

Sub. : Training of Health workers of ULBs in West Bengal for strengthening of RI (11th batch).

The said training programme will be held at NTS, Barasat w.e.f. 01.02.2011 wherein FTSS of Barasat, Bhatpara, Panihati, Rajarhat-Gopalpur, South Dum Dum Municipality will participate.

Total no. of participants will be 25. Budget for this training programme is as under:

Sl. No.	Training Material	Unit rate	Cost
1	Training Material for 25 nos.	@Rs.60/-	1,500/-
2	Travelling expenses for trainers	Actual cost	-
3	Working tiffin for 25 nos. for 20 days	@Rs.50/-	25,000/-
4	Food cost for 5 days	@ Rs.120/-	24,000/-
5	Contingency		5,000/-
6	Honorarium to facilitator (175 X 3 X 25)	@ Rs.175/-	13,125/-
7	Monitoring & supervision		4,000/-
	Total		72,625/-

Fraction of budget of Rs.42,125/- reflected above at Sl. No. 4-6, is to be advanced in cash to Nodal person, Barasat NTS 5 days prior to start date of training i.e. 01.02.2011.

Director, DLB may be requested to instruct Dy. Dir. DLB to release the said fund of Rs.42125/- to the Sister Tutor, NTS, Barasat.

Submitted.

PD, CMV

Dr. Goswami
21.1.11

John
21.1.11



Sub: Training of Health workers of ULBs in West Bengal for strengthening of 23 (10th Batch).

The said training prog. will be held at NTS, Barasat w/c 1.12.2010 whereas FTBs of Baranagar, Belp, Bidhannagar, Kamakhari, North Dum Dum, Garden R.P.O. will participate.

Total no. of participants will be 25.

Budget for this training prog. is as under:—

Sl. No.	Trg. Mat.	Unit rate	Cost
1.	Training material for 25 nos.	@ 60/-	1500/-
2.	Travelling expen of the trainers.	actual cost	-
3.	Working stipend for 25 nos for 20 days.	@ 50/-	25000/-
4.	Food cost for 5 days	@ 120/-	24000/- 5000/-
5.	Contingency.		
6.	Hono. to facilitator (175 x 3 x 25)	@ 175/-	13125/-
7.	Monitoring & supervision.		4000/-
Total.			<u>72625/-</u>

Fraction of budget of Rs. 42125/- reflected above at sl. no. 1-6, is to be advanced in cash to nodal person, Barasat NI 5 days prior to start date of training i.e. 01.12.2010.

Director DLB may be requested to instruct Dy Dir. DLB to release the said fund of Rs. 42125/- to the Sd/-, Tntw NTS Barasat.



Draft letters to the UOs, and Director DLS are placed herewith for signature, if approved.

PD, (M.V.)

[Signature]
19.11.10

[Signature]
19/11

Placed herewith comm. of Sister Tutor, NTS Baranval, who is the Nodal person for conduct of RA training for grass-root level health functionaries for 25 days.

~~6th~~ batch of RA training was held during 6.9.2010 to 5.10.2010 and 10~~th~~ batch during 1.12.2010 to 29.12.2010. ~~the~~ An amount of Rs. 5000/- was sanctioned for contingent expenses for each of the batches.

It may be seen from the prayer of Sister Tutor that there was excess expenditure of Rs. 330/- for 6th batch and Rs. 218/- for 10th batch, thus totalling Rs. 548/-, which may be approved and DLS may be requested to release the said fund to the Nodal person of NTS. Submitted for kind approval.

PD, (M.V.)

[Signature]
11.1.11

[Signature]
17/1

Sub: Training of Health Workers of Urban Local Bodies in West Bengal for Strengthening of R2 (9th Batch).

The said training prog. will be held at NTS, Siliguri w/c 10.11.10, wherein FTSs of Dalkhola, Islampur, Kallimpur, Kurseong, Mirik & Siliguri will participate. Total no. of participants will be 27.

Budget for this training prog is Rs. 42125/- (Rupees forty two thousand one hundred twenty five) only. Director, DLB may be requested to instruct the Jt. Dir, DLB to release the said fund of Rs 42125/- to the Sr. Sister Tutor, Siliguri NTS, out of KUSP fund available with the office of DLB, Jalpaiguri Divn. Draft letters to the URB, and District DLB are enclosed for signature, if approved.

[Signature]
25.10.10

[Signature]
25/10

[Signature]
PD, CMG

Placed herewith Comm. of Nodal Officer, ANS, NTS, NBMCH requesting for release of additional fund of Rs. 12000/- (Rupees twelve thousand) only towards advance payment to Anit Agonal Bhawan for accommodating 10 nos. of trainee participants who will undertake training on R2 at NTS, NBMCH. It felt there are 18 participants who need accommodation. Out of 18 NTS has arranged in the hospital campus for 8 only.

The matter was discussed earlier. As the training will start w/c 10.11.10, ADLB, Jalpaiguri may be requested to release further fund of Rs. 12000/- as advance to Nodal Officer, NTS, NBMCH.



Necessary adjustments will be submitted by her in due course.

Draft letter is enclosed for signature, if approved.

~~PD, CMV~~

~~[Signature]~~
09.11.10

End

Further (10th batch) R2 training will be held at NIS Barasat tentatively ref 6.12.2010.

5 U1Bs of N-24 pgs are left behind, wherein no FTBs have been trained on R2. Out of 5 U1Bs, Gaurish has already forwarded the list of trainees. He may write to the next 5 U1B for sending the list of trainees participant as well as name & telephone no. of contact person of each U1B.

Draft letter is enclosed for signature.

~~PD, CMV~~

~~[Signature]~~
11.11.10

66
12/11



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization (7 batch).

The training programme for First Tier Supervisor (FTS) of some of the ULBs of Hooghly, Howrah and North 24 Pgs districts will be held at the respective Nursing Training School for 25 days which is scheduled to be held w.e.f. 06.09.2010 as detailed below:

District	Municipalities / Corporation	No. of Trainees	Venue
Hooghly	Bansberia	6	NTS, Hooghly
	Konnagar	6	
	Serampore	6	
	Uttarpara-Kotrung	7	
Howrah	Bally	5	NTS, Howrah
	Howrah MC	15	
	Uluberia	5	
North 24 Pgs	Kanchrapara	7	NTS, Barasat
	Naihati	5	
	Halisahar	5	
	Bhatpara	5	
	North Barrackpore	3 (STS)	

The budget for the said training is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.175/- per day	175 x 3 units x 25 days x 3 NTSs = 39,375/-
2	Food cost in class room for 5 days	Rs.120/- per head per day	120 x 35 persons x 5 days x 3 NTSs= 63,000/-
3	Food cost to the trainees for 20 days	Rs.50/- per head per day	50/- x 25 persons x 20 days x 3 NTSs = 75,000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per training	60 x 25 persons x 3 NTSs = 4,500/-
5	Mobility cost to the trainees for 25 days	On actual basis	-
6	Contingency	Rs.5000/-	5,000/- x 3 NTSs = 15,000/-
7	Monitoring & Supervision by WBSISC & DDHS, Nursing, DHFW	Rs. 500/- x 2 x 3 NTSs & Mobility @ Rs. 1500/- x 6	12,000/-
	Total		2,08,875.00

Hence, required fund for conduct of RI in 3 NTSs is Rs.2,08,875/- excepting cost for mobility to the trainees for 25 days which will be paid by the ULBs on actual basis out of KUSP fund available with them.

Draft letter to the ULBs is placed herewith for signature.

Submitted for approval.

PM, CMU

Goswami
19-08-10

It is decided that the required fund for conduct of RI training at NTSs will be released by the respective DDLB out of KUSP fund available with them to the Sister Tutor of Nursing Training School, Barasat, Howrah and Hooghly. *This process was followed earlier.*

The budget for each of the training at NTS is as under:

NTS	Placement of fund for	
	1 st Phase	2 nd Phase
Hooghly / Howrah / Barasat	(i) Food Cost @Rs. 120/- per person for 35 persons for 5 days (Rs. 120/- x 35 persons x 5 days) = Rs. 21,000/-	-
	(ii) Contingency for 25 days = Rs. 5,000/-	-
	(iii) Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 5 days (Rs. 175/- x 3 facilitators x 5 days) = Rs.2,625/-	Honorarium to facilitators @ Rs175/- per facilitator for 3 facilitators for 20days (Rs. 175/- x 3 facilitators x 20 days) = Rs.10,500/-
	(iv) Total Rs. 28,625/-	Total Rs. 10,500/-

Director, DLB may be requested to release the said fund to the respective NTSs through DDLB on behalf of CMU.

Draft letter is enclosed herewith for signature if approved.

PD, CMU

Goswami
24.8.10

Placed herewith comm. of the chairman, Bamberia Mpe bearing no. wt dt - 25.8.10 regarding inclusion of one more no. of FTS, thus totalling 7 (Seven) instead of six. Hence, the additional cost estimate is as under: -

• Food cost in class room - for 5 days - @120/-/day - ~~600.00~~ ^{Total cost} 1000.00

• This addl. cost. is to be released to the NTS, Hooghly by DDLB, Bamberia for which letter ~~is~~ is to be issued.

• Food cost to the trainees @Rs. 50/day - 1000.00
60.00

• Training material @ Rs. 61/-

1660.00



PM, CMV

Draft letter to the chairman, ^{with copy to} DLB and Sr. Sister, Hooghly is enclosed herewith for signature.

[Signature]
27-8-10

hr
30/8/10.

Health Ext.

Sub: Training of Health workers of Mahachitla & Pujali Mpl. for strengthening of RD. (8th Batch)

The said training prog. will be held at NTS, Diamond Harbour w.e.f 08.9.10.

No. of Participants will be total - 29, Mahachitla Mpl - 22 & Pujali Mpl - 7.

The budget for the said prog is 42125/-.

The chairman, Mahachitla Mpl. may be requested to secure the said fund of Rs 42125 in cash to the Principal, NTS Diamond Harbour out of least fund.

Draft letters are enclosed for signature, if approved.

[Signature]
31-8-10

hr
31/8/10.

[Signature]
14/9

PD.

PM, CMV

Placed herewith comm. of Ms. Mrs Ganguly,
NTS Exchange, Diamond Harbour dt. 10.09.10.

Ms. Ganguly stated that there is no GDA
and scraper to attend and clean the
hostel premises wherein FTS are
staying for attending RA training for
25 days.

NTS ex-change has prayed for grant
of additional Rs. 5000/- (Rupees five
thousand) only to meet up the expenditure
of two personnel @ Rs. 100/- per head
per day for 25 days.

~~the same~~
Submitted for kind approval towards
additional sum of Rs. 5000/- to
NTS Diamond Harbour.

~~PM, CMV.~~

~~PD.~~

ku
14/9/10.

~~Signature~~

Signature
13.09.10

Draft letter addressed to the Chairman,
Maheshbala Mpl. is enclosed for release
of further sum of Rs. 5000/- with copy
to Principal, NTS Diamond Harbour & others.
It is placed herewith for signature, if
approved.

PM, CMV

Signature
14.9.10



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization (6C batch).

The training programme for First Tier Supervisor (FTS) of existing health programme of Asansol MC will be held at Nursing Training School, Asansol for 25 days which is scheduled to be held w.e.f. 18.08.2010.

Out of 90 FTSs training on RI had already been imparted to 49 FTSs. The remaining FTSs are to be trained in this batch.

The budget for the said training is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.175/- per day	175 x 3 units x 25 days = 13,125/-
2	Food cost in class room for 5 days	Rs.120/- per head per day	120 x 45 persons x 5 days = 27,000/-
3	Food cost to the trainees for 20 days	Rs.50/- per head per day	50/- x 35 persons x 20 days = 35,000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per training	60 x 35 persons = 2,100/-
5	Mobility cost to the trainees for 25 days	On actual basis	-
6	Contingency	Rs.5000/-	5,000/-
7	Monitoring & Supervision by WBSISC & DDHS, Nursing, DHFW	Rs. 500/- x 3 & Mobility @ Rs. 2000/- x 3	7,500/-

Hence, required fund for Asansol, NTS is Rs.45,125/- excepting cost of training material, food cost for 20 days and mobility charges of FTSs and monitoring supervision expenses. The amount of Rs.45,125/- may be released to Asansol MC so that this can be placed with Sister Tutor before start of the training i.e. by 16.08.2010 as advance. Necessary adjustment will be submitted by Sister Tutor in due course to the Asansol MC.

Submitted for approval.

P.D. / CMU

[Signature]
10.08.10

[Signature]
11/8



Placed herewith comm. of Sister Tutor,
NTS Baranah - who is the Nodal Person for
conduct of RA training for grass root
level health functionaries for 25 days
wherein FTs of Baranah, Bhatpara, Panchet
Rajarhat - Gopalpur & South Dum Dum Mpl.
participated during 01.02.11 to 01.03.11.
An amount of Rs 5000/- was sanctioned for
Contingent expenses for the said batch.

It may be seen from the pages of Sister
Tutor that there was excess expenditure
of Rs. 355/- which may be approved and
DLB may be requested to recharge the
said fund to the Nodal person of NTS.

Submitted for kind approval.

Draft letter to DLB is enclosed for
signature.

PD, CHV

JTS/AMM
22.03.11

27

Sub. : Training of Health workers of ULBs in West Bengal for strengthening of RI (12th batch).

The said training programme will be held at NTS, Chinsurah w.e.f. 04.02.2011 wherein FTSS of Hooghly-Chinsurah, Serampore, Uttarpara-Kotrung Municipality will participate.

Total no. of participants will be 25. Budget for this training programme is as under:

Sl. No.	Training Material	Unit rate	Cost
1	Training Material for 25 nos.	@Rs.60/-	1,500/-
2	Travelling expenses for trainers	Actual cost	-
3	Working tiffin for 25 nos. for 20 days	@Rs.50/-	25,000/-
4	Food cost for 5 days	@ Rs.120/-	24,000/-
5	Contingency		5,000/-
6	Honorarium to facilitator (175 X 3 X 25)	@ Rs.175/-	13,125/-
7	Monitoring & supervision		4,000/-
	Total		72,625/-

Fraction of budget of Rs.42,125/- reflected above at Sl. No. 4-6, is to be advanced in cash to Nodal person, NTS, Chinsurah 3 days prior to start date of training i.e. 01.02.2011.

Chairman, Hooghly-Chinsurah may be requested to instruct his office to release the said fund of Rs.42125/- to the Sister Tutor, NTS, Chinsurah.

Submitted.

PD, CMV

Goswami
28.1.11

Bo
28/1/11

It is learnt from Serampore Mpe. that due to other occupational engagements they would not be able to allow the FTSS for undertaking the RI training.

Rishra Mpe. was contacted for the purpose and they agreed to send 8 PTSS to attend the training.

As there is additional 3 nos. of trainer advance to Sister Tutor for the purpose of food cost will increase (120/- X 3 persons X 5 days = 1800/-). He may request the chairman, Hooghly Chinsurah to release further fund from Rs. 1800/- in addition to Rs. 13125/-

PD, CMV

Goswami
1/2/11



Sub. : Printing of Certificate on "Skill development training on Routine Immunization"

Out of total 1749 nos. of FTSs, 814 nos. have completed their training and the rest 935 nos. of FTS are to complete their training. For the present, we may print 200 nos. of certificate. Sample of certificate is enclosed herewith.

Submitted for kind approval and further necessary action.

PM / CMW

PE.

9.8.10
9/8/10.



Sub.: Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization (6th batch) - Submission of adjustment.

Rs. 28,625/- (Rupees Twenty eight thousand six hundred twenty five) only and Rs.12,700/- (Rupees Twelve thousand seven hundred) only; thus totaling Rs.41,325/- was drawn as advance in two phases towards release of fund to Nursing Training School, Barasat, for meeting up the expenses with regard to Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization (6th batch). After making the payment for the related expenditure the bills and vouchers have been submitted by Sister Tutor of Nursing Training School, Barasat. The details of vouchers are as under:

Sl. No.	Item of Expenditure	Amount (In Rs.)	Voucher No.
1	Honorarium to Bandana Das, Sister Tutor, NTS, Barasat	875.00	1
2	Honorarium to Aparna Roychowdhury, Sr. Sister Tutor, NTS, Barasat	875.00	
3	Honorarium to Gouri Roy, PHN, NTS, Barasat	875.00	
4	Honorarium to Bandana Das, Sister Tutor, NTS, Barasat	3,500.00	2
5	Honorarium to Aparna Roychowdhury, Sr. Sister Tutor, NTS, Barasat	3,500.00	
6	Honorarium to Gouri Roy, PHN, NTS, Barasat	3,500.00	
7	Contingent Expenses	5,912.00	3A to 3K
8	Fooding	22,200.00	4
	Total	41,237.00	

All the original bills and vouchers are enclosed herewith.

Excess contingent expenditure for Rs.912/- may kindly be approved. Advance of Rs.41,325/- was drawn by the undersigned and expenditure incurred by NTS, Barasat is Rs.41,237/- as stated above. Rs.88/- is to be refunded by the undersigned.

Submitted.

HE, CMD

Account submitted by

Sunanda Basu.
A.P.O (Health SDA)
9/8/2010.
Submitted

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization.

The training programme for First Tier Supervisor (FTS) of existing health programmes of the ULBs of Midnapore (East) will be held at Nursing Training School, Midnapore (West) for 25 days which is scheduled to be held w.e.f. 16.08.2010.

The ULBs and no. of trainees included in the 6B batch of training are as under:

District	ULBs	No. of Trainees
Midnapore (East)	Egra	3
	Haldia	9
	Panskura	4
	Tamluk	5
	Contai	5
	Total	26

The budget for the said training is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.175 per day	175 x 3 units x 25 days = 13,125/-
2	Food cost in class room for 5 days	Rs.120 per head per day	120 x 35 persons x 5 days = 21,000/-
3	Food cost to the trainees for fooding and lodging	On actual basis	-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per training	60 x 26 persons = 1,560/-
5	Contingency	Rs.5000/-	5,000/-
6	Monitoring & Supervision by WBSISC & DDHS, Nursing, DHFW	Rs. 500/- x 2 & Mobility @ Rs. 1500/- X 2	4,000/-

Hence, required fund for Midnapore, NTS is Rs.39,125/- excepting cost of training material, fooding and lodging charges other than 5 days of class room training and conveyance charges for FTSs of ULBs of Midnapore (East). The amount of Rs.39,125/- may be released to Midnapore Municipality so that this can be placed with Sister Tutor through AFC before start of the training i.e. by 10.08.2010 as advance. Necessary adjustment will be submitted by Sister Tutor in due course to the Midnapore Municipality.

Submitted for approval.

PM, CMU

PD.

EM

Goswami
03.08.10
318110
2/8

Routine Immunisation training of grass-root level Health functionaries for some of the ULBs of North 24 Parganas started at NTS, Barasat on 08.06.2010 which has been completed on 12.07.2010. In 1st phase Rs. 28,625/- had been released to Dr. S. Basu, APO, Health, SUDA as advance which was subsequently handed over to Smt. Bandana Das, Sister Tutor, Barasat NTS.

Further fund for Rs. 12,700/- (Rupees Twelve thousand seven hundred) only may be released in cash as advance by 4th August, 2010 to Dr. S. Basu for onward release to NTS, Barasat to make the payment for trainers for last 20 days of training, to meet up food cost in class room for 5 days for additional 2 nos. of trainees and contingent expenses.

SOE for the full amount will be submitted by Dr. S. Basu in due course.

Submitted for kind approval.

PM, CMV
PD, CMV

PD.

ko

[Signature]
29.07.10

ki
2/8/10

[Signature]
2/8



Sub: Training of Health workers of ULBs in West Bengal at NTS Barasat -
 for strengthening of Routine Immunisation for 25 days - requirement of additional fund.

The budget for the said training for Rs. 65625 has already been approved for 25 hrs. of trainee participants.

Following to that the no. of trainee participants has been increased from 25 to 27 nos. due to additional 2 hrs. of trainees of Dum Dum Municipality.

The additional requirement of fund will be as under: -

• Food cost in class room - @ 120 per head/day for 5 days.	-	1200.00	Total cost
• Food cost to the trainees during practical training for 20 days.	- @ Rs. 50/- per head/day	2000.00	
• Training Material.	@ Rs. 60/- per head	120.00	
		<u>3320.00</u>	
	Total addl. requirement		<u>3320.00</u>

If approved, food cost will be provided to the nodal person of NTS Barasat during advance of 2nd phase of advance. The other cost will be provided by the ULB out of KVSP fund available with them. Submitted.

PM, CMV

Health Expt.

S. B. Das
 07/06/2010



Sub. : AA&FS for additional fund in connection with training of Health workers of Urban Local Bodies (6th batch) for strengthening of Routine Immunization for 25 days.

Placed herewith communication of the Chairman, Kandi Municipality bearing no. 1032/I.K.M/10 dt. 19.02.2010 received by this office on 21.07.2010.

This is to state that 6th batch of RI training for 7 nos. of grass-root level health functionaries of Kandi Municipality was held at NTS, Berhampore during 29.03.2010 to 29.04.2010. The said programme was also participated by other ULBs namely Dhulian, Berhampore Municipality. Grass-root level health functionaries of Kandi Municipality had to stay in Berhampore during the training period. An additional amount of expenditure of Rs.14,717/- was incurred towards Dormitory booking charges and food cost. This additional amount of expenditure may be approved.

Submitted.

PM/CMV

E. Dr. Goswami
21.7.10
E.Dr.



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization.

Placed herewith communication of the Chairman, Jangipur Municipality bearing no. JM/DFID/783/10 dt. 09.06.10 which speaks for itself.

In this regard this is to mention here that Health Component of KUSP supports existing health service delivery by the ULBs wherein one of the service components is strengthening Routine Immunization. FTSs of the Jangipur Municipality had been trained for 25 days at NTS, Berhampore on Routine Immunization and at present they are acting as vaccinator.

As per National Immunization guideline provided by DHFW now all the Sub Centres run Routine Immunization programme on Wednesday. For transportation of vaccines and logistics in the sub-centres (20 times ^{for 5 scs} in a month) Rs.800/- is required @Rs.200/- per week.

The Chairman requested for utilization of fund for Rs.4,800/- during first 6 months out of KUSP which may be agreed upon. The expenditure may be met out of fund provision kept under RI of Health Component.

Submitted for kind approval. Draft letter is enclosed for signature, if approved.

PM, CMU

Health Exmt.

Goswami
28.06.10
kw
29/6/10



Sub: Training of health workers of ULBs in West Bengal at NTS Barisal for strengthening of Routine Immunisation for 25 days - recruitment of additional fund.

The budget for the said training for Rs. 65625 has already been approved for 25 hrs. of trainee participants. Following to that the no. of trainee participants has been increased from 25 to 27 hrs. due to additional 2 hrs. of trainees of Dum Dum Municipality. The additional recruitment of fund will be as under: -

• Food cost in class room - @ 120 per head/day for 5 days.	-	1200.00	<u>Total cost</u>
• Food cost to the trainees during practical training for 20 days.	- @ Rs. 50/- per head/day.	2000.00	
• Training Material.	@ Rs. 60/- per head	120.00	
		<u>3320.00</u>	
	Total addl. recruitment		<u>3320.00</u>

If approved, food cost will be provided to the nodal person of NTS Barisal during release of 2nd phase of advance. The other cost will be provided by the ULB out of KUSP fund available with them. Submitted.

PM, G.M.V.

Health Expt.

Signature
07/06/2010

Sub: Training of Health workers of West Bengal for strengthening of Routine Immunisation - approval for selection of advance to Dr. S. Basu instead of Dr. G. De.

Enclosed the copy of N.S. 21.510 wherein approval has been accorded in favour of Dr. G. De, APO, Health SUDA to take advance of Rs. 28,625/- for onward release of advance to Nodal person of NTS, Baranati. The said training will start w.e.f. 03.06.10. Dr. G. De is absent to-day due to her illness.

Since, it is most urgent to select the advance to NTS Baranati, ~~Dr. S. Basu~~ advance may be selected to Dr. S. Basu, APO, SUDA (H). She will take advance not only for the 1st phase for an amount of Rs. 28,625/- but also the 2nd phase of advance for Rs. 10,500/-.

Dr. Basu will submit necessary adjustment in due course submitted for kind approval.

[Signature]
03.06.10

[Signature]
03/06/2010

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3/6

PM/mv

A.O.

Amount Rs. 28,625/-
Dr. Basu
110

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization.

The training programme for First Tier Supervisor (FTS)/STs of existing health programmes of ULBs of North 24 Pgs will be held at Nursing Training School, Barasat for 25 days wef from 08.06.10.

The ULBs and no. of trainees included in this batch are as under:

District	ULBs	No. of Trainees
North 24 Pgs	Gobardanga	4
	Khardah	5
	Panihati	5
	Dum Dum	5
	Titagarh	6
	Total	25

The budget for the said training is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.175 per facilitator per day	175 x 3 units x 25 days = 13125/-
2	Food cost in class room for 5 days	Rs.120 per head per day	120 x 35 persons x 5 days = 21000/-
3	Food cost to the trainees during practical training for 20 days	Rs.50 per head per day	50 x 25 persons x 20 days = 25000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per training	60 x 25 persons = 1500/-
5	Contingency	Rs.5000/- per batch for 25 days	5000/-
	Total		65,625.00

Total required fund for NTS Barasat is Rs. 39,125/- excepting cost of training material, food cost for trainees for 20 days and conveyance charges for FTSS. Out of total required fund, initially Rs.28,625/- may be released as advance to Dr. G. De, APO-Health SUDA five days before start of training and the rest amount after completion of the training. Necessary adjustment will be submitted by Dr. G. De in due course.

Submitted for approval.

ADD, CMV

Health Expert
AO, CMV

[Signature]
21.05.10.

As proposed
[Signature]
21/5/10

[Signature]
21.5.10

Sub.: Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization (6th batch) - Submission of adjustment.

Rs. 28,625/- (Rupees Twenty eight thousand six hundred twenty five) only and Rs.10,500/- (Rupees Ten thousand five hundred) only; thus totaling Rs.39,125/- was drawn as advance in two phases towards release of fund to Nursing Training School, Barasat, for meeting up the expenses with regard to Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization (6th batch). After making the payment for the related expenditure the bills and vouchers have been submitted by Sister Tutor of Nursing Training School, Barasat. The details of vouchers are as under:

Sl. No.	Item of Expenditure	Amount (In Rs.)	Voucher No.
1	Honorarium to Bandana Das, Sister Tutor, NTS, Barasat	875.00	1
2	Honorarium to Aparna Roychowdhury, Sr. Sister Tutor, NTS, Barasat	875.00	
3	Honorarium to Gouri Roy, PHN, NTS, Barasat	875.00	
4	Honorarium to Bandana Das, Sister Tutor, NTS, Barasat	3,500.00	2
5	Honorarium to Aparna Roychowdhury, Sr. Sister Tutor, NTS, Barasat	3,500.00	
6	Honorarium to Gouri Roy, PHN, NTS, Barasat	3,500.00	
7	Contingent Expenses	5,711.00	3A to 3R
8	Fooding	21,000.00	4
	Total	39,836.00	

All the original bills and vouchers are enclosed herewith.

AA&FS Vs Expenditure incurred by NTS is reflected in the table below:

Item of expenditure	AA&FS	Actual expenditure incurred	Remarks
Honorarium to Facilitators	13,125.00	13,125.00	-
Contingency	5,000.00	5,711.00	Excess expenditure of Rs.711/-
Food Cost	21,000.00	21,000.00	-
Total	39,125.00	39,836.00	

Advance of Rs.39,125/- drawn by the undersigned may be adjusted and the excess expenditure of Rs.711/- may be paid to Sister Tutor Nursing Training School.

Submitted.

S. Bose
14/5/10



Notes of APO, (1+) SUSA at per-page
 Adjustment Submitted, by Dr. S. Bama
 may be accepted.

For excess expenditure of Rs. 711/-
 (Rupees seven hundred eleven) only,
 Sister Tutor of NTS, Baramba has
 placed prayer at Aeg. - H.
 The said amount may be
 approved and released to her.
 Submitted

PM, cmv

S. Bama
 14.5.10

RA
 A/15/10.

PD.

Routine Immunisation training for 6th batch of grass-root level Health functionaries for some of the ULBs of North 24 Parganas started at NTS, Barasat on 23.03.2010 which has been completed on 20.04.2010. Apropos NSP-2 Rs. 28625/- had been released to Dr. S. Basu, APO, Health, SUDA as advance which was subsequently handed over to Smt. Bandana Das, Sister Tutor, Barasat NTS. Copy of money receipt is enclosed.

Further fund for Rs. 10,500/- (Rupees Ten thousand five hundred) only may be released in cash as advance by 4th May, 2010 to Dr. S. Basu for onward release to NTS, Barasat to make the payment for trainers for last 20 days of training.

SOE for the full amount will be submitted by Dr. S. Basu in due course.

Submitted for kind approval.

mv

PO.

RW
23/4/10

Goswami
23.4.10

As proposed
Smt
23/4

Sister Tutor, of NTS, Barasat has agreed to conduct-AS training for the next batch (GA) tentatively during 2nd wk. of May, 2010.

For the purpose of obtaining list of trainees, we may write to ^{some of} the ULBs of N-24 pps.

Draft letter is enclosed for signature.

Goswami
23.4.10

Trg. on RD will be held at NTS, Barasat on 08.06.10. Draft letter is enclosed for signature.

Goswami
03.06.10

Health Ext
RW
3/6/10

PM, CMU

PM, CMU



Due to increase no. of trainees additional expenditure for 15 participants will be as under:

- Tsg. material @ 60 x 15 = 900
- Travel expenses on actual basis.
- Tiffin allowance @ 50 x 15 = 15000 \times 20 days.

Total other than travel exp. $\frac{16500}{15900}$ / - \times 20 days
 (Sixteen thousand nine hundred) only

Furthermore,

The required amount for food cost @ Rs. 120/- per person for 33 persons for 5 days (ie. 19800/-), contingency for 25 days (ie. 5000/-) and honorarium to 3 facilitators @ 175/- x 3 x 25 days (ie. 13125/-); thus total fund of Rs 37925 (Rupees thirty seven thousand nine hundred twenty five) only may be released to Berhampore Municipality so that this can be placed with Sister Tutor, Berhampore through AFC before start of the training in advance. Necessary adjustments will be submitted by Sister Tutor in due course to Berhampore Mpe.
 Submitted.

37925
19.3.10

PD, Gm.

For views of,

SS
22/3

We may agree to the proposal of Health Expt

h
21/3

As proposed,
SS
23/3

Boj

SSS

SM



Rs. 39125/- is to be released in cash to Sr. Sister Tutor, Medinipore (H) Through Medinipore Mpl. Draft letter is enclosed for signature.

ku
9/3/10.

S. S. Ramani

Health Expt.

Nodal person of NTS Barasat will be Ms Bandana Das, instead of Kalpana Majumdar.

We may issue corrigendum. Draft letter is enclosed for signature.

PM, CHV

S. S. Ramani
10.03.10

ku
10/3/10.

Health Expt.

Sub: Training of Health workers of Urban Local Bodies (6th Batch) on Routine Immunisation.

This is to state that training of health workers of the URBs of Murshidabad District was earlier estimated for 9 nos of participants of FTS. As per municipal need more no. of health workers other than FTS are to be trained to implement - RA sessions successfully. For the purpose the HAU, having ^{Edn. & certification} ~~qualification~~ minimum ^{selected by the URB} Medhyamik pers and having aptitude may be trained. in the intenal-batch. Hence. the total no. of participants will be 23 instead of 9.



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization.

The training programme for First Tier Supervisor (FTS)/STSs of existing health programmes of ULBs will be held at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 6th batch of training are as under.

District	ULBs	No. of Trainees
Burdwan	Kalna	3
	Katwa	5
	Memari	4
	Burdwan	7
	Durgapur MC	3
	Dainhat	3
Hooghly	Bansberia	6
	Konnagar	6
	Serampore	6
	Uttarpara-Kotrung	7
Medinipur (West)	Chandrakona	3
	Ghatal	4
	Jhargram	4
	Kharar	2
	Khirpai	2
	Ramjibonpur	3
	Kharagpur	7
South 24 Pgs	Pujali	7
	Maheshtala	13
	Budge Budge	5
Howrah	Bally	7
	Howrah	11
	Uluberia	7
Murshidabad	Dhulian	5
	Kandi	4
North 24 Pgs	Ashokenagar-Kalyangarh	8
	Baduria	4
	Bongaon	5
	Habra	8

D S + G
11

The budget for the training period in 7 districts is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs. 175 per day	175 x 3 units x 25 days x 7 districts = 91875/-
2	Food cost in class room for 5 days	Rs 120 per head per day	120 x 35 persons x 5 days x 7 districts = 147000/-
3	Food cost to the trainees in practical trainees for 20 days	Rs. 50 per head per day	50 x 25 persons x 20 days x 7 districts = 175000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs. 60 per head per training	60 x 159 persons = 9540/-
5	Contingency	Rs. 5000/- per batch	5000 x 7 districts = 35000/-
Total			458415.00



The tentative training plan in the Districts as received from NTS for the present is as under:

Name of NTS	Tentative start date of training	Time	The U.Bs in the district of
Medinipur	15.03 2010	10.00 a m.	Chandrakona, Ghatal, Jhargram, Kharar, Khirpai, Ramjibonpur, Kharagpur
Barasat	23.03 2010	10.00 a m	Ashokenagar-Kalyangarh, Baduria, Bongaon, Habra

Hence, required fund for Medinipur NTS is Rs 39,125/- excepting cost of training material and conveyance charges for FTSS of Medinipur Municipality. The amount of Rs.39,125/- may be released to Medinipur Municipality so that this can be placed with Sister Tutor through AFC before start of the training as advance. Necessary adjustment will be submitted by Sister Tutor in due course to the Medinipur Municipality.

Total required fund for NTS Barasat is Rs. 39,125/- excepting cost of training material and conveyance charges for FTSS. Out of total required fund, initially Rs.28,625/- may be released as advance to Dr. S. Basu, APO-Health SUDA five days before start of training and the rest amount after completion of the training. Necessary adjustment will be submitted by Dr. Basu in due course

Monitoring plan and estimated expenditure will be placed for approval on receipt of the same from WBSISC.

Submitted for approval.

PM, CMU

[Signature]
02.03.10

PD may like to see
R
3/3/2010

As proposed
BAS
3/3

PD

[Signature]

See memo
3/3

We may release these funds.
(a) Rs. 39,125/- to M.M.
(b) Rs. 28,625/- to Dr. S. Basu A.P.O.
(b) may be released in cash.
A.C. may please do the needful.
3/3/10

FA



Sub: Hands on training for FTSs in
 RA at District Nursing Training
 Schools.

In the meantime, 5 batches of training
 have been completed. Out of 18 Districts,
 ULBs of 7 Districts have already
 completed such training. Out of 1743
 FTSs, 704 have been trained.

More training is required in this
 regard. We may write to SPWO.

Draft letter is enclosed for signature,
 if approved.

Since this is a policy matter
 @e pl. show the note sheet and letted
 to PD whenever he is available.

~~15/2/10~~
 25-07-10

h
 25/10

Sun
 17.2.10

PM, gnu



Sub.: Convergence meeting on Routine Immunization at Asansol Municipal Corporation on 19.11.09.

A convergence meeting on Routine Immunization will be held at Asansol Municipal Corporation on 19.11.09 wherein all the stakeholders who are involved in providing immunization will participate including WBSISC and District Health Office.

The undersigned may be allowed to attend the said convergence meeting on behalf of CMU. If approved, office of CMU may be instructed to purchase railway ticket for both way journey on 19.11.09.

Submitted for approval and instruction may be given to office of CMU accordingly.

PM, CMU

Appd. |
Rw
16/11/09.

16.11.09

Lokenath.



Sub.: Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization - Submission of adjustment.

Rs. 3,000/- (Rupees Three thousand) only was drawn as advance on 30.10.09 for releasing payment to the Monitoring Officers. The payment was made to the officials as mentioned below:

Sl. No.	Name of Monitoring Officer	Amount (In Rs.)	Voucher No.
1	Ms. Madhabi Das	1,241.00	1
2	Ms. Madhabi Das	1,210.00	2
3	Dr. S.N.Bagchi	500.00	3
	Total	2,951.00	

All the original bills and vouchers are enclosed herewith. Balance fund of Rs.49/- (Rupees Forty nine) only lying with the undersigned is to be returned to Accounts section.

Submitted.

~~HE, CMU~~

Anirban Goswami
5/11/09

A/c section of CMU may be requested to receive refund of Rs. 49/- from Sri Anirban Goswami and adjustment settled.

~~Sri Anirban Goswami~~
05.11.09

Pl. Examine and take n/a.

ku
09/11/09.

A.O.

~~PM, CMU~~

**Summary of Expenditure on Monitoring of Skill development training for KMC
Vaccinator**

Sl No	Name of the monitor	Dates of visit	Visit to	Total amount claim
1	Dr Chitra Chatterjee- faculty CM dept MCH	22 June /26 th June/20 st July	MCH	1500
2	Dr Pankaj Kr Mondol- faculty CM dept MCH	22 nd June	NRS	600
3	Dr Sharmila Mallick- faculty CM dept MCH	22 nd June-	LDVH	560
4	Dr Manabendra Shou- faculty CM dept MCH	26 th June-	NRS	600
5	Dr Amal Kr Sinha Roy- faculty CM dept MCH	26 th June	SSKM	640
6	Dr S.N. Bagchi- WBSISC	22 nd June/ 6 th July/8 th July/ 13 th July/ 20 th July	SSKM/MCH/NRS/LDVH/ LDVH	2500
7	Sasanka Majumder- WBSISC	23 june/29 th June/30 th june/2 nd july/3 rd July / 9 th July/10 th July/ 13 th July	LDVH/ SSKM/ MCH/NRS	4600
8	Total	20 days		11000

Received Rs 11,000/-
 [Signature]
 14/08/09

Summary of Claim form for Monitoring District Level ULBs Training

Sl No	Name of the monitor	Dates of visit	Districted District	Total amount claim
1	Dr. S. Dasgupta Prof & Head, Community Medicine department, MCH, Kolkata	25.05.2009	North 24 Pgns	500
2	Dr Chitra Chatterjee- faculty CM dept MCH	18.05.09 & 22.05.09	North 24 Pgns	1850
3	Dr. Indrani Das	02.06.09, 06.06.09, 30.06.09	Hooghly	1752
TOTAL				4102

Received Rs 4102
[Signature]
14/08/09

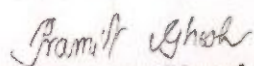
Summary of Claim for Monitors of District Level ULB Training

Sl. No.	Name & Designation	Visited District	Date of Visit	Honorarium	Transport	Hotel Acomodatio	Total
1	Dr. S.N. Bagchi Project manager, WBSISC Medical College Kolkata	Nadia	2/3/2009	500	2664	0	3164
2	Dr. Nirmallya Manna Asst. Professor Medical College Kolkata	Nadia	25/02/09	500	260	0	760
3	Smt. Gouri Barman Sister Tutor College of Nursing Medical College Kolkata	Nadia	9/3/2009	500	360	0	860
TOTAL				1500	3284	0	4784

Pramit Ghosh
Dr. Pramit Ghosh
Project Manager(part time)
WBSISC

Summary of Claim for Monitors of District Level ULB Training

No.	Name & Designation	Visited District	Date of Visit	Honorarium	Transport	Hotel Acomodatio	Total
1	Dr. Jadab Ch. Sardar Asst. Professor Medical College Kolkata	Nadia	9/2/2009	500	648	0	1148
2	Dr. Manidipa Roy Asst. Professor Medical College Kolkata	Howrah	9/2/2009	500	500	0	1000
3	Smt. Mitali Adhikari Sister Tutor College of Nursing Medical College Kolkata	Howrah	9/3/2009	500	300	0	800
4	Dr. Indrani Das Asst. Professor Medical College Kolkata	Howrah	25/02/209	500	430	0	930
5	Dr. Pramit Ghosh Asst. Professor Medical College Kolkata	Howrah	3/3/2009	500	216	0	716
6	Dr. Chitra Chatterjee Asst. Professor Medical College Kolkata	North 24 Pgns	9/2/2009	500	430	0	930
7	Dr. Debdutta Chakraborty Asst. Professor Medical College Kolkata	North 24 Pgns	25/02/09	500	254	0	754
8	Smt. Bandana Das Principal College of Nursing Medical College Kolkata	North 24 Pgns	9/3/2009	500	700	0	1200
9	Dr. Manabandra Sau Asst. Professor Medical College Kolkata	Hooghly	26/02/09	500	156	0	656
10	Dr. Prity Bikash Halder Asst. Professor Medical College Kolkata	Hooghly	9/2/2009	500	428	0	928
11	Smt. Bishnupriya Biswas Sr. Sister Tutor College of Nursing Medical College Kolkata	Hooghly	9/3/2009	500	70	0	570
12	Pritam Shaw District Extender Burdwan (Asansol)	Burdwan (Asansol)	19/01/09 24/01/09 05/02/09 23/02/09	2000	0	0	2000
13	Mir Rafikul District Extender Burdwan	Burdwan	09/02/09 13/02/09 27/02/09 09/03/09	2000	0	0	2000
TOTAL				9500	4132	0	13632


Dr. Pramit Ghosh
 Project Manager(part time)
 WBSISC

Sub. : Training of Health Workers of Urban Local Bodies (3rd batch) in West Bengal for strengthening of Routine Immunization - Monitoring by Technical Personnel.

The training programme for First Tier Supervisor (FTS)/STs of existing health programmes of ULBs are conducted at Nursing School of respective District Health Office for 25 days.

The ULBs and no of trainees included in the 3rd batch of training are as under

District	Tentative Date	ULBs	No. of Trainees
Burdwan	09.02.09	Burdwan	10
		Durgapur	10
		Total	20
Asansol	19.01.09	Asansol	20
		Total	20
Howrah	09.02.09	Uluberia	10
		Bally	10
		Total	20
Hooghly	09.02.09	Hooghly-Chinsurah	10
		Bhadreswar	10
		Total	20
North 24 Pgs	09.02.09	Rajarhat-Gopalpur	10
		South Dum Dum	10
		Total	20
Nadia	09.02.09	Krishnagar	4
		Kalyani	7
		Gayeshpur	8
		Total	19

Monitoring and supervision by the technical persons is most important component for maintaining quality of training. In this regard communication of Dr. Samir Dasgupta, Prof. & Head, Dept. of Community Medicine & Project Director, WBSISC is enclosed wherein DHFW and WBSISC officials be involved for specific district.

B) The tentative budget for such monitoring is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium to monitoring officer	500/- per head per visit	(500/- x 4 visits x 6 districts) = 12,000/-
2	Mobility support		18,000/-
	Total		30,000/-

Thus, the total tentative cost of such monitoring is Rs.30,000/-

Submitted for approval.

Sub.: Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization - Submission of adjustment.

Rs. 34,000/- (Rupees Thirty four thousand) only was taken as advance on 24.02.09 for making payment to the Monitoring Officers. The payment was made to the officials as mentioned below:

Sl. No.	Name of Monitoring Officer	Designation	Amount (In Rs.)	Voucher No.
1	Sabita Tamang	Sister Tutor, College of Nursing, Medical College, Kolkata	5,063.00	1
2	Sabita Tamang	Do	5,547.00	2
3	Prabir Roy	District Extender, Jalpaiguri	2,000.00	3
4	Dr. Jadab Ch. Sardar	Asstt. Prof. Medical College, Kolkata	3998.00	4
5	Madhabi Das	DDHS, Nursing	500.00	5
6	Dr. Pramit Ghosh	Asst. Professor, Medical College, Kolkata	3,532.00	6
7	Ms. Bandana Das	Principal, College of Nursing, Medical College	800.00	7
8	Dr. Samir Dasgupta	Professor & Health Community medicine Dept. Medical College Kolkata	500.00	8
9	Dr. Pankaj Mondol	Asstt. Professor, Medical College, Kolkata	700.00	9
10	Dr. Jadab Ch. Sardar	Do	1,770.00	10
11	Dr. Nirmallya Manna	Do	1,380.00	11
12	Dr. Amal Kr. Sinha Roy	Do	1,106.00	12
13	Smt. Bandana Das	Principal, College of Nursing, Medical College	1,056.00	13
14	Milan Sen	District Extender, Malda	2,000.00	14
15	Mosaraf Hossein	District Extender, Uttar Dinajpur	2,000.00	15
16	Chitta Ranjan Saha	District Extender, Dakshin Dinajpur	2,000.00	16
		Total	33,952.00	

All the original bills and vouchers are enclosed herewith. Balance fund of Rs.48/- (Forty eight) lying with the undersigned is to be returned to Accounts section.

Submitted.

[Signature]
27-02-09

[Signature]
27/2

AO

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization - Monitoring by Technical Personnel.

The training programme for First Tier Supervisor (FTS)/STSs of existing health programmes of ULBs will be held at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 2nd batch of training are as under:

District	Tentative Date	ULBs	No. of Trainees
Bankura	06.11.08	Bankura	6
		Bishnupur	3
		Sonamukhi	3
		Total	12
Uttardinajpur	11.11.08	Raiganj	14
		Kaliaganj	4
		Total	18
Jalpaiguri	14.11.08	Jalpaiguri	12
		Alipurduar	7
		Total	19
Malda	12.11.08	Englishbazar	14
		Old Malda	4
		Total	18
Dakshindinajpur	12.11.08	Balurghat	12
		Gangarampur	4
		Total	16
South 24 Pgs	06.11.08	Maheshtala	20
		Total	20
Medinipur West	24.11.08	Medinipur	8
		Kharagpur	12
		Total	20
Darjeeling	14.11.08	Darjeeling	16
		Total	16
North Bengal	10.11.08	Siliguri	20
		Total	20
		Grand Total	159

Monitoring and supervision by the technical persons is most important component for maintaining quality of training. In this regard communication of Dr. Samir Dasgupta, Prof. & Head, Dept. of Community Medicine & Project Director, WBSISC is enclosed wherein DHFW and WBSISC officials be involved for specific district.

B) The tentative budget for such monitoring is as under:

Sl. No.	Budget Head	Unit Rate	Total C
1	Honorarium to monitoring officer	500/- per head per visit	(500/- x 4 visit districts) + (500/- x 3 times x 1 District) + (500/- x 3days x 3 time: 1 District) = 24,500/-
2	Mobility support for 34 total visits in 9 districts		35,000/-
3	Hotel Accommodation for Darjeeling and Siliguri	@1,000/- x 2 days x 3 times x 2 Districts	12,000/-
	Total		71,500/-

Thus, the total tentative cost of such monitoring is Rs.71,500/-

Submitted for approval.

S, cmv

[Signature]
27.10.08

[Signature]
27/10

[Signature]
10, cmv

Sub.: Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization - Submission of adjustment.

Rs. 19,800/- (Rupees Nineteen thousand and eight hundred) only was taken as advance on 03.10.08 for making payment to the Monitoring Officers. The payment was made to the officials as mentioned below:

Sl. No.	Name of Monitoring Officer	Designation	Amount (In Rs.)	Voucher No.
1	Dr. S. N. Bagchi	Project Manager, WBSISC	6,715.00	1
			2,284.00	2
2	Mir Rafiqul	District Extender, Burdwan	2,000.00	3
3	Md. Samaun Haque	District Extender, Murshidabad	2,000.00	4
4	Dr. Sarmila Mallik	Asstt. Prof. CM Dept. Medical College	648.00	5
5	Dr. Pankaj Kumar Mondol	Do	1,095.00	6
6	Dr. Jadav Chandra Sardar	Do	1,218.00	7
			901.00	8
7	Ms. Bandana Das	Principal, College of Nursing, Medical College	2,850.00	9
	Total		19,711.00	

All the original bills and vouchers are enclosed herewith. Balance fund of Rs.89/- (Eighty nine) laying with the undersigned is to be returned to Accounts section.

Submitted.

Anirban Goswami
15/10/2008

The adjustment stated above submitted by Sri Anirban Goswami may be accepted by A/c & section of CMU.
Submitted.

[Signature]
15.10.08

H.E.
CMU

P.D.
CMU

PM
A.O

15/10



5th batch of RD training for grass-root health functionaries will be held at NTS, Jalpaiguri, Nadia, Diamond Harbour and Jalpaiguri.

Draft letter is enclosed for signature, if approved.

Submitted.

[Signature]
30.10.19

[Signature]
20/10

PD, CMV

KMC in
4th Batch

Kolkata Municipal Corporation
S.N. Bannerjee Road
Kolkata

Letter No H/311/08-09

Dated, the 12 March, 2009

To
Arnab Roy
Project Director CMU
Ilgus Bhavan
Salt Lake, Kolkata

**Sub: Skill Development training for selected Project Staff on Routine Immunization-
proposal for financial assistant**

Dear Sir,

The Routine Immunization activity in Kolkata has been restructured, with special emphasis on quality immunization activities. The microplan has been prepared with assistance from all agencies, cold chain has been reorganized, and training on immunization for Medical Officers and PHNs of different health institutions of Kolkata has been completed. KMC has now declared as nodal agency for Kolkata. Regular pogramme review has been initiated. The pogramme has been started from 19th November, 2008.

While reviewing the pogramme, it has been identified that KMC has 169 weekly RI centre which runs on every Wednesday, in all borough. However, KMC has deficiency of quality vaccinators who can administer all antigens during the sessions. To overcome the situation, KMC has decided to train selective vaccinator for skill development training at appropriate centre.

It has been learned that with financial assistance from CMU, different ULBs has trained a substantial number of health workers in different Nursing training School in West Bengal. KMC would like to adopt the same model for Kolkata.

WBSISC is the important partners for KMC, in strengthening Routine Immunization in Kolkata. WBSISC also agreed to provide necessary technical assistance in the training process. State FW dept and DD(nursing) also agreed to provide all assistance in identifying of Nursing training school in Kolkata.

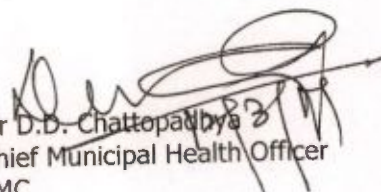
KMC would like to request CMU to provide necessary financial support for conducting skill development training of selected project staff. The complete proposal is hereby enclosed for your reference and approval.

Thanking You,
Yours faithfully

Japati Saha

Dr Japati Saha
Dy CMHO(Project)-KMC & Nodal Officer
RI, Kolkata

Dr. O. M. P.
K.M.C.


Dr D.D. Chattopadhyay
Chief Municipal Health Officer
KMC

Chief Mpl Health Officer
The Kol. Mpl. Corps



Proposal for Skill Development training for selected project staff of KMC on Immunization practice

1. **Selection of participants:** from existing project staff under CUDP, KSIP, IPP- VIII. However selection will be made from the staffs who are currently giving some vaccines. The staff should have understanding on RI and regularly taking part in the RI pogramme. WBSISC will be involved in the selection process.
2. **Total no of participants :** 100
3. **Batch size :** 20/ batch, total 5 batches
4. **Training period :** 25 days which include theoretical and practical classes
5. **Training venue:** 5 Nursing Training School (NTS) of Kolkata. DD(Nursing), will identify the NTS in Kolkata.
6. **Facilitators:** 3 / NTS. Out of 3 facilitators one will be PHN of the pp unit of the hospital where NTS is located.
7. **Orientation of the Facilitators:** WBSISC has agreed to orient the 15 facilitators for providing high quality of the training.
8. **Fund requirements (to be placed to NTS)**

Budget head	Unit cost	Total Unit	Total cost
Honorarium to participants	Rs 50/ participants/ day. For 25 days, Rs 1250.	20	20 x 1250 = 25000
Honorarium to facilitators	Rs 175/ day. For 25 days, Rs 4375	3	3x 4375 = 13125
Contingency to NTS	Rs 5000/ whole Trg period	1	1x 5000 = 5000
Training materials (pad/ pen/ folder)	Rs 35/ participants	20	35 x 20 = 700
Total for each batch			43825.00
Total for 5 batch			43825 x 5 = 219125

9. Monitoring & Supervision: KMC, State FW dept and WBSISC

Tapati Saha.
Dr Tapati Saha
 Dy CMHO(Project)-KMC & Nodal Officer
 RI, Kolkata **D. O. M. H. O.**

[Signature]
Dr D.D. Chattopadhyaya
 Chief Municipal Health Officer
 KMC

Letter No

Dated, The **March, 2009**

Copy Forwarded to

Chief Mpl Health Officer
The Kol. Mpl. Corps

1. The Commissioner FW & Special Secretary, Govt of W.B.
2. The JDHS & SFWO, Govt. Of West Bengal
3. the Jt Mpl (D)- KMC
4. The Project Officer (health), SUDA & Health Expert, CMU
5. The Project Director & Project Manager, WBSISC
6. The DD (Nursing), Govt of West Bengal

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Fwd: Skill development trng for KMC- proposal for monitoring support

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Saumendra Nath Bagchi to me

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Dear Dr Goswami,

As you are aware of the fact that all 5 Nursing school will organized 25 days skill development training for selected KMC staffs from 22nd June. WBSISC propose to monitor the programme like all previous ULB Trng. However this time the monitoring visit will be 5 times/ institutions for stringent supervision. So total days of monitoring will be 25. The details of funding support will be as under

- Total 5 visit / institutions (Inauguration/ after theory / during practical trng- 2 visit/ final day). Total 25 visit
- Honararium @ Rs 500/ visit. total 12500
- Transport cost on actuals (by taxi/ car) @ Rs 250/ visit. total 250 X25 = Rs 6250/
- Total Rs 18750/

The monitors will be WBSISC officials / faculty members of CM dept who has experince for monitoring. request to approve the proposal.

Warm Regards
Saumendra N Bagchi
Cell No 91+9433069040
saumenbagchi@yahoo.co.in

Warm Regards
Saumendra N Bagchi
Cell No 91+9433069040
saumenbagchi@yahoo.co.in

4R baid



Sub. : Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization - Monitoring & Supervision by WBSISC in respect of training at North 24 Parganas, Hooghly and four hospitals in Kolkata.

WBSISC officials, were given responsibility to monitor & supervise training of Health workers of ULB in West Bengal for strengthening of Routine Immunisation, the duration of which was 25 days in each Nursing Training Schools. Training at each Nursing Training School is to be monitored and supervised at least for four days during the span of 25 days of training. Honorarium to Monitoring Officer is @ Rs. 500/- per day per visit and mobility support on actual basis.

After performing the monitoring & supervision visit, WBSISC officials have submitted bill for Rs. 15,105/- (Rupees Fifteen thousand one hundred five) only. The said fund may be released to Shri Anirban Goswami by 14th August, 2009 for onward release of payment to the WBSISC officials.

The expenditure may be booked under the A/C head "SHS - Routine Immunisation" programme.

Submitted.

[Signature]
10.08.09

Appd.
A.O. M. *[Signature]*
19/08/09.

A.O.

~~PM/CMU~~



Sub. : Skill development training for grass root level Health functionaries of Kolkata Municipal Corporation (KMC) on Routine Immunisation (RI) for 25 days - funding support from CMU.

Enclosed the communication of CMOH, KMC bearing no. H/313/08-09 dt. 16th March, 2009 and of Dr. Tapati Saha, Dy. CMHO - Project - KMC & Nodal Officer - RI Kolkata, which speaks for itself.

This is to mention here that CMU has agreed for funding support for skill development training for grass root level Health functionaries as detailed below :

Sl. No.	Nodal Person of NTS	Item of Expenditure	Total Cost
1.	Ms. Tapati Dutta, Sister Tutor, SSKM Hospital	i) Honorarium to facilitator @ Rs. 175/- x 3 facilitators x 25 days = 13,125/- ii) Tiffin and traveling expenses to trainee @ Rs. 50/- per trainee per day x 25 days x 25 trainees = 31,250/-	44,375/-
2.	Ms. Jashada Biswas, Sister Tutor, NRSMC Hospital	Do	Do
3.	Ms. Alpanamayi Bera, Sister Tutor, LDV Hospital	Do	Do
4.	Ms. Swapna Sanyal, Sister Tutor, MC Hospital	Do	Do
TOTAL			1,77,500/-
(Rupees One lakh seventy seven thousand five hundred) only			

As the training programme has been started on 22.06.2009 in the above mentioned four NTS, we may release fund for Rs. 23,075/- for first 13 days to each of the four NTSS towards Honorarium to facilitators and tiffin and traveling expenses to the trainees. Hence, fund for Rs. 92,300/- (Rupees Ninety two thousand three hundred) only may be released to ~~Sri Anirban Goswami, Computer Asstt, CMU~~ ^{Dr. Sunanda Dasgupta, APO, SUDA} for onward release to the respective Sister Tutors. This is as per instruction of PD, CMU Submitted.

PD, CMU
Dr. Goswami

any
22/6

Goswami
22-06-09

Attn - Dr. S. Goswami



**THE KOLKATA MUNICIPAL
CORPORATION
HEALTH DEPARTMENT
5, S.N. Banerjee Road
Kolkata - 700 013**

To
The SFWO & Jt. DHS
Health & Family Welfare Department
Govt. of W.B.

Dear Sir,

This refers to the letter No.H/313/08-09, dated 16.03.2009 regarding funding support for 25 days skilled development training for KMC health worker. It was decided in the meeting dated 12.03.2009 that the training will be conducted in five identified institute. However due to non participation of CNMC, now the training will be conducted in four institutes (MCH, LDVH, NRSMCH, SSKM Hospital) .In each institute there will be 25 participants .

It is therefore requested that funding support may be provided to the nodal Officer of Nursing Training School for 25 Participants.

Thanking You,

Yours faithfully,

Tapati Saha
19/6/09
Dy. CMHO, KMC &
Nodal Officer - RI Kolkata

Dr. T. Saha
Dy. CMHO- Project- KMC &
Nodal Officer - RI Kolkata

Copy Forwarded to :

1. Dr. S. Goswami - Project Officer - Health, SUDA. She is requested for similar action.
2. The Project Director - WBSISC
3. The DFWO- Kolkata

Kolkata Municipal Corporation
5 S.N. Bannerjee Road
Kolkata

Letter No

H/319/08-09

Dated, the 16th March, 2009

To
The Commissioner, FW
Govt Of West Bengal
Sasthya Bhavan
Salt Lake, Kolkata

Sub: Skill Development Training for selected KMC project staff on Routine Immunization.

Dear Sir,

A coordination meeting was organized by State FW dept on 12th March, 2009, at Ground Floor Conference Hall of Sasthya Bhavan. It was attended by, Dr Tapati Saha- Dy CMHO (P), KMC & Nodal Officer, RI, Kolkata, Dr S.P.Bannerjee, Jt DHS & SFWO, Dr Tapas Bannerjee, Jt DHS(Admin), Dr P.S. Chowdhury, ADHS(EPI), Dr S.Goswami, Project Officer (Health), SUDA, Dr S. Dasgupta, Project Director, WBSISC, Dr S.N. Bagchi, Project Manager WBSISC, Dr S. Adhikari, DFWO Kolkata, Ms Madhabi Das, DD(Nursing), Training Coordinator, FW cell and District Extender, Kolkata, WBSISC. Following decision was taken in the meeting.

1. DD(Nursing), identified 5 institutions where skill development training will be organized-nursing training school of SSKM Hospital, Medical College Kolkata, NRS Medical College, CNMC & Lady Daffrin Hospital. Two Sister Tutor and one PHN from each institution will be selected as facilitators. The list of the identified staff will be share with WBSISC
2. WBSISC will organize, 2 day TOT sessions for all selected facilitators at Medical College with guidelines, course curriculum for skill development training. It will be funded by Unicef. The tentative timeline is from last week of March to 1st week of April.
3. SUDA has agreed for funding support for skill development training on following component. They are,
 - a. Honorarium and traveling expenses to participants (@ Rs 50/ participants/ day x25 days x 20 participants x 5 training sessions) = Rs1,25,000
 - b. Honorarium to Facilitators (@ 175/ facilitators x 3 facilitators x 25 days x5 sessions) =Rs 65,625/
 - c. **Total Rs 1,90,625**
4. KMC would like to request State FW dept for providing following funding support for the training. They are,
 - A. Contingency to the School of Nursing (@ Rs 5000/ institutions x 5 institutions) = Rs 25,000 /
 - B. Cost of training materials (@ Rs 35 / participants x 100) = Rs 3500/
 - C. **Total Rs 28500/**
5. Prototype for certificate has been finalized. It will be jointly signed by following officials.

- a) Dr Tapati Saha- Dy CMHO & Nodal Officer RI Kolkata
 - b) Dr Shibani Goswami- Project Officer, SUDA & Health Expert, CMU
 - c) Dr Kushum Adhikari- ADHS(training), Govt of West Bengal
 - d) Principal Nursing Officer / Senior Sister Tutor of the concerned institutions.
6. Tentative time line for skill development training will be for 25 working days from Mid April. However there will be no training sessions on Wednesday as the participants will run RI centre on Wednesday only.
 7. KMC would like to request SUDA/CMU, State FW dept, WBSISC for monitoring the skill development training and provide necessary technical support.

Thanking You,
Yours faithfully,

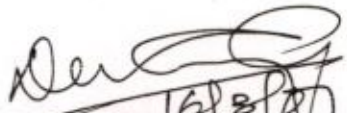
Tapati Saha.

Dr Tapati Saha
Dy CMHO(Project)-KMC & Nodal Officer
RI, Kolkata

Letter No

Copy Forwarded to

1. Dr.Sanchita Bakshi, DHS, GoWB.
2. Dr Shibani Goswami, Project Officer, SUDA & Health Expert, CMU.
3. 2 Dr S.P. Bannerjee, JDHS & SFWO, Govt. Of West Bengal
4. Dr Tapas Bannerjee- JT DHS (Admin)
5. Dr P.S. Choudhury, ADHS (EPI)
6. Dr S.Dasgupta- Project Director, WBSISC
7. Dr S.N. Bagchi- Project Manager, WBSISC
8. Dr S. Adhikari- DFWO, Kolkata
9. Ms Madhabi Das DD (Nursing), Govt. of West Bengal
10. Dr K Mitra- Health & HIV/AIDS specialist, Unicef, Kolkata


Dr D.D. Chattopadhyaya
Chief Municipal Health Officer
KMC
Chief Mpl. Health Officer

Dated, the 16th March, 2009

Kolkata Municipal Corporation
S.N. Bannerjee Road
Kolkata

Letter No

H/311/08-09

Dated, the 12 March, 2009

To

Arnab Roy
Project Director CMU
Ilgus Bhavan
Salt Lake, Kolkata

**Sub: Skill Development training for selected Project Staff on Routine Immunization-
proposal for financial assistant**

Dear Sir,

The Routine Immunization activity in Kolkata has been restructured, with special emphasis on quality immunization activities. The microplan has been prepared with assistance from all agencies, cold chain has been reorganized, and training on immunization for Medical Officers and PHNs of different health institutions of Kolkata has been completed. KMC has now declared as nodal agency for Kolkata. Regular programme review has been initiated. The programme has been started from 19th November, 2008.

While reviewing the programme, it has been identified that KMC has 169 weekly RI centre which runs on every Wednesday, in all borough. However, KMC has deficiency of quality vaccinators who can administer all antigens during the sessions. To overcome the situation, KMC has decided to train selective vaccinator for skill development training at appropriate centre.

It has been learned that with financial assistance from CMU, different ULBs has trained a substantial number of health workers in different Nursing training School in West Bengal. KMC would like to adopt the same model for Kolkata.

WBSISC is the important partners for KMC, in strengthening Routine Immunization in Kolkata. WBSISC also agreed to provide necessary technical assistance in the training process. State FW dept and DD(nursing) also agreed to provide all assistance in identifying of Nursing training school in Kolkata.

KMC would like to request CMU to provide necessary financial support for conducting skill development training of selected project staff. The complete proposal is hereby enclosed for your reference and approval.

Thanking You,
Yours faithfully

Japati Saha .

Dr Japati Saha
Dy CMHO(Project)-KMC & Nodal Officer
RI, Kolkata

Dr. J. Saha
K.M.C.

Dr D.D. Chattopadhyay
Chief Municipal Health Officer
KMC

Chief Mpl Health Officer
The Kol. Mpl. Corps

**Proposal for Skill Development training for selected project staff of KMC on
Immunization practice**

1. **Selection of participants:** from existing project staff under CUDP, KSIP, IPP- VIII. However selection will be made from the staffs who are currently giving some vaccines. The staff should have understanding on RI and regularly taking part in the RI programme. WBSISC will be involved in the selection process.
2. **Total no of participants :** 100
3. **Batch size :** 20/ batch, total 5 batches
4. **Training period :** 25 days which include theoretical and practical classes
5. **Training venue:** 5 Nursing Training School (NTS) of Kolkata. DD(Nursing), will identify the NTS in Kolkata.
6. **Facilitators:** 3 / NTS. Out of 3 facilitators one will be PHN of the pp unit of the hospital where NTS is located.
7. **Orientation of the Facilitators:** WBSISC has agreed to orient the 15 facilitators for providing high quality of the training.
8. **Fund requirements (to be placed to NTS)**

Budget head	Unit cost	Total Unit	Total cost
Honorarium to participants	Rs 50/ participants/ day. For 25 days, Rs 1250.	20	20 x 1250 = 25000
Honorarium to facilitators	Rs 175/ day. For 25 days, Rs 4375	3	3x 4375 = 13125
Contingency to NTS	Rs 5000/ whole Trg period	1	1x 5000 = 5000
Training materials (pad/ pen/ folder)	Rs 35/ participants	20	35 x 20 = 700
Total for each batch			43825.00
Total for 5 batch			43825 x 5 = 219125

9. Monitoring & Supervision: KMC, State FW dept and WBSISC

Tapati Saha.
Dr Tapati Saha
 Dy CMHO(Project)-KMC & Nodal Officer
 RI, Kolkata

[Signature]
Dr D.D. Chattopadhyaya
 Chief Municipal Health Officer
 KMC

Letter No _____

Dated, The _____ March, 2009

Copy Forwarded to

[Signature]
 Chief Mpl Health Officer
 The Kol. Mpl. Corpn

1. The Commissioner FW & Special Secretary, Govt of W.B.
2. The JDHS & SFWO, Govt. Of West Bengal
3. the Jt Mpl (D)- KMC
4. The Project Officer (health), SUDA & Health Expert, CMU
5. The Project Director & Project Manager, WBSISC
6. The DD (Nursing), Govt of West Bengal

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Fwd: Skill development trg for KMC- proposal for monitoring support

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Dear Dr Goswami,

As you are aware of the fact that all 5 Nursing school will organized 25 days skill development training for selected KMC staffs from 22nd June. WBSISC propose to monitor the pogramme like all previous ULB Trg. However this time the monitoring visit will be 5 times/ institutions for stringent supervision. So total days of monitoring will be 25. The details of funding support will be as under

- Total 5 visit / institutions (inauguration/ after theory / during practical trg- 2 visit/ final day). Total 25 visit
- Honararium @ Rs 500/ visit. total 12500
- Transport cost on actuals (by taxi/ car) @ Rs 250/ visit. total 250 x25 = Rs 6250/
- Total Rs 18750/

The monitors will be WBSISC officials / faculty members of CM dept who has experince for monitoring. request to approve the proposal.

Warm Regards
Saumendra N Bagchi
Cell No 91 +9433069040
saumenbagchi@yahoo.co.in

Warm Regards
Saumendra N Bagchi
Cell No 91+9433069040
saumenbagchi@yahoo.co.in

West Bengal State Immunization Support Cell (WBSISC)
Medical College – Kolkata

TOT on Routine Immunization for Urban Local Bodies of West Bengal

Date: 20th – 21st April 2009

Venue: College of Nursing,, Medical College - Kolkata

SI No.	Name	Designation	Mobile No
1 ✓	Lalia Bandyopadhyay	Sister Tutor Ashoknagar SGHS, NTS	9433351569
2	Shikha Biswas	Sister Tutor Gr-II Ashoknagar SGHS, NTS	9433383280
3	Chhabi Das	Sister Tutor, Gr I (II) SSKM, NTS	9432232784
4	Tapati Dutta ✓	Sister Tutor, Gr I (II) SSKM Hospital, NTS	9433212449 ✓
5	Papiya Pal	Sister Tutor N.T.S, MCH, Kolkata	9230824518
6	Lopamudra Naskar	Sister Tutor NTS, LDV Hospital	9434872398
7	Jashoda Biswas ✓	Sister Tutor NTS, NRSMCH, Kolkata	9830472907
8	Swapna Sau	Sister Tutor NTS, NRSMCH, Kolkata	9433465696
9	Rina Halder	Sister Tutor NTS, Kakdwip S.D. Hospital, 24 Pgns (S)	9432961938
10	Alpanamayi Bera ✓	Sister Tutor School of Nursing, L.D.V. Hospital	9433462877 9831357924 ✓
11	Swapna Chowdhury	PHN, P.P. Unit L.D.V. Hospital	9836057436
12	Tamashi Das	PHN, Ashoknagar SG Hospital (Biswanathpur BPHC)	033-2543927
13	Krishna Sarkar	PHN, PP Unit, SDH	9681154418
14	Kalyani Samanta	PHN, Kakdwip	9475271076
15	Tapati Rani Das ✓	Sister Tutor, Kakdwip SD Hospital	9433957226
16	Sephali Purkait	Sister Tutor D.H.S.D. Hospital	9232553250
17	Purnima Dhara	Sister Tutor N.T.S., MCH, Kolkata	9932731694
18	Rinku Sarkar	Sister Tutor N.T.S, MCH, Kolkata	9474494608
19	Swapna Sanyal ✓	Sr. Sister Tutor School of Nursing, MCH, Kolkata	9433471176
20	Mita Halder ✓	Sister Tutor, Gr I (II) ANM (R) NTS, Diamond Harbour S.D. Hospital, 24 Pgns (S)	9474497365

WEST BENGAL STATE IMMUNIZATION SUPPORT CELL
Department of Community Medicine
Medical College, Kolkata

Date: 13st June 2009

No./2009/289

To
The Commissioner FW & Special Secretary
Govt of West Bengal
Sasthya Bhavan
Kolkata

Sub: Skill Development Training for selected Vaccinators/Health Workers of KMC from 22nd June, 2009

Dear Sir,

With support from State FW dept, State Nursing dept, District Health authorities, SUDA/CMU & WBSISC, skill development training of health workers/vaccinators on routine immunization of selected ULBs of West Bengal has been successfully organized in different districts. As per the request from KMC health authorities, the same training has been planned for 100 nos of vaccinators/health workers (HHW/FTS) of KMC.

In this connection, the TOT has been successfully organized by WBSISC at Medical College, Kolkata on 20.04.09 for Sister Tutors and PHNs of the selected Nursing Schools/Colleges attached to Medical College/ NRS MCH/ SSKM Hospital/ CNMCH / LDVH.

After discussion with the DDHS (N) & Dy CMHO (Project) KMC, it is proposed that the said training may be organized from 22nd June in 5 identified nursing school for a period of 25 working days (except Wednesdays). KMC may be requested to identify the participants (20/ batch) and direct them to attend the training.

The State FW dept and SUDA/CMU has agreed to provide the necessary funding support for the training (vide letter No. H/SFWB/21-1/2009-166-A dated 09.04.09) as was decided in the meeting held at Sasthya Bhawan. The State FW fund will be routed through DFWO Kolkata and funds from SUDA/ CMU will be placed directly to the Nodal officer for the training of different nursing schools. WBSISC will provide monitoring and technical support.

It is therefore requested that necessary order may be issued at your end and circulate to all concern.

Thanking You,
Yours faithfully


Dr. Samir Dasgupta
Professor & Head
Dept. of Community Medicine, Medical College, Kolkata
& Project Director, WBSISC

Copy Forwarded to

1. The DHS & EO Secretary, Govt of West Bengal
2. The DME & EO Secretary, Govt. of West Bengal
3. The CMHO, KMC
4. The Dy CMHO (Project), KMC. She is requested to select the list of participants and share with concerned Nursing School
5. The SFWO & Jt DHS, FW. He is requested to coordinate with all agencies for smooth conduction of training
6. The ADHS- Trg
7. The ADHS (EPI)
8. The DFWO, Kolkata
9. The DDHS (Nursing). She is requested to ensure support from identified Nursing School
10. The Project Director- CMU
11. The Project Manager, CMU
12. The Health Expert, CMU. She is requested to ensure funding support to School of Nursing as agreed upon.
13. The Principal, Medical College Kolkata / NRSMCH / CNMCH
14. The Director, IPGMER & SSKM Hospital
15. The MSVP, Medical College Kolkata / NRSMCH / CNMCH / SSKM
16. The Superintendent, LDVH
17. The Principal Nursing Officer, Nursing School/College of Medical College / NRSMCH / CNMCH / SSKM / LDVH
18. The Nodal Officer for RI training of Nursing School/College of Medical College / NRSMCH / CNMCH / SSKM / LDVH
19. Health & HIV/AIDS Specialist- Unicef



Sub. : Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunization - Monitoring & Supervision by WBSISC in respect of training at North 24 Parganas, Hooghly and four hospitals in Kolkata.

WBSISC officials were given responsibility to monitor & supervise training of Health workers of ULB in West Bengal for strengthening of Routine Immunisation, the duration of which was 25 days in each Nursing Training Schools. Training at each Nursing Training School is to be monitored and supervised at least for four days during the span of 25 days of training. Honorarium to Monitoring Officer is @ Rs. 500/- per day per visit and mobility support on actual basis.

After performing the monitoring & supervision visit, WBSISC officials have submitted bill for Rs. 15,105/- (Rupees Fifteen thousand one hundred five) only. The said fund may be released to Shri Anirban Goswami by 14th August, 2009 for onward release of payment to the WBSISC officials.

The expenditure may be booked under the A/C head "SHS - Routine Immunisation" programme.

Submitted.

~~PM/CMU~~

Appd.

A.O. M.

hw
18/08/09.

Goswami
10.08.09

A.O.



Sub. : Printing of Certificate on "Skill development training on Routine Immunisation"

4th batch of training for grass root level Health functionaries (FTS) have been started in Nursing Training School of Districts. As per schedule, CMU is to provide certificate to the Nodal Person of the Nursing Training School for onward distribution to the trainees.

Out of total 1749 nos. of FTSs, 378 nos. have completed their training and the rest 1371 nos. of FTS are to complete their training. For the present, we may print 110 nos. of certificate for Health functionaries of Kolkata Municipal Corporation and 300 nos. for other ULBs; thus totaling 410 nos. Sample of certificate is enclosed herewith.

Submitted for kind approval and further necessary action.

PM, CMU

[Signature]
29-06-09

~~RE~~ Lolce nath. pl arrange to supply.

URGENT.

[Signature]
30/06/09

Lolcenath -

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization.

The training programme for First Tier Supervisor (FTS)/STSs of existing health programmes of ULBs will be held at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 1st batch of training are as under:

District	ULBs	No. of Trainees
Howrah	Howrah Municipal Corporation	20
Hooghly	Chandernagore Municipal Corporation	10
	Rishra Municipality	10
North 24 Parganas	Barasat Municipality	15
	New Barrackpore Municipality	5
Burdwan	Burdwan Municipality	10
	Jamuraia Municipality	6
	Gushkara Municipality	4
Birbhum	Suri Municipality	3
	Bolpur Municipality	3
	Rampurhat Municipality	4
	Dubrajpur Municipality	4
	Sainthia Municipality	4
	Nalhati Municipality	4
Murshidabad	Berhampur Municipality	9
	Beldanga Municipality	3
	Jiaganj Azimganj Municipality	4
	Jangipur Municipality	4
Nadia	Krishnagar Municipality	3
	Nabadwip Municipality	8
	Santipur Municipality	9

A) The budget for the training period is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.150 per day	150 x 3 units x 25 days x 7 districts = 78750/-
2	Food cost in class room for 5 days	Rs.120 per head per day	120 x 35 persons x 5 days x 7 districts = 147000/-
3	Food cost to the trainees in practical trainees for 20 days	Rs.50 per head per day	50 x 20 persons x 20 days x 7 districts = 140000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per training	60 x 20 persons x 7 districts = 8400/-
5	Contingency	Rs.5000/- per batch	5000 x 7 districts = 35000/-
	Total		409150.00

As per decision, Nodal person of CMU are the officials from Directorate of Local Bodies nominated by the Director, DLB. Shri Shantanu Mukherjee, DDLB, Presidency Division will be in-charge of 4 districts namely North 24 Pgs, Nadia, Murshidabad and Howrah. Shri P.K. Das, ADLB, Burdwan Division will be in-charge of 3 districts namely Burdwan, Hooghly and Birbhum for smooth running of the training programme. It is decided that CMU will place the necessary funds for 5



days (Rs.21,000/- being the food cost for 5 days, Rs.5,000/- contingency for total duration of training and Rs.2,250/- Honorarium to 3 facilitators for 5 days, thus totaling Rs.28,250/-) Initial fund of Rs.28,250/- are to be released to the Nodal persons of DLB for releasing onward advance to the District Nodal Person of Health by them at least before 4 days of the start of training programme. Facilitators fee for the rest 20 days will be released in two phases; one after 10 days of practical training period and the last one at the end of practical training.

The tentative training plan in the Districts is-as under:

Tentative start date of training	The ULBs in the district of	Time
18.08.2008	Howrah & Hooghly	10.00 a.m.
19.08.2008	Murshidabad, Burdwan	11.00 a.m.
20.08.2008	Nadia, Birbhum, North 24 Pgs.	11.00 a.m.

Hence, initial fund for Rs. 28250/- (Rupees Twenty eight thousand two hundred & fifty) only per each District is to be released in cash to the Nodal Officers of DLB i.e Rs.113000/- to Sri.Santanu Mukherjee, DDLB, Presidency Divn. and Rs.84750/- to Shri P.K. Das, ADLB, Burdwan Divn. Afterwards fund for facilitators for rest 20 days of training are also to be released to the above mentioned Nodal Officers of DLB. The Nodal Officers will be responsible to submit all bills/vouchers along with attendance sheet to the Nodal person of CMU.

Monitoring and supervision by the technical persons is most important component for maintaining quality of training. In this regard fax communication of Dr. Bagchi, Project Manager, WBSISC is enclosed wherein DHFW and WBSISC officials be involved for specific district.

B) The tentative budget for such monitoring is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium to monitoring officer	500/- per head per visit	500/- x 4 visits x 7 districts = 14000/-
2	Vehicle support (excepting Burdwan and Murshidabad district wherein programme extender of WBSISC are available)	Not exceeding Rs.1000/- per vehicle per day	1000/- x 4 visits x 5 districts = Rs20000/-
Total			34,000.00

Thus, the total tentative cost of training is Rs.4,43,150.00

Submitted for approval.

DM
Dr. Ghosh
AO, CMU

5/8
5.8.08

5/8/08

05.08.08



Sub. : Training of Health Workers of ULB in West Bengal (3rd batch) for strengthening of Routine Immunization - release of advance.

Enclosed the copy of NS in this regard approved by PD, CMU dt. 04.03.09.

Routine Immunization Training for 25 working days have been completed in 6 Nursing Training School i.e. Burdwan, Asansol, Howrah, Hooghly, North 24 Pgs, and Nadia. WBSISC was given responsibility for monitoring and supervision of those training programmes. The budget for such purpose was estimated for Rs.30,000/-.

For the present, payment may be released to sixteen monitoring officers. For the purpose Rs.13,700/- only may be advanced in cash to Sri Anirban Goswami, Computer Assistant, CMU. The advance may be made available on 07.04.09 for onward release of payment to WBSISC & Nursing officials. Adjustment will be submitted in due course.

Submitted for kind approval.

Proposal at "A" is approved.

The findings of WBSISC should be implement in the subsequent programmes.

A.O.

[Signature]
6/4/09

PM, CMU

"A"

Sub. : Training of Health Workers of Urban Local Bodies (3rd batch) in West Bengal for strengthening of Routine Immunization - Monitoring by Technical Personnel.

The training programme for First Tier Supervisor (FTS)/STSs of existing health programmes of ULBs are conducted at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 3rd batch of training are as under:

District	Tentative Date	ULBs	No. of Trainees
Burdwan	09.02.09	Burdwan	10
		Durgapur	10
		Total	20
Asansol	19.01.09	Asansol	20
		Total	20
Howrah	09.02.09	Uluberia	10
		Bally	10
		Total	20
Hooghly	09.02.09	Hooghly-Chinsurah	10
		Bhadreswar	10
		Total	20
North 24 Pgs	09.02.09	Rajarhat-Gopalpur	10
		South Dum Dum	10
		Total	20
Nadia	09.02.09	Krishnagar	4
		Kalyani	7
		Gayeshpur	8
		Total	19

Monitoring and supervision by the technical persons is most important component for maintaining quality of training. In this regard communication of Dr. Samir Dasgupta, Prof. & Head, Dept. of Community Medicine & Project Director, WBSISC is enclosed wherein DHFW and WBSISC officials be involved for specific district.

B) The tentative budget for such monitoring is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium to monitoring officer	500/- per head per visit	(500/- x 4 visits x 6 districts) = 12,000/-
2	Mobility support		18,000/-
	Total		30,000/-

Thus, the total tentative cost of such monitoring is Rs.30,000/-

Submitted for approval.

PD, CMU

Aug 3

04.03.09

Phone 033-22572765
Phone/Fax 033-22572681

WEST BENGAL STATE IMMUNIZATION SUPPORT CELL
Department of Community Medicine
Medical College, Kolkata

No./2009/ 255

Date: 3rd March 2009

To
Dr Shibani Goswami
Project Officer (Health) SUDA
Ilgus Bhavan
Salt Lake
Kolkata 71

Sub: Tentative budget for monitoring of District ULEs on Routine Immunization

Dear Madam,
As discussed with Dr S.N. Dasgupta regarding budget for monitoring of district ULEs training, the details are as below

District	Honorarium (4 visits)	Transport cost(4 times)	Total	remarks
Noth 24 PG	500x4=2000	1000x4= 4000	6000	Transport cost on actuals
Howrah	500x4=2000	1000x4= 4000	6000	
Hooghly	500x4=2000	1000x4= 4000	6000	
Nadia	500x4=2000	1500x4= 6000	8000	
Burdwan	500x4=2000	Nil	2000	
Total	10000	18000	28000	

You are requested to take necessary action in this regard

Thanking You,

Yours faithfully
S.N. Dasgupta
Dr Sanjit Dasgupta
Professor & Head
Community Medicine Dept
Medical College, Kolkata &
Project Director WBSC



Sub. : Involvement of one additional Nursing personnel at Burdwan for Routine Immunization training for 25 days.

Enclosed the e-mail communication of Dr. Bagchi, Programme Co-ordinator, WBSISC.

Logistic arrangement has been made at two venues i.e. Community Medicine Dept. and PP Unit for imparting better training to the FTSs. Hence, one additional Nursing personnel is to be involved as facilitator, totaling 4 nos. instead of 3 nos. at Burdwan.

The estimated cost for the purpose of involvement of additional 1 (one) person will be Rs.4,375/- (Rs.175/- x 1 x 25 days).

Hence, engagement of one additional facilitator costing Rs.4,375/- (Rupees Four thousand three hundred seventy five) may be sanctioned.

Draft letter is enclosed for signature, if approved.

Submitted.

PD, cmv

ay
5/2

goshwami
05.02.09



Sub. : Training of Health Workers of Asansol Municipal Corporation for strengthening of Routine Immunisation (3rd batch) - release of fund to DLB for onward release to the Sister- Tutor of Nursing Training School, Asansol.

3rd batch of training of health workers of Asansol Municipal Corporation on strengthening of Routine Immunisation will start on 19.01.09 for 25 days.

As per guideline, CMU will place fund as detailed below to the DDLB, Burdwan Divn.

Requirement for 1 st phase :	
Food cost @ Rs. 120/- per person for 35 persons for 5 days	21,000.00
Honorarium to three Facilitators @ Rs. 175/- per facilitator for 5 days	2,625.00
Contingency for 25 days	5,000.00
Sub-Total	28,625.00
Requirement for 2 nd Phase :	
Honorarium to three Facilitators @ Rs. 175/- per facilitator for 20 days	10,500.00
Sub-Total	10,500.00
Grand-Total	39,125.00

For the 1st phase Rs. 28,625/- (Rupees Twenty eight thousand six hundred twenty five) only in cash may be released to DDLB, Burdwan Divn. on 14.01.2009 for onward release to the Sister Tutor, Nursing Training School, Asansol.

Necessary adjustment will be submitted by the said DDLB in due course on receipt of such adjustment from the Sister Tutor concerned.

Submitted.

PD, CMU

DM
AO

ay
12/1

h
12/1/09

S. S. S. S. S. S. S.
12.01.09



Sub. : Training of Health Workers in Urban Local Bodies in West Bengal for strengthening of Routine Immunisation - release of payment to the District Nodal Officer of DHFW through Nodal Officer, DLB.

Ref. : Previous Note Sheet Page - 2 approved by Project Director, CMU dt. 05.08.2008.

Training on Routine Immunisation on seven (07) districts are in progress. The date of initiation of training and closing date of training is detailed in the table below :

District	Date of Initiation of Training	Closing Date of Training
North 24 Parganas	26.08.2008	23.09.2008
Nadia	26.08.2008	23.09.2008
Murshidabad	19.08.2008	17.09.2008
Howrah	18.08.2008	16.09.2008
Burdwan	21.08.2008	18.09.2008
Hooghly	18.08.2008	17.09.2008
Birbhum	26.08.2008	23.09.2008

Requirement of balance fund to meet up the expenditure for rest 20 days of practical training and others are to be released to the seven districts as mentioned below :

District	Amount of fund (in Rs.) to be released	Remarks
North 24 Parganas	9,000.00	@ Rs. 50/- per day x 3 facilitators x 20 days
Nadia	11,000.00 (9,000 + 2,000 - as Contingency)	Do As Practical training conducted at PP Unit which is far away from the school of nursing extra mobility support for Rs. 2,000/- be allowed for mobility of three (03) facilitators.
Murshidabad	9,000.00	@ Rs. 50/- per day x 3 facilitators x 20 days
Howrah	9,000.00	Do
Burdwan	9,000.00	Do
Hooghly	9,000.00	Do
Birbhum	10,200.00 (9,000 + 1,200 - as food cost for 5 days of theatrical training)	Do Food cost was estimated for 20 persons in each district. In case of Birbhum the trainee participants were 22, hence the additional food cost for two persons is to be provided.

Advance in cash for an amount of Rs. 38,000/- for North 24 Parganas, Nadia, Murshidabad & Howrah and an amount of Rs. 28,200/- for Burdwan, Hooghly & Birbhum may be released to Shri Santanu Mukherjee, DDLB, Presidency Divn. and Shri P.K. Das, ADLB, Burdwan Divn. respectively (acting as Nodal Officer of CMU) for onward release to the said districts. The Nodal Officers will be responsible to submit bills & vouchers to CMU in due course.

Submitted.

Appd as proposed. PM may
pl. ask concerned DDLB/ADLB
to ensure their presence to disburse the
amounts on the days required
12.09.08
15/9



Sub: Training of Health Workers of ULBs in West Bengal for strengthening of Routine Immunisation - 2nd Batch

Enclosed the copy of NS dt.23.10.08 approved by PD, CMU. This is to state that Rs.28,250/- (Rupees twenty eight thousand two hundred & fifty) only had been released in cash to Sri P.K.Das, ADLB, Burdwan Division, the nodal person of CMU for ~~Bankura~~ ^{Paschim Medinipur} District.

The training programme will start at School of Nursing , Paschim Medinipur with effect from 08.12.08. Hence, 1st installment of fund for Rs.28,250/- is to be released in cash to Sri P.K.Das for onward release to the nodal person of Nursing School, Paschim Medinipur. A/C section of CMU may ^{be} instructed to release the said fund.

Sri P.K.Das will submit necessary adjustment in due course.

Submitted.

PD, CMU

Dr. Grewani

28/11

27-11-08



Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization - Monitoring by Technical Personnel.

The training programme for First Tier Supervisor (FTS)/STSs of existing health programmes of ULBs will be held at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 2nd batch of training are as under:

District	Tentative Date	ULBs	No. of Trainees
Bankura	06.11.08	Bankura	6
		Bishnupur	3
		Sonamukhi	3
		Total	12
Uttardinajpur	11.11.08	Raiganj	14
		Kaliaganj	4
		Total	18
Jalpaiguri	14.11.08	Jalpaiguri	12
		Alipurduar	7
		Total	19
Malda	12.11.08	Englishbazar	14
		Old Malda	4
		Total	18
Dakshindinajpur	12.11.08	Balurghat	12
		Gangarampur	4
		Total	16
South 24 Pgs	06.11.08	Maheshtala	20
		Total	20
Medinipur West	24.11.08	Medinipur	8
		Kharagpur	12
		Total	20
Darjeeling	14.11.08	Darjeeling	16
		Total	16
North Bengal	10.11.08	Siliguri	20
		Total	20
		Grand Total	159

Monitoring and supervision by the technical persons is most important component for maintaining quality of training. In this regard communication of Dr. Samir Dasgupta, Prof. & Head, Dept. of Community Medicine & Project Director, WBSISC is enclosed wherein DHFW and WBSISC officials be involved for specific district.



B) The tentative budget for such monitoring is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium to monitoring officer	500/- per head per visit	(500/- x 4 visits x 7 districts) + (500/- x 4days x 3 times x 1 District) + (500/- x 3days x 3 times x 1 District) = 24,500/-
2	Mobility support for 34 total visits in 9 districts		35,000/-
3	Hotel Accommodation for Darjeeling and Siliguri	@1,000/- x 2 days x 3 times x 2 Districts	12,000/-
	Total		71,500/-

Thus, the total tentative cost of such monitoring is Rs.71,500/-

Submitted for approval.

PD, cmv

[Signature]
27.10.08

[Signature]
27/10

[Signature]
AIO, cmv



Sub. : Xeroxing of training manual for Routine Immunization in Hindi for grass-root level health workers.

It is learnt that the health workers of the following ULBs need training manual on Routine Immunization in Hindi.

ULBs	Required number of training manual on Routine Immunization in Hindi
Darjeeling	98
Kalimpong	28
Kurseong	24
Mirik	11
Total	161

A copy of such training manual in Hindi has been obtained from WBSISC. Necessary action may kindly be taken for Xeroxing of such manual. For the present 16 nos. of manual may be provided by 5th November, 2008 for onward transmission to Darjeeling Municipality as training of FTS will start on 14.11.2008.

Submitted for kind approval.

PD, CMV

27/10

27.10.08

Dr. Goswami

Total 200 hrs. of training may be xeroxed, balance of 39 nos. for CMV.

27/10/08



Sub. : Xeroxing of training manual for Routine Immunization in Hindi for grass-root level health workers.

It is learnt that the health workers of the following ULBs need training manual on Routine Immunization in Hindi.

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Mirik	11
Total	161

A copy of such training manual in Hindi has been obtained from WBSISC. Necessary action may kindly be taken for Xeroxing of such manual. For the present 16 nos. of manual may be provided by 5th November, 2008 for onward transmission to Darjeeling Municipality as training of FTS will start on 14.11.2008.

Submitted for kind approval.

PD, Jmv

27/10

27.10.08

Dr. Gowami



Sub. : Training of Health Workers in Urban Local Bodies in West Bengal for strengthening of Routine Immunisation - release of payment to the District Nodal Officer of DHFW through Nodal Officer, DLB.

Ref. : Previous Note Sheet Page - 2 approved by Project Director, CMU dt. 05.08.2008.

Training on Routine Immunisation on seven (07) districts are in progress. The date of initiation of training and closing date of training is detailed in the table below :

District	Date of Initiation of Training	Closing Date of Training
North 24 Parganas	26.08.2008	23.09.2008
Nadia	26.08.2008	23.09.2008
Murshidabad	19.08.2008	17.09.2008
Howrah	18.08.2008	16.09.2008
Burdwan	21.08.2008	18.09.2008
Hooghly	18.08.2008	17.09.2008
Birbhum	26.08.2008	23.09.2008

Requirement of balance fund to meet up the expenditure for rest 20 days of practical training and others are to be released to the seven districts as mentioned below :

District	Amount of fund (in Rs.) to be released	Remarks
North 24 Parganas	9,000.00	@ Rs.150/- per day x 3 facilitators x 20 days
Nadia	11,000.00 (9,000 + 2,000 - as Contingency)	Do As Practical training conducted at PP Unit which is far away from the school of nursing extra mobility support for Rs. 2,000/- be allowed for mobility of three (03) facilitators.
Murshidabad	9,000.00	@ Rs.150/- per day x 3 facilitators x 20 days
Howrah	9,000.00	Do
Burdwan	9,000.00	Do
Hooghly	9,000.00	Do
Birbhum	10,200.00 (9,000 + 1,200 - as food cost for 5 days of theatrical training)	Do Food cost was estimated for 20 persons in each district. In case of Birbhum the trainee participants were 22. hence the additional food cost for two persons is to be provided.

Advance in cash for an amount of Rs. 38,000/- for North 24 Parganas, Nadia, Murshidabad & Howrah and an amount of Rs. 28,200/- for Burdwan, Hooghly & Birbhum may be released to Shri Santanu Mukherjee, DDLB, Presidency Divn. and Shri P.K. Das, ADLB, Burdwan Divn. respectively (acting as Nodal Officer of CMU) for onward release to the said districts. The Nodal Officers will be responsible to submit bills & vouchers to CMU in due course.

Submitted.

Appd as proposed. PM may pl. ask concerned DDLB/ADLB to ensure their presence to disburse the amounts on the days required

12-09-08

15/9

as been met out from th Expt. DDLB/ADLB take advance 19/09/08. may kindly necessary action in this matter.

16/9. Submitted. 16/9/08

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization.

1st Batch.

The training programme for First Tier Supervisor (FTS)/STSS of existing health programmes, of ULBs will be held at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 1st batch of training are as under:

District	ULBs .	No. of Trainees
Howrah	Howrah Municipal Corporation	20
Hooghly	Chandernagore Municipal Corporation	10
	Rishra Municipality	10
North 24 Parganas	Barasat Municipality	15
	New Barrackpore Municipality	5
Burdwan	Burdwan Municipality	10
	Jamuria Municipality	6
	Gushkara Municipality	4
Birbhum	Suri Municipality	3
	Bolpur Municipality	3
	Rampurhat Municipality	4
	Dubrajpur Municipality	4
	Sainthia Municipality	4
	Nalhati Municipality	4
Murshidabad	Berhampur Municipality	9
	Beldanga Municipality	3
	Jiaganj Azimganj Municipality	4
	Jangipur Municipality	4
Nadia	Krishnagar Municipality	3
	Nabadwip Municipality	8
	Santipur Municipality	9

A) The budget for the training period is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.150 per day	150 x 3 units x 25 days x 7 districts = 78750/-
2	Food cost in class room for 5 days	Rs.120 per head per day	120 x 35 persons x 5 days x 7 districts = 147000/-
3	Food cost to the trainees in practical trainees for 20 days	Rs.50 per head per day	50 x 20 persons x 20 days x 7 districts = 140000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per training	60 x 20 persons x 7 districts = 8400/-
5	Contingency	Rs.5000/- per batch	5000 x 7 districts = 35000/-
	Total		409150.00

As per decision, Nodal person of CMU are the officials from Directorate of Local Bodies nominated by the Director, DLB. Shri Shantanu Mukherjee, DDLB, Presidency Division will be in-charge of 4 districts namely North 24 Pgs, Nadia, Murshidabad and Howrah. Shri P.K. Das, ADLB, Burdwan Division will be in-charge of 3 districts namely Burdwan, Hooghly and Birbhum for smooth running of the training programme. It is decided that CMU will place the necessary funds for 5

days (Rs.21,000/- being the food cost for 5 days, Rs.5,000/- contingency for total duration of training and Rs.2,250/- Honorarium to 3 facilitators for 5 days, thus totaling Rs.28,250/-) Initial fund of Rs.28,250/- are to be released to the Nodal persons of DLB for releasing onward advance to the District Nodal Person of Health by them at least before 4 days of the start of training programme. Facilitators fee for the rest 20 days will be released in two phases; one after 10 days of practical training period and the last one at the end of practical training.

The tentative training plan in the Districts is-as under:

Tentative start date of training	The ULBs in the district of	Time
18.08.2008	Howrah & Hooghly	10.00 a.m.
19.08.2008	Murshidabad, Burdwan	11.00 a.m.
20.08.2008	Nadia, Birbhum, North 24 Pgs.	11.00 a.m.

Hence, initial fund for Rs. 28250/- (Rupees Twenty eight thousand two hundred & fifty) only per each District is to be released in cash to the Nodal Officers of DLB i.e Rs.113000/- to Sri.Santanu Mukherjee, DDLB, Presidency Divn. and Rs.84750/- to Shri P.K. Das, ADLB, Burdwan Divn. Afterwards fund for facilitators for rest 20 days of training are also to be released to the above mentioned Nodal Officers of DLB. The Nodal Officers will be responsible to submit all bills/vouchers along with attendance sheet to the Nodal person of CMU.

Monitoring and supervision by the technical persons is most important component for maintaining quality of training. In this regard fax communication of Dr. Bagchi, Project Manager, WBSISC is enclosed wherein DHFW and WBSISC officials be involved for specific district.

B) The tentative budget for such monitoring is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium to monitoring officer	500/- per head per visit	500/- x 4 visits x 7 districts = 14000/-
2	Vehicle support (excepting Burdwan and Murshidabad district wherein programme extender of WBSISC are available)	Not exceeding Rs.1000/- per vehicle per day	1000/- x 4 visits x 5 districts = Rs20000/-
Total			34,000.00

Thus, the total tentative cost of training is Rs.4,43,150.00

Submitted for approval.

DM
Dr. Ghosh
NO, CMU

5/8
5.8.08

5/8
5.8.08

5/8
5.8.08



SW: - Release of payment to M/s Jana Enterprise in respect of training on capacity building of Medical professionals and paramedics of both KMA and Non-KMA ULBs, (3rd batch) during 21-22nd May, 2008.

Medical professionals of 13 Non-KMA ULBs participated in the above mentioned training programme. Some of the participants stayed in the ILLUS hostel on 21st May '08 and food ^(dinner) was served by M/s Jana Enterprise on 21st May and breakfast on 22nd May 2008.

M/s Jana Enterprise has submitted bill for Rs. 666.50 (Rupees six hundred sixty six and paise fifty) only which may be released to the party.

The expenditure is to be booked under the A/c head "SHS - Training". Submitted.

[Signature]
11.07.08

[Signature]
11/7

PD, CMV

[Signature] AO

Sub. : Training of Health Workers of Urban Local Bodies in West Bengal for strengthening of Routine Immunization - 2nd batch.

The training programme for First Tier Supervisor (FTS)/STSs of existing health programmes of ULBs will be held at Nursing School of respective District Health Office for 25 days.

The ULBs and no. of trainees included in the 2nd batch of training are as under:

District	Tentative Date	ULBs	No. of Trainees
Bankura	06.11.08	Bankura	6
		Bishnupur	3
		Sonamukhi	3
		Total	12
Uttardinajpur	11.11.08	Raiganj	14
		Kaliaganj	4
		Total	18
Jalpaiguri	14.11.08	Jalpaiguri	12
		Alipurduar	7
		Total	19
Malda	12.11.08	Englishbazar	14
		Old Malda	4
		Total	18
Dakshindinajpur	12.11.08	Balurghat	12
		Gangarampur	4
		Total	16
South 24 Pgs	06.11.08	Maheshtala	20
		Total	20
Medinipur West	24.11.08	Medinipur	8
		Kharagpur	12
		Total	20
Darjeeling	14.11.08	Darjeeling	16
		Total	16
North Bengal	10.11.08	Siliguri	20
		Total	20
		Grand Total	159

A) The budget for the training period is as under:

Sl. No.	Budget Head	Unit Rate	Total Cost
1	Honorarium for facilitators	Rs.150 per day	150 x 3 units x 25 days x 9 districts = 1,01,250/-
2	Food cost in class room for 5 days	Rs.120 per head per day	120 x 35 persons x 5 days x 9 districts = 1,86,000/-
3	Food cost to the trainees during practical training for 20 days	Rs.50 per head per day	50 x 159 persons x 20 days = 1,59,000/-
4	Training material i.e. 1 folder, pen, pencil, eraser	Rs.60 per head per trainee	60 x 159 persons = 9,540/-
5	Contingency	Rs.5000/- per batch	5000 x 9 districts = 45,000/-
	Total		5,00,790.00

As per decision, Nodal person of CMU are the officials from Directorate of L Bodies nominated by the Director, DLB. Necessary funds for 5 days (Rs.21,000/- being the food cost for 5 days, Rs.5,000/- contingency for total duration of training and Rs.2,250/- Honorarium to 3 facilitators for 5 days, thus totaling Rs.28,250/-) will be placed to the DLB officials for onward release to the Nodal person of School of Nursing at each of the above mentioned districts. The DLB officials will act as Nodal person for the following districts noted against each and the fund is to be released as mentioned below:

DLB officials	Districts	Fund to be released		
		1 st Instalment	2 nd Instalment	Total
Shri P.K. Das, ADLB, Burdwan Division	Bankura, Medinipur West	56,500.00	18,000.00	74,500.00
Shri Santanu Mukherjee, DDLB, Presidency Division	South 24 Pgs	28,250.00	9,000.00	37,250.00
Mr. S. Ahmed, DDLB, Jalpaiguri Division	Uttardinajpur, Jalpaiguri, Malda, Dakshindinajpur, Darjeeling, North Bengal.	1,69,500.00	54,000.00	2,23,500.00
	Total	2,54,250.00	81,000.00	3,35,250.00

1st Installment of Fund for Burdwan and Presidency Division may be released to the person concerned in cash. Both the 1st and 2nd installment of fund for Rs. 2,23,500.00 may be released in favour of DDLB, Jalpaiguri Division through demand draft.

The Nodal Officers of DLB will be responsible to submit adjustment in due course. Necessary information may be given to HCS to prepare the said D.D. so that this can be released on 24.10.08 Submitted for approval.

PD, CMU

PM
Dr. G. S. Ghosh

Am
23/10

Dr. S. S. Ghosh
23.10.08



Sub. : Xeroxing, spiral binding of Training Manual on Immunisation for grass root level health functionaries and supply to the ULBs under Health Component of KUSP

Following to completion of Trainers training on Immunisation to HO & AHO of ULBs facilitated by WBSISC and organized by CMU, this training is to be percolated to the grass-root level health functionaries of the respective ULBs. For this purpose, Training Manual on Immunisation in Bengali prepared by GOI, have been collected from Dept. of health & Family Welfare. This manual is to be provided to each of the functionaries during their training at ULB. Hence, Xeroxing, spiral binding of this training manual may be undertaken by the ULB and supplied to the ULBs. Original copy of the manual is enclosed herewith for Xeroxing.

Requirement of total no. of manuals has been worked out for 10114 (Ten thousand one hundred and fourteen) nos. (enclosed the working sheet).

In the meantime Trainers training has been completed for 51 ULBs. Hence, at first instance, 7175 nos. of Manual in Bengali are to be Xeroxed, spiral bounded and supplied to those 51 ULBs who already completed TOT, by the office of CMU, so that they could start training for grass-root level health functionaries in the month of end June or 1st week of July, 2008. As per work plan of 2008-09, the said training is to be completed within June- November, 2008.

The said 51 ULBs has been marked with tick along with the required no against each in the enclosed working sheet.

Submitted.

Pl. make necessary arrangements to print & distribute
ay
12/6

S. Goswami
12.06.08

PD, CMU

PM
Proc Expt

**Distribution list of training manual on Immunisation for grass root level Health functionaries
Under Health component of KUSP**

District	ULBs	Training Manual on Immunisation in Bengali - Break Up					Total
		HHWs	FTS	STS/ ANM	PHN	Facilitators	
Bankura	✓ Bankura	28	6	3	1	2	40
	Bishnupur	14	3	2	1	2	22
	Sonamukhi	15	3			2	20
	Sub - Total	57	12	5	2	6	82
Birbhum	✓ Bolpur	14	3	2	1	2	22
	Dubrajpur	16	4			2	22
	Nalhati	16	4			2	22
	Rampurhat	17	4			2	23
	Sainthia	16	4			2	22
	✓ Suri	14	3	2	1	2	22
	Sub - Total	93	22	4	2	12	133
Burdwan	✓ Asansol MC	287	97	26		2	412
	Burdwan	136	27	10		2	175
	Dainhat	14	3			2	19
	✓ Durgapur MC	229	57	16		2	304
	Gushkara	16	4			2	22
	Jamuria	29	6			2	37
	Kalna	12	3	2	1	2	20
	Katwa	24	5			2	31
	Kulti	76	13			2	91
	Memari	16	4			2	22
	Raniganj	36	7			2	45
	Sub - Total	875	226	54	1	22	1178
Cooch Behar	Cooch Behar	17	4	2	1	2	26
	Dinhata	16	4			2	22
	Haldibari	11	3			2	16
	Mathabhanga	12	3			2	17
	Mekhliganj	9	2			2	13
	Tufanganj	12	3			2	17
	Sub - Total	77	19	2	1	12	111
Dakshin Dinajpur	Balurghat	65	12	4		2	83
	Gangarampur	18	4			2	24
	Sub - Total	83	16	4	0	4	107
Darjeeling	Darjeeling	78	16	4		2	100
	Kalimpong	23	5			2	30
	Kurseong	20	4			2	26
	Mirik	9	2			2	13
	Siliguri MC	244	61	16		2	323
	Sub - Total	374	88	20	0	10	492
Howrah	✓ Bally	127	27	7		2	163
	✓ Howrah MC	423	71	24		2	520
	✓ Uluberia	130	26	7		2	165
	Sub - Total	680	124	38	0	6	848

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		HHWs	FTS	STS/ ANM	PHN	Facilitators	
Hooghly	Arambag	18	4			2	24
	✓Baidyabati	85	17	5		2	109
	✓Bansberia	99	20	5		2	126
	✓Bhadreswar	175	23	6		2	206
	✓Champdany	94	19	5		2	120
	✓Chandernagar MC	85	18	4		2	109
	✓Hooghly Chinsurah	148	27	8		2	185
	✓Konnagar	65	13	3		2	83
	✓Rishra	121	24	7		2	154
	✓Serampore	156	31	9		2	198
	✓Tarakeshwar	15	3			2	20
	✓Uttarpara Kotrung	127	26	6		2	161
	Sub - Total	1188	225	58	0	24	1495
Jalpaiguri	Alipurduar	39	7	2		2	50
	✓Dhugguri	16	4			2	22
	Jalpaiguri	46	12	2		2	62
	Mal	16	4			2	22
		Sub - Total	117	27	4	0	8
Malda	English Bazar	71	14	4		2	91
	Old Malda	20	4			2	26
		Sub - Total	91	18	4	0	4
Medinipur ((East)	✓Contai	26	5			2	33
	Egra	14	3			2	19
	Haldia	45	9			2	56
	Panskura	17	4			2	23
	Tamluk	22	5			2	29
		Sub - Total	124	26	0	0	10
Medinipur (West)	Chandrakona	12	3			2	17
	Ghatal	17	4			2	23
	Jhargram	18	4			2	24
	Kharagpur	112	30	8		2	152
	Kharar	10	2			2	14
	Khirpai	10	2			2	14
	Medinipur	38	8	3	1	2	52
	Ramjibanpur	11	3			2	16
		Sub - Total	228	56	11	1	16
Murshidabad	Beldanga	14	3			2	19
	Berhampur	40	8	3	1	2	54
	Dhulian	19	4			2	25
	✓Jangipur	19	4	2	1	2	28
	Jiaganj- Azimganj	17	4			2	23
	Kandi	17	4			2	23
	Murshidabad	16	4			2	22
		Sub - Total	142	31	5	2	14

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District	ULBs	Training Manual on Immunisation in Bengali - Break Up					Total
		HHWs	FTS	STS/ ANM	PHN	Facilitators	
Nadia	Birnagar	14	3			2	19
	✓ Chakdah	20	4			2	26
	Coopers Camp	12	3			2	17
	✓ Gayeshpur	58	13	3		2	76
	✓ Kalyani	35	13	2		2	52
	Krishnagar	35	7	3	1	2	48
	Nabadwip	38	8			2	48
	Ranaghat	19	4			2	25
	✓ Santipur	46	9			2	57
	Taherpur	13	3			2	18
	Sub - Total	290	67	8	1	20	386
North 24 Parganas	Ashokenagar Kalyangarh	37	8			2	47
	Baduria	17	4			2	23
	✓ Baranagar	60	13	3		2	78
	✓ Barasat	227	49	15		2	293
	✓ Barrackpore	85	17	5		2	109
	✓ Basirhat	38	8			2	48
	✓ Bhatpara	191	38	12		2	243
	✓ Bidhannagar	35	7	2		2	46
	Bongaon	34	7			2	43
	✓ Dum Dum	53	10	3		2	68
	✓ Garulia	95	19	4		2	120
	Gobardanga	17	4			2	23
	✓ Habra	40	8			2	50
	✓ Halisahar	99	20	5		2	126
	✓ Kamarhati	137	28	8		2	175
	✓ Kanchrapara	93	19	5		2	119
	✓ Khardah	135	27	7		2	171
	✓ Madhyamgram	94	19	6		2	121
	✓ Naihati	129	20	5		2	156
	✓ New Barrackpore	95	15	5		2	117
	✓ North Barrackpore	169	24	6		2	201
	✓ North Dum Dum	126	22	7		2	157
	✓ Panihati	198	40	10		2	250
✓ Rajarhat Gopalpur	186	32	12		2	232	
✓ South Dum Dum	198	41	12		2	253	
Taki	16	4			2	22	
✓ Titagarh	105	20	6		2	133	
	Sub - Total	2709	523	138	0	54	3424
Purulia	Jhalda	12	3			2	17
	Purulia	29	6	3	1	2	41
	Raghunathpur	13	2			2	17
	Sub - Total	54	11	3	1	6	75

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District	ULBs	Training Manual on Immunisation in Bengali - Break Up					Total
		HHWs	FTS	STS/ ANM	PHN	Facilitators	
South 24 Parganas	Baruipur	24	5	1		2	32
	✓ Budge Budge	84	17	5		2	108
	Diamond Harbour	16	4			2	22
	Jaynagar Mazilpur	14	3			2	19
	✓ Maheshtala	204	41	12		2	259
	✓ Pujali	35	7	2		2	46
	✓ Rajpur Sonarpur	158	34	9		2	203
	Sub - Total	535	111	29	0	14	689
Uttar Dinajpur	Dalkhola	14	3			2	19
	Islampur	17	4			2	23
	Kaliaganj	17	4			2	23
	Raiganj	70	14	4		2	90
	Sub - Total	118	25	4	0	8	155
Total		7835	1627	391	11	250	10114

Sub: Release of payment to Mrs
Susmita Travels.

Three cars were hired on 22.5.08
for mobility support - of the
participants in the 3rd batch of
Routine Immunisation training
programme towards field visit.

Mrs Susmita Travels has submitted
bill along with car duty slip
for an amount of Rs. 1800/-
(Rupees one thousand eight
hundred) only which may be
released through A/c payee
cheques in favour of "Susmita
Travels".

The expenditure is to be
looked under the a/c head
- "SUS - training."

Submitted.

S. B. Dasgupta
11.6.08

PD, CMV

ay
12/6

AO



Sub: Release of payment - to M/s Susmita Travels

07.05.2008

4 (four) cars were hired for mobility support of the participants in the 2nd batch of Routine Immunisation training programme towards field visit.

M/s Susmita Travels has submitted bill along with car duty slip for an amount of Rs. 2720 (Rupees two thousand seven hundred twenty) only which may be released thro A/c payee cheque in favour of "SUSMITA TRAVELS".

Submitted.

[Signature]
19.05.08

PD, cmv

A/c, cmv

[Signature]
19.5.08



Sub. : Training on capacity building of Medical Professionals and Paramedics of both KMA & Non-KMA ULBs (3rd batch) on Routine Immunisation during 21-22nd May, 2008.

Subsequent to successful completion of 1st & 2nd batch of training of Medical Professionals of KMA ULBs on Routine Immunisation, 3rd batch of training is scheduled on 21-22nd May, 2008 wherein the no. of participants will be 33 of 7 KMA & 13 Non-KMA ULBs. Training will be for 2 days as was done earlier. The estimated expenditure for the 2nd batch is as under :

Sl. No.	Item	Unit Cost (In Rs.)	Total Unit	Total Cost (In. Rs.)
1.	Honorarium for facilitators 4 nos. x 2 days	Rs. 500/- per facilitator	8	4,000.00
2a.	Transport Cost for facilitators (1 vehicle for 2 days)	Rs. 800/- per day	2	1,600.00
2b.	Transport Cost for 33 participants for field training	Rs. 600/-	3	1,800.00
3.	Training materials for 40 nos. (GOI Handbook on immunization, facilitator handbook, various formats, certificate cost etc.)	Rs. 400/-	40	16,000.00
4.	Tea & lunch for 2 days for 50 nos.	Rs. 80/- per participants per day	50	8,000.00
5.	Cost of food for 20 participants of Non-KMA ULBs during stay at hostel for 2 days	Rs. 100/- per participants per day	20	4,000.00
6.	Documentation	-	-	-
7.	Miscellaneous expenses	Rs. 500/-	2	1,000.00
TOTAL				36,400.00

Expenditure for Sl. No. 1 & 2a for Rs. 5,600/- may be advanced in cash to Shri Samir Pal. Necessary adjustment will be done by Sri Pal in due course.

Photo copy and binding of training manuals are to be done by the Office of CMU.

Jt. Director, ILGUS may be requested for Hostel arrangement and Director, SUDA for Conference Hall.

Vehicle arrangement (3 nos. Tata Sumo) for field visit on 22.05.2008 at 11 a.m. is to be arranged by office of CMU.

Draft letter to the 20 ULBs for participations in the said training programme is enclosed for signature, if approved.

Submitted for kind approval.

P.D., CMU
DM

Aug
15/5

URGENT.
Procurement consultant
Pl. take all necessary
measures.
15-5-08.
16/5.

Sub. : Training on capacity building of Medical Professionals and Paramedics of ULBs (2nd batch) on Routine Immunisation during 6 - 7th May, 2008.

Subsequent to successful completion of 1st batch of training of Medical Professionals of KMA ULBs on Routine Immunisation, 2nd batch of training is scheduled on 6 - 7th May, 2008 wherein the no. of participants will be 37 of 18 KMA ULBs. Training will be for 2 days as was done earlier. The estimated expenditure for the 2nd batch is as under :

Sl. No.	Item	Unit Cost (In Rs.)	Total Unit	Total Cost (In. Rs.)
1.	Honorarium for facilitators 4 nos. x 2 days	Rs. 500/- per facilitator	8	4,000.00
2a.	Transport Cost for facilitators (1 vehicle for 2 days)	Rs. 800/- per day	2	1,600.00
2b.	Transport Cost for 37 participants for field training	Rs. 600/-	3	1,800.00
3.	Training materials for 45 nos. (GOI Handbook on immunization, facilitator handbook, various formats, certificate cost etc.)	Rs. 400/-	45	18,000.00
4.	Tea & lunch for 2 days for 50 nos.	Rs. 80/- per participants per day	50	8,000.00
5.	Documentation	-	-	-
6.	Miscellaneous expenses	Rs. 500/-	2	1,000.00
TOTAL				34,400.00

Expenditure for Sl. No. 1 & 2a for Rs. 5,600/- may be advanced in cash to Shri Samir Pal. Necessary adjustment will be done by Sri Pal in due course.

Photo copy and binding of training manuals are to be done by the Office of CMU.

Draft letter to the 18 KMA ULBs for participants in the said training programme is enclosed for signature, if approved.

Submitted for kind approval.

[Handwritten Signature]
24-4-08

[Handwritten Signature]
25/4

[Handwritten Signature]
25/4

File
Do. Data
for

sub: - Release of payment towards history of vehicle by the Trainers in connection with training for updatory knowledge on Immunisation of Medical Professionals held at SVDA during 16-17 April, 2008.

A training for updatory knowledge on Immunisation was held for medical professionals at SVDA during 16-17 April, 2008.

The programme was approved by P.D, CMU. Transport cost for the facilitators - i.e. 1 vehicle hiring for 2 days has already been approved and it was decided that the payments will be made directly by CMU on submission of actual bill. Copy of NS is enclosed. M/s Ambika Travels has submitted bill for an amount of Rs 1437/- (Rupees one thousand four hundred thirty seven) only in favour of "AMBIKA BISNAD" Expenditure to be made under the A/c head - "SVDA Training". Submitted.

P.D, CMU
AO

25/4

22.04.08

Sub: Release of payment towards hiring of vehicle for 30 participants for field visit in the training programme on RD.

3 vehicles were hired on 14.4.08 for transportation in 1st batch training.



Mrs Mousumi Mulchrajee has submitted bill along with duty slip for an amount of Rs. 1800/- (Rupees one thousand eight-hundred) only. The payment may be released in favour of "Mousumi Mulchrajee".

The expenditure is to be booked under the A/c - "SITS - Training."

Submitted.

Mousumi
25.4.18.

PD
ML

ap
25/4

AO



~~Dr.~~

Honorarium cost for facilitators of 4 nos. for 2 days. Totaling Rs. 4000/- may be advanced in cash to Sri ~~Srinivas~~ ^{Goutam Hegg} ~~...~~ ^{...} Adjunct will be submitted by him in due course.

[Signature]
16.4.18

AO, CMV

[Signature]
16/4/08

Received Rs. 4,000/- in cash
[Signature]
16/4/08

Sub. : Proposal for updating knowledge on Immunization of Medical Professionals of KMA ULBs.

To update the knowledge and cent percent coverage of complete immunization, Govt. of India is advocating & pressing for Training of Health Personnel directly attached to the activities of immunization and the West Bengal State Immunization support cell has been contacted for the said training. Dr. S. N. Bagchi, Project Manager, WBSISC has agreed to impart training to HOs / AHOs of ULBs in batches of 30 numbers and the duration for the said training will be 2 days. Training for 1st batch has been fixed on 16.04.08 and 17.04.08. Participants for the 1st batch will be called from the KMA ULBs and training for 3 such batches will cover all the ULBs in KMA area.

Training schedule for 2 days is enclosed herewith.

The estimated expenditure for 1 batch of 30 participants is as under :

Sl. No.	Items	Unit Cost	Total unit	Total cost (In Rs.)
1.	Honorarium cost for facilitators 4 nos. x 2 days	Rs.500/- per facilitator	8	4000.00
2.a.	Transport cost for facilitators (1 vehicle for 2 days)	Rs.800/-	Rs.800/- x 2 (This may be paid to the transport agency directly by CMU on submission of actual bill)	1600.00
b.	Transport cost for 30 participants for field	Rs.6000/-	1	6000.00

3.	Training materials for 35 nos. (GOI hand book on immunization, facilitator hand book, different formats, chart paper certificate cost etc.)	Rs. 400/-	35	14000.
4.	Tea and lunch for 2 days for 35 nos.	@ Rs.80/- per head	35	5600.00
5.	Documentation	Rs.1000/-	1	1000.00
6.	Miscellaneous charges	Rs.500/- per day	2	1000.00
	Total			33200.00

Total cost for 3 batches will be Rs.99,600/-. Training schedule is enclosed herewith. Draft letter to the 40 KMA ULBs for inviting participation in the said training programme is enclosed for signature, if approved.

Trg. materials are to be printed by CMU.

Submission for kind approval.

PD, CMU

Approved as proposed. PM may coordinate. ~~31/3~~ 29.3.08.

*PM
Dr. Ghosh*

Discussed with Health Expt.

- We have to arrange
 - (i) Xerox of Training materials
 - (ii) Arrangement of Transport (Bus) for field visit - i.e 17/4/08
 - (iii) Tiffin arrangement

Besides this one CUD staff will be deputed exclusively for the work shop.

We may review the progress of the work on 11th April, 2008

h.