E R

In continuation of earlier General Order dated 25.6.98, I am directed to intimate that the following criteria may be followed during selection of Honorary Health Workers (HHWs) under IPP-VIII(Extended) Programme to be implemented in your city/town :

- women aged 35-45 years ;
- the residents of low income urban poor pockets and members of Below Poverty Line (BPL) families ;
- have passed atleast Class VIII standard ; and
- have motivation/experience of rendering social services.

Advisor (Health)
SUDA

No. SUDA-15/98/615(30)

dated August 10th, 1998

Copy forwarded for favour of information to :

1. Mayor / Chairman _____
2. The Secretary, C.M.D.A.
3. Special Secretary, Municipal Affairs Department,
Government of West Bengal
4. Director & Chief Executive, SUDA
5. Chief of Health, IPP-VIII, CMDA
6. Advisor, Health, SUDA
7. Project Officer, Health, SUDA
8. Sr. Training Officer, CMDA and Joint Director, ILGUS
9. A. P. O., SUDA.


Advisor (Health)



Phone : 215-1216
Fax : 235-1632

সচিব
পৌরবিভাগ
পশ্চিমবঙ্গ সরকার
কলিকাতা-৭০০ ০০১

Asok M. Chakrabarti
SECRETARY
MUNICIPAL AFFAIRS DEPARTMENT
GOVERNMENT OF WEST BENGAL
WRITERS BUILDINGS
CALCUTTA-700 001

D.O.No.409(10)-5/98

Dated Calcutta, the 2nd November, 1998.

I hope the Local Coordination Committee for IPP VIII (Extension Project) for your town has become properly functional by now. We are hopeful that the Project Agreement will be signed by the end of this month. In view of the fact that the time available for project implementation is rather short, we need to complete all our preparatory action by the first week of December, 1998 or so. Unless all the project activities start in full swing in early 1999, it will be difficult to complete the project within the stipulated time.

The LCC happens to be the most important forum for review of progress and regular monitoring of the project. It is important that the LCC meets at least once in two months, in the initial period of the project. You are aware that the following officials have been designated as the representative of Project Coordinator for different towns :-

- 1) Shri R.N. Dutta,
Special Secretary,
Municipal Affairs Deptt., - Alipurduar & Jalpaiguri
Telephone No.235-3452.
- 2) Dr. H.G. Gangopadhyay, - Kharagpore
Advisor(Health), S.U.D.A.,
Telephone Nos.-358-5767/
6403/6421 & 337-4103.
- 3) Shri J.K. Chakraborty, - Darjeeling & Siliguri
Jt. Director, ILGUS,
Telephone No.359-1985 & 358-5767/6403.
- 4) Dr. R.N. Kar, - Burdwan & Durgapur
Asstt. Director(Health), SUDA,
Telephone No.358-5767/6403/
6421 & 337-4103.
- 5) Shri Biswajit Das, - Raiganj, Balurghat &
Project Officer, IPP VIII, Englishbazar.
Telephone Nos.358-5767/
6403/6421.

It will be good for all of us if important decisions regarding implementation of the Project are taken at LCC meetings in presence of the representative of the Project Coordinator. I would request you to make it a point to invite the representative of Project Coordinator for your town to LCC meetings without fail. I suggest that intimations about LCC meetings should be sent to the concerned officer at least ten to twelve days in advance so that he can purchase railway tickets and make advance preparations for visiting your town.

Contd....2



STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

West Bengal

Ref No...../SUDA-15/98

Date..... 24 Nov. '98.

From : Dr. N.G. Gangopadhyay
Adviser (Health), SUDA.

To :
Additional District Magistrate
& Project Director, IPP-VIII (Extn.)

Sub : Requirement of fund for establishing Project
Office, imparting training to the HHWs.

Sir,

I am directed to refer to your office Memo No.178/C (ADM) dated 21.11.98 on the above subject and intimate you the following:

The list of the selected Honorary Health Workers (HHWs) both regular as also panel, duly signed by all the members of the L.C.C. may please be sent to S.U.D.A. for record.

Fund requisitioned can not be placed at the moment, because the Project is yet to be formally approved by Government of India.

However, you may incur expenditure on following items and prefer re-imburement from S.U.D.A. :

FCR TRAINING -

- 1) O.H.P. with Screen and Pointer - 1
- 2) White Board - 1
- 3) Black Board - 1
- 4) Marker (of 3 colours) - 1 set
- 5) Chair (Blow Past) - 100
- 6) Hiring of P.A. equipment
- 7) Hiring of coloured T.V. & V.C.R.
- 8) Exercise Book - 1, Dot Pen - 1, Pencil - 1, Scale - 1, Eraser - 1; all put in a plastic folder : 1 such set per each H.H.W trainee x Total No. of HHW trainees' including panel candidates - trainees.

... 2



STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

West Bengal

Ref No.....

:: 2 ::

Date.....

9) Other Expenses :

- a) Tea + Tiffin @ Rs.15/- per head / day / during training-days.
- b) Honorarium to Trainers @ Rs. 150/- and Rs. 100/- for extra mural and intra mural trainers respectively for session of ninety minutes.
- c) All HHW - trainees including panel candidates to be paid Rs. 10/- per diem during the training - days as mobility support. The amount thus paid to the regular HHWs will however to be deducted from their honorarium during its payment in future.
- d) Miscellaneous & Sundries expense - upto Rs. 5000/- (Rupees Five thousand) for the present.

For RCH Project Office at ULB level -

- 1) Secretariat Table - 2
- 2) Cushion Chair - 2
- 3) Typewriter (English) - 1
- 4) Typewriter (Bengali) - 1
- 5) Steel Almirah - 1
- 6) File Cabinet - 1
- 7) Miscellaneous & Sundries - upto Rs.5000/- for the present.

The purchases are to be done and expenditure incurred after observing usual norms and formalities. The re-imburement claim to S.U.D.A. should be accompanied by all bills, receipts, cash memos, vouchers etc. (xerox copy), duly authenticated and certified by the competent authority.

Yours faithfully,

[Signature]
Adviser (Health), SUDA. 24/11

No: SUDA-15/98 Dated: 24.11.98

Copy forwarded to : 1) Special Secretary, M.A. Deptt.GOWB.
2) Director & C.E., SUDA, (3) Sri JK Chakraborty,
Nodal Officer,

Tel No : 358-6403 / 6421 / 5767, Fax No. - 358-5800 IPP-3 (Extn.).

Adviser(H), SUDA.

Spec for Adviser (Health)

Government of West Bengal
Municipal Affairs Department

O R D E R

No. 288-S/98

Dated Calcutta, the 28th July, 1998.

General guidelines on implementation of IPP VIII in the towns of Burdwan, Durgapur, Kharagpore, Englishbazar, Raiganj, Balurghat, Siliguri, Jalpaiguri, Alipurduar and Darjeeling were issued on 25.6.98.

The officers named below would act as the representative of the Project Coordinator in the Local Coordination Committees for the towns mentioned against their names:-

- 1) Shri R.N. Dutta,
Special Secretary,
Municipal Affairs Deptt. - Jalpaiguri &
Alipurduar;
- 2) Dr. N.C. Gangopadhyay,
Adviser, Health, S.U.D.A. - Kharagpore;
- 3) Dr. R.N. Kar,
Adviser, Health, S.U.D.A. &
Asstt. Director, CSIP, C.M.D.A.- Burdwan & Durgapur;
- 4) Shri J.K. Chakraborty,
Jt. Director, ILGUS - Darjeeling &
Siliguri;
- 5) Shri Diswajit Das,
Asstt. Project Officer,
S.U.D.A. - Englishbazar,
Raiganj & Balurghat.

In the interest of early launching of the project respective Project Directors in consultation with Mayor/Chairperson of the U.L.B., should immediately make arrangements for setting up Project Offices. Project Offices may be set up at any Government premises or in the office of the U.L.B. Project Directors have been advised to set up temporary Health Posts in rented buildings. The Project Office may also be set up in a portion of one of these rented premises. Action has already been initiated centrally for providing Project Offices with furniture and equipments.

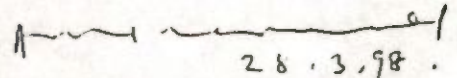
It is necessary to fill up posts of key staff at the Project Office immediately. All the appointments should be made by the Local Coordination Committee.

The qualification and manner of selection of staff at ULB level, are indicated below :-

<u>Sl. No.</u>	<u>Category of post</u>	<u>Qualification & manner of engagement</u>
i)	Assistant Project Officer-cum-C.D. Specialist	Officer belonging to W.B.C.S. having atleast five years experience in development activities with emphasis on women's development. In the event of nonavailability of serving officers, retired officers of State Govt. or Central Govt. and other comparable cadres having considerable experience in development administration, may also be selected.
ii)	Assistant Health Officer	Medical Officer of West Bengal Health Services on deputation, failing which retired Medical Officers of Central Govt. or State Govt. or Govt. Undertakings having experience in Public Health services may also be selected.
iii)	Public Health Nurse(PHN)	Deputation from State or Central Govt. or Govt. Undertakings of nursing personnel recognised by the Nursing Council of India having experience in Public Health activities. In case serving officials are not available L.C.C. may also recruit retired Public Health Nurses having experience in Public Health Nursing.
iv)	Accountant	Deputation from Govt. services/ Undertakings of officials possessing B.Com. or equivalent qualification, and having experience in handling accounts matters. Retired Accountants or U.D.Clerks of State/Central Govt. possessing wide experience in accounts matters may also be considered.
v)	Statistical Assistant	Deputation from State/Central Govt. or Govt. Undertakings. The candidate must have experience in handling MIS and/or data compilation and reporting. A degree in Statistics is preferable.
vi)	Clerk-cum-Typist	Deputation from State/Central Govt. or Govt. Undertakings.

Contd....3

The pay etc. of officials joining the Project on deputation basis, will be determined on the basis of their grade pay. So far as retired Government officials are concerned there are standard formulae for determining their remunerations. Initially appointments will be made by the Municipality for a period of six months for the categories of staff mentioned above.


28.3.98.

(Asok M. Chakrabarti)
Secretary,
Municipal Affairs Department
&
Project Coordinator.

SUDA

● **STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

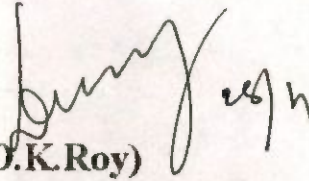
SUDA-15/98 (Pt.II) / 149

28.04.2000

ORDER

Dr. Shibani Goswami, now working as Manager, Health, SUDA is redesignated as Project Officer, IPP – VIII (Extn.), SUDA with effect from 01.05.2000.

This has the approval of the Chairman, SUDA in file No. SUDA-15/98 (Pt.II) dated 28.04.2000.



(D.K.Roy)

Director & Chief Executive

SUDA-15/98 (Pt.II) / 149 / 1(a)

28.04.2000

Copy forwarded for information to :

1. The Chairman, SUDA & Secretary, M.A. Department.
2. The Special Secretary, M.A. Department
3. Adviser, Health, SUDA, ILGUS Bhavan, Salt Lake, Cal-91.
4. Dr. R.N.Kar, Project Officer, RCH, Asansol
5. Dr. S. Goswami, Project Officer, IPP – VIII
6. Sri Sukumar Pal, Finance Officer, Health, SUDA
7. The Manager, Central Bank of India, Salt Lake Branch, Salt Lake City, Cal-91.
8. The J.A.O/ Cashier / H.A., SUDA
9. Tech. Upgradation Officer/ Administrative Officer/ Adviser, E&SG.

Director & Chief Executive
SUDA

SUDA

● **STATE URBAN DEVELOPMENT AGENCY**

"ILGUS BHAVAN"

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

West Bengal

SUDA-48/95 (Pt.) 150
Ref No.

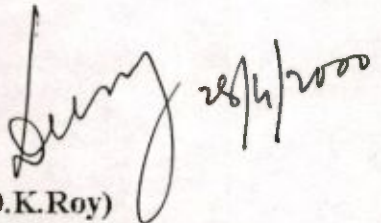
28.04.2000
Date

ORDER

In the 20th Governing Body Meeting held on 25.04.2000, it was decided that Bank Account for IPP – VIII (Extn.) and RCH, Asansol will be operated jointly by Project Officer, IPP – VIII and Finance Officer, IPP – VIII (Extn.) for all expenses in connection with IPP – VIII and Project Officer, RCH, Asansol and Finance Officer, IPP – VIII (Extn.) for all expenses in connection with RCH, Asansol, as against the present procedure of Director & Chief Executive, SUDA and Special Secretary.

All payments related to Health Sector including establishment matters will be made by Adviser (Health). This will help in operating the Health Sector independently. Health Sector will keep its own Cash Book and accounts separately and act independent of SUDA accounts. All necessary reports to be submitted to internal and external agencies and also to audit have to be prepared by the Health Sector. A separate internal audit for Health Sector may also be arranged.

This order will take effect on and from 02.05.2000.


(D.K.Roy)

Director & Chief Executive

SUDA-48/95 (Pt.) / 150/1(9)

28.04.2000

Copy forwarded for information and necessary action to :

1. The Chairman, SUDA & Secretary, M.A. Department.
2. The Special Secretary, M.A. Department
3. Adviser, Health, SUDA, ILGUS Bhavan, Salt Lake, Cal-91.
4. Dr. R.N.Kar, Project Officer, RCH, Asansol
5. Dr. S. Goswami, Project Officer, IPP - VIII
6. Sri Sukumar Pal, Finance Officer, Health, SUDA
7. The Manager, Central Bank of India, Salt Lake Branch, Salt Lake City, Cal-91.
8. The J.A.O/ Cashier / H.A., SUDA
9. Tech. Upgradation Officer/ Administrative Officer/ Adviser, E&SG.

Director & Chief Executive
SUDA

[Handwritten Signature]
20/4/2000

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

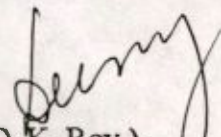
H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No.

Date

ORDER

Dr. Sibani Goswami, Project Officer, IPP VIII (Extn.) is hereby declared as Drawing & Disbursing Officer in respect of all expenses relating to IPP VIII (Extn.) in terms of power vested on me under serial D(4) of 14th G. B. meeting held on 15.09.1997 at 2 P.M. and under SR 96 of W.B. Treasury and subsidiary Rules (Part I).

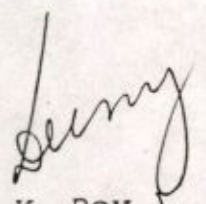

(D. K. Roy)

Director & Chief Executive

SUDA-5/98/309/1(9) dt. 08.06.2000.

Copy forwarded for information to :-

1. Chairman, SUDA.
2. Dr. N. G. Gangapadhyay, Adviser (Health).
3. Dr. R. N. Kar, P.O., RCH (Asansol).
4. Dr. Sibani Goswami, P.O., IPP VIII (Extn.).
5. J.A.O./Cashier/H.A.
6. Administrative Officer, SUDA.
7. Finance Officer, Health.


(D. K. Roy)

Director & Chief Executive.

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

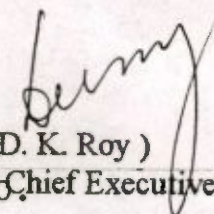
H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No.

Date

ORDER

Dr. R. N. Kar, Project Officer, RCH (Asansol) is hereby declared as Drawing & Disbursing Officer in respect of all expenses relating to RCH (Asansol) in terms of power vested on me under serial D(4) of 14th G. B. meeting held on 15.09.1997 at 2 P.M. and under SR 96 of W.B. Treasury and subsidiary Rules (Part I).

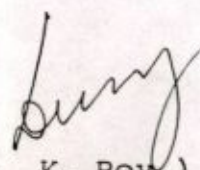

(D. K. Roy)

dt. 08.05.2000. Director & Chief Executive

SUDA-05/98/310/1(9)

Copy forwarded for information to :-

1. Chairman, SUDA.
2. Dr. N. G. Gangapadhyay, Adviser (Health).
3. Dr. R. N. Kar, P.O., RCH (Asansol).
- ✓ 4. Dr. Sibani Goswami, P.O., IPP VIII(Extn.)
5. J.A.O./Cashier/H.A.
6. Administrative Officer, SUDA.
7. Finance Officer, Health.


(D. K. Roy)

Director & Chief Executive.

amounts payable on a bill which
S.R. 93.

the money column or in the column
ably be covered by oblique line
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Government Account.

of the Government shall be taken
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Government servants and pensioners

by statute, the payment may

life insurance premia under
nd in subscriptions to Service
l from pay bills, the total sum
n even sum of annas, and every
pay to the nearest anna elev
ry adjustment being made in
r who has to pay Rs. 3-5-7 p
month for eleven months

id allowance, pension or travelling

nder objection, when all amounts

t Fund, Contributory-Provident Fun
ions will be made in whole rupees
the fund concerned.

Government or by one department
case it is not possible to remove

urrency from sterling and other

contingent and other charges which

should be rounded off to the nearest

received nor paid.

, and all receipts other than
under any law, or are specially
ation of this rule.

Reserve Bank Government drafts
der any law or under any contractual

Forms of Bills for Various Classes of Claims.

S.R. 94. The forms prescribed for the preparation of bills relating to the various classes of claims, such as pay and allowances of Government servants, contingencies, pensions, etc., and the procedure to be observed in the presentation of such claims, are specified under relevant heads in the subsequent Sections of this Chapter.

Signature and Countersignature on Bills.

S.R. 95. Unless the Government have expressly authorised it in the case of any specified office, no payment may be made on a bill or order signed by a clerk instead of by the head of an office, although in the absence of the latter the clerk may be in the habit of signing letters for him. Nor may any money be paid on a bill or order signed with a stamp. When the signature on a bill is given by a mark or seal or thumb impression, it shall be attested by some known person. Signature in Indian characters must always be transliterated.

S.R. 96. The head of an office may authorise any gazetted officer serving under him to sign a bill or order for him, communicating the name and the specimen signature of the officer to the disbursing office concerned. This will not, however, relieve the head of the office, in any way, of his responsibility for the accuracy of the bill or for the disposal of the money received in payment.

NOTE.—The above rule provides for the authorisation of a gazetted officer by the head of an office to draw bills, subject to the head of the office's ultimate responsibility. There is no rule authorising a non-gazetted officer to draw bills. Government consider that the necessity of such authorisation can arise on very rare occasions when the gazetted staff of an institution is not greater than two. Government have accordingly decided that the head of an office may authorise a non-gazetted officer to draw bills only when such authorisation is absolutely necessary subject to the following conditions:—

- (1) The delegation to a non-gazetted officer shall be confined only to the case of the senior non-gazetted officer of the establishment and shall be under the previous authority of the head of the department in each instance.
- (2) The head of the office shall accept previously in writing full responsibility for all financial transactions which take place in his office during the period.
- (3) The delegated power shall be confined to such transactions only as cannot, without inconvenience to Government business or hardship, await the return of the head of the office.

S.R. 97. Bills requiring previous countersignature shall not be presented at a disbursing office before such countersignature has been obtained.

S.R. 98. Bills which under any rule or order require to be pre-audited by the Accountant-General before disbursement, shall not be presented to the Treasury Officer except through the Accountant-General.

Duplicates and Copies of Bills, etc.

S.R. 99. (1) No Government officer may issue duplicates or copies of bills, or other documents for the payment of money which has already been paid, on the allegation that the originals have been lost. If any necessity arises for such a document, a certificate may be given that on a specified day certain sum was paid to a certain person. This prohibition extends only

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

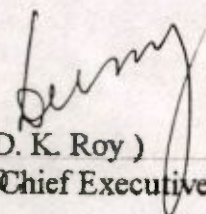
H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No.

Date

ORDER

Dr. R. N. Kar, Project Officer, RCH (Asansol) is hereby declared as Drawing & Disbursing Officer in respect of all expenses relating to RCH (Asansol) in terms of power vested on me under serial D(4) of 14th G. B. meeting held on 15.09.1997 at 2 P.M. and under SR 96 of W.B. Treasury and subsidiary Rules (Part I).

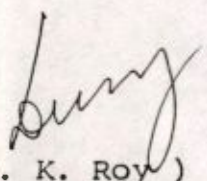

(D. K. Roy)

SUDA-05/98/310./1(g)

dt. 08.06.2000 Director & Chief Executive

Copy forwarded for information to :-

1. Chairman, SUDA.
2. Dr. N. G. Gangapadhyay, Adviser (Health).
- ✓ 3. Dr. R. N. Kar, P.O., RCH (Asansol).
4. Dr. Sibani Goswami, P.O., IPP VIII(Extn.)
5. J.A.O./Cashier/H.A.
6. Administrative Officer, SUDA.
7. Finance Officer, Health.


(D. K. Roy)

Director & Chief Executive.

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

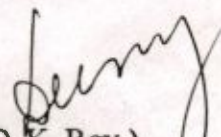
H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No.

Date

ORDER

Dr. Sibani Goswami, Project Officer, IPP VIII (Extn.) is hereby declared as Drawing & Disbursing Officer in respect of all expenses relating to IPP VIII (Extn.) in terms of power vested on me under serial D(4) of 14th G. B. meeting held on 15.09.1997 at 2 P.M. and under SR 96 of W.B. Treasury and subsidiary Rules (Part I).


(D. K. Roy)

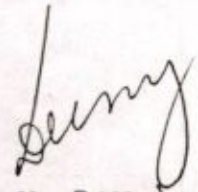
Director & Chief Executive

SUDA-5/98/309/1(9)

dt. 08.06.2000.

Copy forwarded for information to :-

1. Chairman, SUDA.
2. Dr. N. G. Gangapadhyay, Adviser (Health).
3. Dr. R. N. Kar, P.O., RCH (Asansol).
4. Dr. Sibani Goswami, P.O., IPP VIII (Extn.).
5. J.A.O./Cashier/H.A.
6. Administrative Officer, SUDA.
7. Finance Officer, Health.


(D. K. Roy)

Director & Chief Executive.

amounts payable on a bill which shall be covered by oblique lines. S.B. 93.

the money column or in the column of the bill is below a specified amount so specified should be a part of the bill.

Government Account.

of the Government shall be treated as one whole anna. Government servants and pensioners by statute, the payment may

life insurance premia under and in subscriptions to Service Fund from pay bills, the total sum in even sum of annas, and every pay to the nearest anna every adjustment being made in the month for eleven months

and allowance, pension or travelling allowance, when all amounts are in objection books. Fund, Contributory-Provident Funds will be made in whole rupees of the fund concerned.

Government or by one department in case it is not possible to remove

currency from sterling and other contingent and other charges which should be rounded off to the nearest received nor paid.

and all receipts other than under any law, or are specially provided for in this rule. Reserve Bank Government drafts under any law or under any contractual

Forms of Bills for Various Classes of Claims.

S.R. 94. The forms prescribed for the preparation of bills relating to the various classes of claims, such as pay and allowances of Government servants, contingencies, pensions, etc., and the procedure to be observed in the presentation of such claims, are specified under relevant heads in the subsequent Sections of this Chapter.

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S.R. 95. Unless the Government have expressly authorised it in the case of any specified office, no payment may be made on a bill or order signed by a clerk instead of by the head of an office, although in the absence of the latter the clerk may be in the habit of signing letters for him. Nor may any money be paid on a bill or order signed with a stamp. When the signature on a bill is given by a mark or seal or thumb impression, it shall be attested by some known person. Signature in Indian characters must always be transliterated.

S.R. 96. The head of an office may authorise any gazetted officer serving under him to sign a bill or order for him, communicating the name and the specimen signature of the officer to the disbursing office concerned. This will not, however, relieve the head of the office, in any way, of his responsibility for the accuracy of the bill or for the disposal of the money received in payment.

NOTE.—The above rule provides for the authorisation of a gazetted officer by the head of an office to draw bills, subject to the head of the office's ultimate responsibility. There is no rule authorising a non-gazetted officer to draw bills. Government consider that the necessity of such authorisation can arise on very rare occasions when the gazetted staff of an institution is not greater than two. Government have accordingly decided that the head of an office may authorise a non-gazetted officer to draw bills only when such authorisation is absolutely necessary subject to the following conditions:—

- (1) The delegation to a non-gazetted officer shall be confined only to the case of the senior non-gazetted officer of the establishment and shall be under the previous authority of the head of the department in each instance.
- (2) The head of the office shall accept previously in writing full responsibility for all financial transactions which take place in his office during the period.
- (3) The delegated power shall be confined to such transactions only as cannot, without inconvenience to Government business or hardship, await the return of the head of the office.

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S.R. 98. Bills which under any rule or order require to be pre-audited by the Accountant-General before disbursement, shall not be presented to the Treasury Officer except through the Accountant-General.

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STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

SUDA-48/95 (Pl.)/150
Ref No.

28.04.2000
Date

*of k. of Bank Acch.
Rev
SUDA-8 Acch.
Dir. of Health & Sp. Secy
FO & PO*

ORDER

*Dr. Kar
Dr. Gomin
Sri S. Pal
may 11 note for
28/4*

In the 20th Governing Body Meeting held on 25.04.2000, it ^{was decided} ~~is approved~~ that Bank

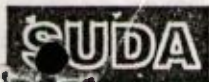
Account for IPP - VIII (Extn.) and RCH, Asansol will be operated jointly by Project Officer, IPP - VIII and Finance Officer, IPP - VIII (Extn.) for all expenses in connection with IPP - VIII and Project Officer, RCH, Asansol and Finance Officer, IPP - VIII (Extn.) for all expenses in connection with RCH, Asansol, as against the present procedure of Director & Chief Executive, SUDA and Special Secretary.

All payments related to Health Sector including establishment matters will be made by Adviser (Health). This will help in operating the Health Sector independently. Health Sector will keep its own Cash Book and accounts separately and act independent of SUDA accounts. All necessary reports to be submitted to internal and external agencies and also to audit ^{have} ~~has~~ to be prepared by the Health Sector. A separate internal audit for Health Sector may also be arranged.

This order will take effect on and from 02.05.2000.

(D.K.Roy) 28/4/2000
Director & Chief Executive

Maintenance of Cash Acch. by FO



SUDA-48/95 (Pt.) / 50 / 1 (9)

28.04.2000

Copy forwarded for information and necessary action to :

1. The Chairman, SUDA & Secretary, M.A. Department.
2. The Special Secretary, M.A. Department
3. Adviser, Health, SUDA, ILGUS Bhavan, Salt Lake, Cal-91.
4. Dr. R.N.Kar, Project Officer, RCH, Asansol
5. Dr. S. Goswami, Project Officer, IPP - VIII
6. Sri Sukumar Pal, Finance Officer, Health, SUDA
7. The Manager, Central Bank of India, Salt Lake Branch, Salt Lake City, Cal-91.
8. The J.A.O/ Cashier / H.A., SUDA
9. Tech. Upgradation Officer/ Administrative Officer/ Adviser, E&SG.

Director & Chief Executive
SUDA

[Handwritten Signature]
27/4/2000

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

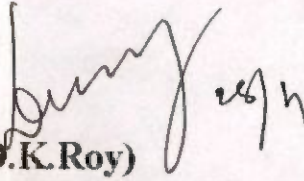
SUDA-15/98 (Pt.II) 149

Date 28.04.2000

ORDER

Dr. Shibani Goswami, now working as Manager, Health, SUDA is redesignated as Project Officer, IPP – VIII (Extn.), SUDA with effect from 01.05.2000.

This has the approval of the Chairman, SUDA in file No. SUDA-15/98 (Pt.II) dated 28.04.2000.

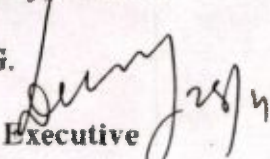

(D.K.Roy)**Director & Chief Executive**

SUDA-15/98 (Pt.II) 149/1(a)

28.04.2000

Copy forwarded for information to :

1. The Chairman, SUDA & Secretary, M.A. Department.
2. The Special Secretary, M.A. Department
3. Adviser, Health, SUDA, ILGUS Bhavan, Salt Lake, Cal-91.
4. Dr. R.N.Kar, Project Officer, RCH, Asansol
5. Dr. S. Goswami, Project Officer, IPP – VIII
6. Sri Sukumar Pal, Finance Officer, Health, SUDA
7. The Manager, Central Bank of India, Salt Lake Branch, Salt Lake City, Cal-91.
8. The J.A.O/ Cashier / H.A., SUDA
9. Tech. Upgradation Officer/ Administrative Officer/ Adviser, E&SG.


Director & Chief Executive
SUDA

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

No. 846/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

ORDER

With a view to finalising a panel for the post of Medical Officer, Finance Manager, Typist and Clerk for management and supervision cell at the Office of the State Urban Development Agency (SUDA) under RCH/Asansol Project and IPP-8 (Extension), the Governor is hereby pleased to constitute a committee consisting of the following members:-

1. Special Secretary, - Chairman
Municipal Affairs and
Urban Development Department.
2. Adviser, Health, - Member
State Urban Development
Agency.
3. Joint Director, ILGUS - Member
(Shri J.K. Chakraborty).
Convener

By order of the Governor,

Sd/- S. Roy Chowdhury
Dy, Secretary to the Govt. of
West Bengal.

No. 846/1(3)/C-10/3C-5/98 Dated: Calcutta, the 9th December,
1998.

Copy forwarded for information and necessary
action to :-

1. The Special Secretary,
Municipal Affairs Department,
Writers' Buildings, Calcutta.
2. The Adviser, Health,
State Urban Development Agency,
ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake, Calcutta-91.
3. Shri J.K. Chakraborty,
Joint Director, ILGUS,
ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake, Calcutta-91.

(Signature)
Deputy Secretary.

No. 846/2(3)/C-10/3C-5/98 Dated: Calcutta, the 9th December,
1998.

Copy forwarded for information to :-

1. The Director of Local Bodies, West Bengal,
Purta Bhavan, Salt Lake, Calcutta-91.
2. The Director & Chief Executive,
State Urban Development Agency.
3. The Chief Engineer,
Municipal Engineering Directorate, West Bengal.
4. Director and Chief Executive, SUDA.

Deputy Secretary, *(Signature)*

contd. ..2

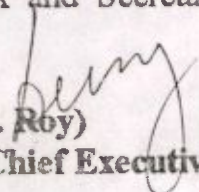
ORDER

Sri Sukhomoy Pal, retired Accounts Officer in the office of the Chief Controller of Defence Accounts, is hereby engaged as Finance Officer, under IPP-VIII Extension programme, on contract basis for a period of six(6) months w.e.f.17.03.2000.

His remuneration shall be determined in accordance with norms followed in SUDA.

This has the approval of the Chairman, SUDA and Secretary, Municipal Affairs Department on 28.02.2000.

(D. K. Roy)
Director and Chief Executive



13/3/2000

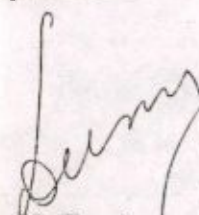
SUDA-19/99/1881/1(6)

13.01.03.2000

Copy for information & necessary action to :-

1. The Chairman, SUDA & Secretary, MA Department.
2. The Advisor, Health.
3. Administrative Officer, SUDA.
4. Junior Accounts Officer/H.A.,SUDA.
5. Shri Sukhamaoy Pal, Finance Officer,

(D. K. Roy)
Director and Chief Executive



13/3/2000



STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. SUDA-18/99(A)/1882

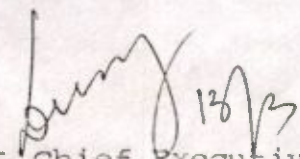
Date ¹³ 07. 03. 2000

O R D E R

Sri Prativa Ranjan Majumdar, retired Havildar/Clerk Cum Typist From Army Medical Corps., is hereby engaged as Clerk cum Typist, under IPP - VIII Extension Programme, on contract basis for a period of six (6) months w.e.f. 16.3.2000

His remuneration shall be determined in accordance with the norms followed in SUDA.

This has the approval of the Chairman, SUDA and Secretary, M.A.Department in File No.SUDA-18/99(Pt.) dated 28.2.2000.

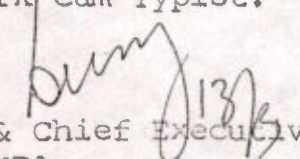

Director & Chief Executive.
SUDA

SUDA-18/99(A)/1882/1(9)

¹³
07. 03. 2000

Copy for information & necessary action to :-

1. The Chairman, SUDA & Secretary, M.A.Deptt.
2. The Advisor, Health.
3. The Administrative Officer/J.A.O./Cashier/H.A.
4. T.U.O./S.O.
5. Sri Prativa Ranjan Majumdar, Clerk cum Typist.


Director & Chief Executive
SUDA

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

SUDA-64/2000/ 153

02.05.2000

Ref No

Date

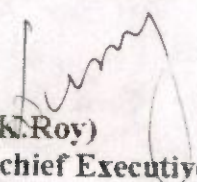
ORDER

Sri Subrata Sen of HA - 85 (Sector - III), Salt Lake City, Calcutta - 700 091 is hereby engaged as Clerk (Accounts) for IPP - VIII (Extn.), Management & Supervision Cell, SUDA at a monthly consolidated remuneration of Rs.3,500/- only.

His engagement is initially for the period of 6 months.

Sri Sen is, therefore, advised to join within 7 days from the date of issue of this order, otherwise his offer letter will automatically be treated as cancelled.

This has the approval of the Chairman, SUDA & Secretary, M.A. Department dated 29.04.2000 in file No. SUDA-64/2000.


(D.K.Roy)

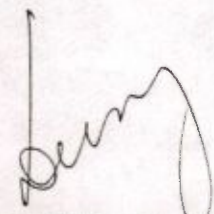
Director & chief Executive

No. SUDA-64/2000/ 153/1(107)

02.05.2000

Copy forwarded for information and necessary action to :-

1. The Chairman, SUDA & Secretary, M.A. Department
2. Sri R.N.Datta, Special Secretary, M.A. Department
3. Dr. N.S. Gangopadhyay, Adviser, Health
4. Dr. R.N.Kar/ Dr. S. Goswami, Project Officer
5. Administrative Officer/ JAO/ Cashier/ H.A, SUDA
6. Finance Officer, Health wing, SUDA

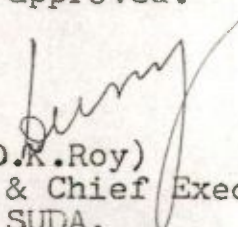

(Director & Chief Executive)
SUDA

Shri H.P.Dey has joined SUDA as Administrative Officer on 3.3.99 afternoon. He has been assigned the following works :

- (1) Drawing and Disbursing Officer;
- (2) Accounting and release of fund for RCH, Asansol ^{and} IPP-VIII(Extension);
- (3) Petty works.

The action taken may kindly be approved.

Chairman, SUDA

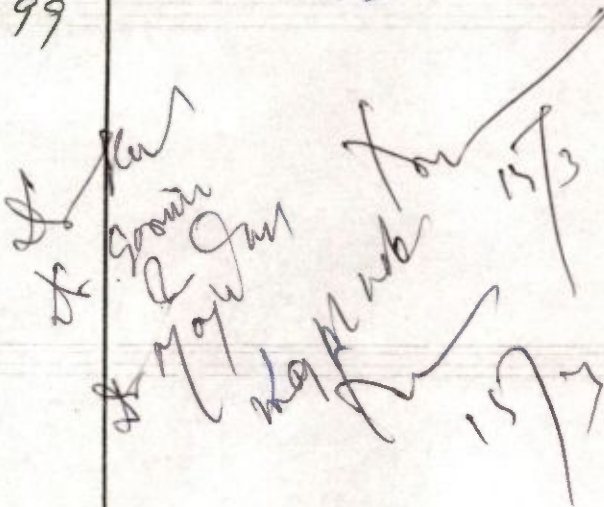

(D.K.Roy)
Director & Chief Executive,
SUDA.

Copy to all offices of SUDA

4.3.99

U.O NO:-
SUDA-5/98/308
dt 4-3-99

AD (H) 4/3


15/3
15/3

STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

Ref No. SUDA-5/98/1444

Date 4.3.1999

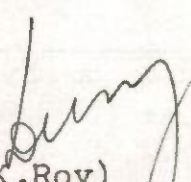
ORDER

The following allocation of works will take effect immediately in view of joining of Administrative Officer. Henceforth all administrative matters will be dealt with by the Administrative Officer. He will also carry out the function of D.D.O. He will also be responsible for accounting and release of fund for the following :

- (i) RCH, Asansol
- (ii) IPP-VIII(Extension)
- (iii) ~~PNRS Grant~~
- (iv) Petty works.

Shri Amitabha Chakraborty being relieved from D.D.O. function will look after all matters relating to ILCS and SJSRY. He will also be responsible for all MIS matters of SUDA. He will also be looking after the other works which he is doing now except those transferred to Administrative Officer. He may take over the works of ILCS being now done by Shri Manna. However, Shri Manna will be helping him in manner as he wishes in the matters of ILCS. He will also look after all transactions for PNRS grant.

Shri Manna may kindly hand over the ILCS matters to Shri Chakraborty and may help Shri Chakraborty in ILCS matters as directed by Shri Chakraborty.


(D.K.Roy)
Director & Chief Executive,
SUDA.

Copy to all Mins & SUDA

AD (H)

Handwritten notes:
Rt. Secy
Groupy
Mr. Pal
Mr. Manna
Mr. Chakraborty
Mr. Roy
Mr. ...
4/3

Handwritten marks:
15/3
15/3
15/3

NL

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

No. 846/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

ORDER

With a view to finalising a panel for the post of Medical Officer, Finance Manager, Typist and Clerk for management and supervision cell at the Office of the State Urban Development Agency (SUDA) under RCH/Asansol Project and IPP-8 (Extension), the Governor is hereby pleased to constitute a committee consisting of the following members:-

1. Special Secretary, - Chairman
Municipal Affairs and
Urban Development Department.
2. Adviser, Health, - Member
State Urban Development
Agency.
3. Joint Director, ILGUS - Member
(Shri J.K. Chakraborty). Convener

By order of the Governor,
Sd/- S. Roy chowdhury
Dy. Secretary to the Govt. of
West Bengal.

No. 846/1(3)/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

Copy forwarded for information and necessary action to :-

1. The Special Secretary,
Municipal Affairs Department,
Writers' Buildings, Calcutta.
2. The Adviser, Health,
State Urban Development Agency,
ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake, Calcutta-91.
3. Shri J.K. Chakraborty,
Joint Director, ILGUS,
ILGUS Bhavan, H.C. Block,
Sector-III, Salt Lake, Calcutta-91.

(Signature)
Deputy Secretary.

No. 846/2(3)/C-10/3C-5/98 Dated: Calcutta, the 9th December, 1998.

Copy forwarded for information to :-

1. The Director of Local Bodies, West Bengal,
Purta Bhavan, Salt Lake, Calcutta-91.
2. The Director & Chief Executive,
State Urban Development Agency.
3. The Chief Engineer,
Municipal Engineering Directorate, West Bengal.
4. Director and Chief Executive, SUDA.

(Signature)
Deputy Secretary.

contd. ...2

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

SUDA-38/99/528

Ref No.

6th July, 1999

Date

ORDER

Shri Goutam Sanyal, retired Asst. Statistician, State Bureau of Health Intelligence is hereby appointed on Contract basis as Assistant Statistician in the Health Wing, SUDA for 6 (six) months from date he assumes charge.

Shri Sanyal shall draw a contractual remuneration as per SUDA's rule.

This appointment has the approval of the Chairman, SUDA, & Secretary, M.A.Deptt. vide U.O. No.364, dt: 2.7.99. The contract may be terminated with one month's notice from either side.


(D.K. Roy)

Director & Chief Executive.

No. SUDA-38/99/528/1(7)

6.7.99

Copy for information & necessary action to :

- 1) The Chairman, SUDA & Secy., M.A, Deptt.
- 2) Special Secretary, M.A. Deptt.
- 3) Sri N.G. Gangopadhya, Adviser(Health) SUDA
- 4) A.O., SUDA
- 5) Sri Goutam Sanyal, Anandaloke, Chowmatha, Madhyamgram, 24-Prgns.
- 6) JAO/HA, SUDA.


(D.K. Roy)

Director & Chief Executive.



STATE URBAN DEVELOPMENT AGENCY

"ILGUS BHAVAN"

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

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- 6) JAO/HA, SUDA.

(D.K. Roy)

Director & Chief Executive.

The Health Sector of SUDA is dealing with two World Bank projects, namely, IPP-VIII(Extension) and RCH Asansol.

IPP-VIII(Extension) - The funding of IPP-VIII(Extension) is being done at present through CMDA. The expenditures incurred on this Project are authorised by Dr.N.G.Gangopadhyay, Adviser(Health) and is being documented in a ledger in SUDA Office. The expenditures are later got re-imbursed from CMDA. This procedure has been being followed in SUDA. But the same is incurring extra workload on the already insufficient staff pattern of SUDA having only one Accountant and one Cashier. Now that ^{two} accounts persons have been appointed for Health Sector. It is proposed that the accounts works of Health Sector may be taken over by the accounts personnel of Health Sector. The following procedure is proposed :

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clerk.*
- (a) Advances will be given from SUDA as and when required on the basis of authorisation made by Dr.N.G.Gangopadhyay, Adviser(Health).
 - (b) Expenditures may be made by the Health Sector and re-imburements be claimed from CMDA. On receipt of the re-imburement, the advances may be returned to Director,SUDA for adjustment.
 - (c) The accounts personnel of Health Sector should keep proper ledger posting of expenditures and ^{receipts} equipments from CMDA. It should be carefully monitored that no expenditure remain unclaimed and all the advances are adjusted.
 - (d) The accounts personnels may be instructed to take over all charges from Shri Dilip Bhattacharya, Junior Accounts Officer,SUDA.
 - (e) The accounts personnels of Health Sector will be responsible for furnishing all relevant reports and re-imburement claims to World Bank.
 - (f) All advances may be taken by Finance Officer of the Health Sector being authorised by Dr. N.G. Gangopadhyay, Adviser(Health). This will simplify the accounts procedures and minimise paper work.

-2-

RCH Asansol - The Accounts Wing of Health Sector will be carrying out all financial transactions and the Office of the Director, SUDA will be acting as the treasury for the Sector as the Sector has no bank account, i.e. Director, SUDA will release funds on the basis of instructions of Dr. N.G.Gangopadhyay, Adviser(Health). Responsibility for keeping accounts for the same and preparing of such reports for internal or external use will lie with the Office of the Health Sector.

The same pattern may also be followed in case of IPP-VIII(Extension) after funds are directly received by SUDA against the Project.

For approval.

(D.K.Roy)
Director & Chief Executive,
SUDA.

Secretary,
M.A.Deptt.
&
Chairman, SUDA.

U/O No.120/96 Pt./331
dt. 23.3.1999.

Copy to Dr.N.G.Gangopadhyay, Adviser(Health), SUDA
for information.

*Views of this way be
discussed to very MA.
24/3*

*Dr. Kar
Dr. Somu*

(D.K.Roy)
Director & C.E., SUDA.



GOVERNMENT OF WEST BENGAL
Municipal Affairs Department
Writers' Buildings
Calcutta

From : Shri A.M. Chakrabarti,
Secy. to the Govt. of West Bengal &
Project Co-ordinator, IPP-VIII (Extension) Project.

- To
- 1) Shri S. Biswas,
Addl. District Magistrate, Burdwan
 - 2) Dr. R. Singh,
Addl. District Magistrate, Alipurduar
 - 3) Shri M. Agarwal,
C.E.O., SJDA, Tenzing Norge Bus Stand, Siliguri.
 - 4) Shri A.C. Sikdar,
Addl. District Magistrate, Malda
 - 5) Shri A.K. Bardhan,
C.E.O., Asansol-Durgapur Dev. Authority.
 - 6) Shri Suresh Kumar,
Addl. District Magistrate, Midnapore

[All Project Directors in IPP-VIII]

No. 52 (6)-S/99

Dated, CALCUTTA, the 9th February, 1999

Sir,

The Guidelines for recruitment of HHWs for IPP-VIII (Extension) provide that final selection of HHWs are to be done by the local Co-ordination Committee. A representative of the Project Co-ordinator will attend this LCC meeting.

It has been reported that at few towns the local authorities have completed the process of selection without referring the matter to respective LCCs. There were one or two instances in which the lists were finalised at LCC meetings in absence of the representative of Project Co-ordinator.

The success of IPP-VIII depends to a large extent on proper selection of HHWs. These community-based women would form the basic framework of the implementation machinery. It is, therefore, extremely important that selection of HHWs are done carefully and in compliance with norms prescribed in the Guidelines.

I am afraid, Project authorities who have made selection of HHWs without involving LCCs and/or giving the Project Co-ordinator's representatives opportunities to satisfy themselves about the selection processes will be required to repeat the exercise of selection. A meeting of LCC should be convened immediately and intimation about the meeting should be sent to Dr. N.G. Gangopadhaya, Adviser (Health), SUDA at least 10 days in advance. I may clarify that selections to be made by LCCs should not merely be based on documents and papers. Candidates, who have been preliminarily selected for engagement as HHWs should be asked to appear before the LCC members.

P.T.O.

It is extremely important that induction trainings of HHWs are completed by April 1999. Adequate number of Key Trainers and resource persons should be identified immediately and Dr. Gangopadhaya should be requested to organise orientation courses for them.

You are requested to keep the Mayor/Chairman of your ULB properly informed.

Kindly treat this as important and urgent.


Yours faithfully,

Sd/; Asok M. Chakrabarti

Secy. to the Govt. of West Bengal &
Project Co-ordinator, IPP-VIII (Extn)

No. 52/1-S/99 dated 9.2.99

✓ Copy forwarded to Dr. N.G. Gangopadhaya, Adviser (Health),
SUDA.


9.2.99
Secy. to the Govt. of West Bengal &
Project Co-ordinator, IPP-VIII (Extn.)

STATE URBAN DEVELOPMENT AGENCY

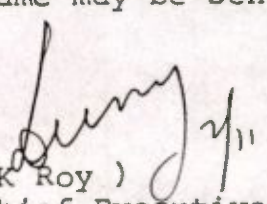
"ILGUS BHAVAN"

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

Ref No..... SUDA- 16 / 98 / 940

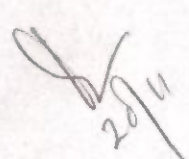
Date..... 2nd Novr. 1998Order

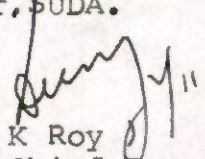
It has been desired by the Secretary, Mpl. Affairs Deptt. & Chairman, SUDA that the Tour Programme of each month is to be submitted to him well in advance. It is proposed that the Tour Programme for next month should reach this office within 20th of previous month. The Tour Programme of Nov. 1998 should immediately reach this office so that the same may be sent to the Secretary, M A Deptt. & Chairman, SUDA.


(D K Roy)
Director & Chief Executive.

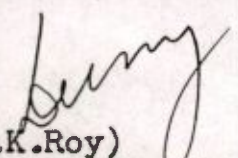
No. SUDA- 16 / 98 / 940 / 1 (11) dated, the 2-11-1998.

Copy forwarded for information and necessary action to :-

-  20/11
- 1) Shri A Chakraborty, T UO, SUDA
 - 2) Shri A K Sinha, Project Officer (Engg.) SUDA
 - 3) Shri B C Manna, Spl. Officer, SUDA
 - 4) Shri A N Mukherjee, Advisor (CD) SUDA
 - 5) Shri S Deb Roy, Advisor, Skill Dev. SUDA
 - 6) Shri A K Poddar, Advisor, SUDA
 - 7) Shri K Majumder, Programme Officer, SUDA
 - 8) Dr. S Majumder, MIES Officer, SUDA
 - 9) Shri B Das, Asstt. Project Officer, SUDA
 - 10) Dr. R G Gangopadhyay, Advisor (Health)
 - 11) Shri D K Bhattacharyya, Jr. Accounts Officer, SUDA.


(D K Roy)
Director & Chief Executive.

Due to shortage of staff it has become difficult to prepare T.A.Bills from this office. All the officers are requested to kindly prepare their T.A.Bills and submit the same to this office for checking and payment.


(D.K.Roy)

Director & C.E., SUDA.

All officers
of SUDA.

W.O No -

SUDA-23/92(Pt A)/176

D- 2-11-98

AD (H) ✓

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2/11