

**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF MUNICIPAL AFFAIRS  
WRITERS' BUILDINGS, KOLKATA.**

No. 451/MA/C-10/38-53/2005 Pt.

Dated, Kolkata, the 22<sup>nd</sup> April, 2008.

**NOTIFICATION**

A project for taking up Community Based Primary Health Care Services (CBPHC) in 63 Non-NMA Urban Local Bodies (ULBs) has been taken up with the budgetary support of Health & Family Welfare Department in line with the Community Based Health Care Programmes implemented in the remaining Urban Local Bodies earlier under various other Health Projects. For successful and smooth implementation of the Scheme, one Health Officer is required to be engaged in each ULB on contract basis with contractual remuneration. The matter was under active consideration of the Government for sometime past.

2. After careful consideration of all aspects, the Governor has been pleased to accord sanction to the creation of 63 posts of Health Officer, for the 63 ULBs, for covering Community Based Primary Health Care Services (CBPHC). The Health Officer shall be engaged by the concerned Urban Local Body on contractual basis.
3. The contractual remuneration of the Health Officers will be fixed taking into account the initial basic pay in the Scale of Rs.8000-13500/- plus Dearness pay as well as Dearness Allowance as is admissible on the date of contractual appointment.
4. The Selection of the Health Officer will be made through a selection process by the respective Urban Local Bodies in the manner stated below:
  - a) Names of Candidates be invited through Notification at least in two daily newspapers (1 Bengali, 1 English).
  - b) Candidates must have minimum qualification of MBBS from any recognized University with desirable qualification of 2 years' practicing experience.
  - c) Conditions regarding minimum and maximum age and other criteria on nationality & caste shall be governed by the existing orders of the Government for recruitment of Medical Officers.
  - d) A Committee comprising Chairperson of the respective ULB as the Chairman, representative of the District Magistrate, representative of the Chief Medical Officer of Health of the district, an officer nominated by the Director of Local Bodies as the other members shall conduct the selection process.
5. This order entails discontinuation, at the same time of Medical Officer who are now continuing in the Urban Local Bodies on contractual pay of Rs.300/- per day subject to a maximum of Rs.600/- p.m.
6. This order issues with the approval of the Cabinet and concurrence of Finance Department vide U.O.No.625 Cr.P(Service) dated 21.2.2008.
7. The Principal Accountant General (A&E), West Bengal and all others concerned are being informed accordingly.

By order of the Governor,

Sd/- A. Roy,  
Special Secretary to the Govt. of West Bengal.

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650

61

Memo No.- 676



Date- 29/08/2008

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
SUDA,  
Health Wing,  
"Ilgus Bhavan"  
H.C. Block, Sector - III,  
Bidhan Nagar,  
Kolkata - 700091.  
West Bengal.



PO (H)  
L  
1/9

Sub: - Regarding HHWs Scheme - Service Performance report as per Form C/D.

Madam,

I would request you kindly to send copies of Form C/ D for submitting service performance report of HHWs scheme, Dalkhola Municipality.

Yours sincerely,

Chairman 29/8/08

Dalkhola Municipality

**DALKHOLA MUNICIPALITY**

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03325) 256259, 257650



Chhoma -  
to enter in computer  
3+3.18.

Memo No.- 193.

Date- 25/03/08.

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
SUDA,  
Health Wing,  
H.C. Block, Sector - III,  
Bidhan Nagar,  
Kolkata - 700091,  
West Bengal.



Sub: - List of HHWs who are Madhyamik Pass.

Ref: - SUDA - Health/ 63ULBs/ 07/ 640 (63), dated - 21.01.2008.

Madam,

The report in the proforma is sent herewith for favour of your information and necessary action.

Yours sincerely,

Chairman

Encl: - As stated above.

Dalkhola Municipality

Sl. No.	Name of the HHWs	Educational Qualification
1	Tanuja Biswas.	M.P.
2	Shipra Das.	M.P.
3	Shibani Paul.	M.P.
4	Shyamoli Nandi ( Majurnder)	M.P.

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"**H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West BengalRef No. **SUDA-Health/63 ULBs/07/691(8)**Date .....**21.02.2008****From : Director, SUDA****To : The Chairman**  
**Jamuria / Tufanganj / Contai / Coopers Camp/ Santipur /**  
**Baduria / Jhalda / Dalkhola Municipality****Sub. : Selection of First Tier Supervisor (FTS) from amongst the regular HHWs**  
**working under Community Based Primary Health Care Services.****Sir,**

As the regular HHWs working under Community Based Primary Health Care Services Programme at your ULB completed six months of experience of field work, selection of First Tier Supervisors (FTSs) @ one per Sub-Centre from amongst the regular Honorary Health Workers (HHWs) is to be done.

While selecting the candidature for FTS, the following criteria should be taken into consideration.

**Criteria for Selection :**

- i) Age between 25 - 36 years.
- ii) Minimum educational qualification - Madhyamik Pass and is able to do simple arithmetical calculation,
- iii) She should have executed her duties properly while working as regular HHW. Preliminary assessment is to be done by HO / MO (in their absence Executive Officer). Check list of which are as follows :
  - Attendance and field activities / performance,
  - Collection and compilation of base line health survey data,
  - Ability in filling up of Family Schedule, HMIS format,
  - Maintaining records, registers,
  - Assist in conduct of immunization, ANC / PNC clinic, general treatment clinic,
  - Level of capacity for motivational work,
  - Possession of leadership quality.

**Contd. to P-2.**

- 2 -

The list of HHWs per SC is to be prepared by the HO / MO (in their absence Executive Officer) indicating gradation of preliminary assessment as good / average / poor. The said list is to be placed on the day of selection of FTS before the Municipal Level Health & Family Welfare Committee (MHFWC) who has been vested with the responsibility of selection.

Written test and viva voce for all the eligible & willing HHWs of each SC will be conducted on the same day by MHFWC on the prescribed questionnaire developed by SUDA. The date & time for selection is to be intimated to all the members of MHFWC including SUDA well in advance.

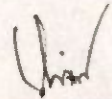
The MHFWC will select the suitable candidates for the post of FTS per SC and prepare SC-wise final list for placement before the BOC meeting. The list of finally selected FTSs so ratified by the BOC meeting is to be forwarded by the Chairman of the ULB to the undersigned for office record.

Training of selected FTSs will be conducted centrally at SUDA for a duration of 7 to 10 days. The boarding & lodging of the trainee participants will be arranged by SUDA. The date of training will be intimated to you on receipt of list of selected FTSs. On completion of such training for FTSs, they will be engaged as FTSs for which necessary instruction in respect of their engagement etc. will follow. The selected FTSs will continue to get the their honorarium as HHWs during the training period.

**The selection of FTSs is to given top priority.**

Thanking you.

Yours faithfully,



**Director, SUDA**

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



To enter in  
Computer  
14.1.08

Memo No. 65/snt/07

Date: - 20/12/07.


From : The Chairman,  
Dalkhola Municipality.



To : Ranjan Das,  
S/O - Nilratan Das,  
Subhaspally,  
Dalkhola, Uttar Dinajpur.

With reference to your application for recruitment as Accounts Assistant in connection with running the Community Based Primary Health Care Services, Dalkhola Municipality and interviews held subsequently, You are appointed on purely contractual basis for 01 (One) year with effect from the date of your joining with monthly Contractual Pay Rs. 5000.00 (Rupees Five thousand) only.

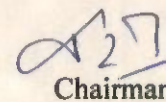
You should report for duty to the undersigned within 7 (seven) days from the date of receipt of this letter.

 20/12/07  
Chairman

Dalkhola Municipality

Memo No. 65/snt/07 (1)/1 Date: - 20/12/07.

✓ Copy forwarded to the Director, SUDA, Health Wing, "ILGUS BHAWAN", H.C. Block, Sector - III, Bidhan Nagar, Kolkata - 700091 for favour of information.

 20/12/07  
Chairman

Dalkhola Municipality



# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



To enter in  
cmg,  
14-1-08

Memo No. 66/Snt/07.



Date: 20/12/07.

From : The Chairman,  
Dalkhola Municipality.

To : Tutan Shil,  
S/O - Narayan Ch. Shil,  
Bidhanpally,  
Dalkhola, Uttar Dinajpur.

AO (H)  
11/1

With reference to your application for recruitment as Multipurpose Helper cum S.K. Clerk in connection with running the Community Based Primary Health Care Services, Dalkhola Municipality and interviews held subsequently, You are appointed on purely contractual basis for 01 (One) year with effect from the date of your joining with monthly Contractual Pay Rs. 5000.00 (Rupees Five thousand) only.

You should report for duty to the undersigned within 7 (seven) days from the date of receipt of this letter.

Chairman 20/12/07

Dalkhola Municipality

Memo No. 66/Snt/07.(1)/1

Date :- 20/12/07.

✓ Copy forwarded to the Director, SUDA, Health Wing, "ILGUS BHAWAN", H.C. Block, Sector - III, Bidhan Nagar, Kolkata - 700091 for favour of information.

Chairman 20/12/07

Dalkhola Municipality



# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



*Computer*

*[Handwritten signature]*

Memo No. 832

Date: - 10/12/07

From : The Chairman,  
Dalkhola Municipality.

To : Sourabh Das,  
S/O - Dulal Ch. Das,  
Uttar Dalkhola,  
Dalkhola, Uttar Dinajpur.



With reference to your application for recruitment as Computer Assistant in connection with running the Community Based Primary Health Care Services, Dalkhola Municipality and interviews held subsequently, You are appointed on purely contractual basis for 01 (One) year with effect from the date of your joining with monthly Contractual Pay Rs. 5000.00 (Rupees Five thousand) only.

You should report for duty to the undersigned within 7 (seven) days from the date of receipt of this letter.

*[Handwritten signature]*  
Chairman

Dalkhola Municipality

Memo No. 832/1(1) Date : - 10/12/07

✓ Copy forwarded to the Director, SUDA, Health Wing, "ILGUS BHAWAN", H.C. Block, Sector - III, Bidhan Nagar, Kolkata - 700091 for favour of information.

*[Handwritten signature]*  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650.



To talk with  
DR. SUBR

Memo No. 754

Date 02-11-07

From : The Chairman,  
Dalkhola Municipality.

To : The Joint Secretary to the Govt. of West Bengal,  
Municipal Affairs Department,  
Writer's Building,  
Kolkata - 700001.



M/A  
5/11

Sub : Temporary Engagement of Medical Officer under CBPHC Service.

Ref : No.- 1181/MA/C-10/3S-55/2005, dated- 28-09-2007.

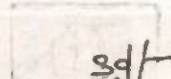
Sir,

I would like to inform you that Population of Dalkhola Municipality as per 2001 Census is 29783. As per your letter under reference this Municipality is allowed to engage one Medical Officer for a period of Six Months only as per terms and condition laid down therein.

Incidentally it is mentioned here that there are fourteen regular trained Honorary Health Workers (HHW) in this Municipality who have already started functioning as HHWs with effect from 27th August 2007. Engagement of one Medical Officer is very necessary. This Municipality is new. It is consisting of fourteen wards. It is not capable to bear the expenditure for the Medical Officer so engaged.

I would request you kindly to consider providing necessary allotment of fund for meeting up expenditure for the Medical Officer so engaged. On receipt of favourable reply from your end necessary action will be taken as per terms and condition referred to in the letter under reference.

Yours Sincerely

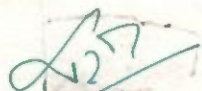
  
Chairman

Dalkhola Municipality

Date ; - 02 - 11 - 07

Memo No.- 754/1(1)

Copy forwarded to the Director, SUDA, Health Wing "ILGUS BHAWAN" H.C. Block, Sector - III, Bidhannagar, Kolkata- 700091 for information and necessary action.

  
Chairman

Dalkhola Municipality

**DALKHOA MUNICIPALITY**

P. O.- DALKHOA DIST - UTTAR DINAJPUR

Ph. (03525) 256259, 257650.



Memo No. **639(6)**

Date **11-9-07**

From : The Chairman,  
Dalkhola Municipality.

- To :
1. The Additional District Magistrate (Health),  
Uttar Dinajpur.
  2. The Councillor-in-charge, Health  
Dalkhola Municipality.
  3. The ACMOH,  
Islampur.
  4. The Representative of SUDA.
  5. The Superintendent,  
Islampur Sub-Divisional Hospital.
  6. The Sanitary Inspector-in-charge,  
Dalkhola Municipality.



Sub: Interview / Viva-Voce.

Ref: This office memo no.- 599(8), dated- 29-08-2007.

Sir,

I would like to inform you that as per resolution of the meeting of the municipal level Health and Family welfare Committee, Dalkhola Municipality held on 31-08-2007 date, time & venue in connection with Interview / Viva-Voce for the post of Computer Assistant, Accounts Assistant, Multipurpose helper-cum S.K. Clerk and Health Assistant are as follows :

<u>Date of Interview</u>	<u>Reporting Time</u>	<u>Venue</u>	<u>Name of the posts</u>	<u>No. of the posts</u>
21-09-2007	10:00A.M.	Dalkhola Municipality	Accounts Assistant	1
21-09-2007	11:00 AM	Dalkhola Municipality	Multipurpose He'per cum S.K. Clerk	1
21-09-2007	12:00 Noon	Dalkhola Municipality	Computer Assistant	1
28-09-2007	10:00 AM	Dalkhola Municipality	Health Assistant	1
& 30-09-2007	10:00 AM	Dalkhola Municipality	Health Assistant	

• Selection of the candidates will be made by the following members of Municipal level Health and Family Welfare Committee as per resolution adopted unanimously in the aforesaid meeting.

1. The Additional District Magistrate (Health), Uttar Dinajpur.
2. The Councillor-in-charge, Health, Dalkhola Municipality.
3. The ACMOH, Islampur.
4. The Representative of SUDA.
5. The Superintendent, Islampur Sub-Divisional Hospital.
6. The Sanitary Inspector-in-charge, Dalkhola Municipality.

All the candidates for different posts as mentioned above have been notified by letter sent by the post under certificate of posting to appear on the date, time, venue as mentioned above.

You are requested to make it convenient to remain present in the aforesaid venue on the date / time mentioned above for smooth completion of the whole process of interview / viva-voce test.

Yours Sincerely

*(Signature)*  
Chairman

Dalkhola Municipality

Date: **11-9-07**

Memo No. **639(6)/1(1)**

Copy forwarded to the Director, SUDA Health Wing, ILGUS BHAWAN, H-C Block, Sector - III, Bidhannagar, Kolkata - 01, West Bengal with the request kindly to arrange presence of representative as per

*(Signature)*  
Chairman

Dalkhola Municipality

1. Group Discussion	
2. Department of Folk Media	
3. Other (Specify)	

Signature of P.M.O. / S.T.

Date:

**Government of West Bengal**  
**DIRECTORATE OF LOCAL BODIES**  
**PURTA BHAVAN, (1<sup>ST</sup> FLOOR)**  
**BIDHANNAGAR, KOLKATA - 700 091**



No. 1900 /DLB/KUSP/HP-1/2007.

Dated, Kolkata, the 26th Sept., 2007

From: The Director of Local Bodies,  
West Bengal.

01 SEP 2007



To: The Director,  
SUDA, HC Block, Sector-III, Salt Lake.

Sub: Interview for selection of personnel of  
Management and Supervision Cell.

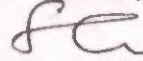
Ref: This office Memo No. 1832/DLB/KUSP/HP-  
1/2007 dt. 17.09.2007

Madam,

In partial modification of the Memo under reference this is to inform you that the following Assistant Director of Local Bodies and Ex-Officio Assistant Director, SUDA will represent SUDA in the interview board. Other assignments remain unaltered.

Sl No	Name of officer	Name of ULB	Date of interview
1.	P.K.DAS	Dalkhola	28.09.2007 & 30.09.2007

Yours faithfully,

  
27/9/07  
Director of Local Bodies,  
West Bengal

No. 1900/1(3)/DLB/KUSP/HP-1/2007.

Dated, Kolkata, the 26th Sept., 2007

Copy forwarded for information and taking necessary action to:

1. The Chairman, Dalkhola Municipality.
2. DDLB Jalpaiguri Division
- 3 P.K.Das, ADLB

Director of Local Bodies,  
West Bengal

b)

Form 2330/2007 DLB (CB)  
2331/2007  
2332/2007  
2333/2007 (1st)

# Government of West Bengal

DIRECTORATE OF LOCAL BODIES  
PURTA BHAVAN, (1<sup>ST</sup> FLOOR)  
BIDHANNAGAR, KOLKATA - 700 091

10(H)  
19/9

No. 1832/DLB/KUSP/HP-1/2007.

From: The Director of Local Bodies,  
West Bengal.

To: The Director,  
SUDA, HC Block, Sector-III, Salt Lake



19 SEP 2007



20 SEP 2007

Sub: Interview for selection of personnel of Management and Supervision Cell.

Ref: Your Memo No. SUDA-Health/63 ULBs/07/468 dt. 13.09.07.

Madam,

With reference to above this is to inform you that the following Assistant Directors of Local Bodies and Ex-Officio Assistant Directors, SUDA will represent SUDA in the interview board.

Sl No	Name of officer	Name of ULB	Date of interview
1.	B.N.KAR, W.B.C.S.(Exe)	Chandrakona ,Dalkhola	20.09.2007 21.09.2007,28.09.2007, 30.09.2007
2.	P.K.BISWAS, W.B.C.S.(Exe)	Sonamukhi	15.10.2007&16.10.2007

Yours faithfully,

Director of Local Bodies,  
West Bengal

No. ...../DLB/KUSP/HP-1/2007.

Dated, Kolkata, the ..... Sept., 2007

Copy forwarded for information and taking necessary action to:

1. The Chairman, Chandrakona/Dalkhola/Sonamukhi Municipality.

2. DDLB Burdwan, Jalpaiguri Division

3. B.N.Kar/P.K.Biswas, ADLB

Director of Local Bodies,  
West Bengal

3.11 Enhancing the role of Medical Colleges & other Institutions 53  
3.12 Documentation & dissemination of information on innovations, lessons learnt and best

**4.0 Institutional Mechanisms at different levels 53**

4.1 National Level 53

4.2.1 State Health Society 57

4.2 State Level 57

4.3.1 District Health Society 58

4.3 District Level 58

4.4 Sub-district Level 61

4.4.1 Ward/Slum/Slum Cluster Level Health, Water and Sanitation Committee 61

4.4.2 Suggested members of Ward Level Health, Water & Sanitation Committee 61

4.5.1 UHC/Ward Level Coordination Forum 62

4.5.2 District Level Coordination Forum 62

4.5.3 State Level Coordination Forum 63

4.6 Roga Kaiyan Samitis/Kaunthi Wastate Committees 63

5.0 Role of Urban Local Bodies 63

6.0 Public-Private Partnerships (PPP) 64

7.0 Monitoring and Evaluation Plan 66

8.0 Sustainability 67

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650.



10/14/19  
Date 11-9-07  
File

Memo No. 639(6)

From : The Chairman,  
Dalkhola Municipality.

- To :
1. The Additional District Magistrate (Health),  
Uttar Dinajpur.
  2. The Councillor-in-charge, Health  
Dalkhola Municipality.
  3. The ACMOH,  
Islampur.
  4. The Representative of SUDA.
  5. The Superintendent,  
Islampur Sub-Divisional Hospital.
  6. The Sanitary Inspector-in-charge,  
Dalkhola Municipality.



17 SEP 2007



**Sub :- Interview / Viva-Voce.**

**Ref:** This office memo no - 599(8), dated- 29-08-2007.

Sir,

I would like to inform you that as per resolution of the meeting of the municipal level Health and Family welfare Committee, Dalkhola Municipality held on 31-08-2007 date, time & venue in connection with Interview / Viva-Voce for the post of Computer Assistant, Accounts Assistant, Multipurpose helper-cum S.K. Clerk and Health Assistant are as follows :

<u>Date of Interview</u>	<u>Reporting Time</u>	<u>Venue</u>	<u>Name of the posts</u>	<u>No. of the posts</u>
21-09-2007	10:00A.M.	Dalkhola Municipality	Accounts Assistant	1
21-09-2007	11:00 AM	Dalkhola Municipality	Multipurpose Helper cum S.K. Clerk	1
21-09-2007	12:00 Noon	Dalkhola Municipality	Computer Assistant	1
28-09-2007	10:00 AM	Dalkhola Municipality	Health Assistant	1
& 30-09-2007	10:00 AM	Dalkhola Municipality	Health Assistant	

Selection of the candidates will be made by the following members of Municipal level Health and Family Welfare Committee as per resolution adopted unanimously in the aforesaid meeting.

1. The Additional District Magistrate (Health), Uttar Dinajpur.
2. The Councillor-in-charge, Health, Dalkhola Municipality.
3. The ACMOH, Islampur.
4. The Representative of SUDA.
5. The Superintendent, Islampur Sub-Divisional Hospital.
6. The Sanitary Inspector-in-charge, Dalkhola Municipality.

All the candidates for different posts as mentioned above have been informed by letter sent by the post under certificate of posting to appear on the date, time, venue as mentioned above.

You are requested to make it convenient to remain present in the aforesaid venue on the date / time mentioned above for smooth completion of the whole process of interview / viva-voce test.

Yours Sincerely

Chairman  
Dalkhola Municipality

Dated 11-9-07

Memo No. 639(6)/1(1)

Copy forwarded to the Director, SUDA, Health Wing, ILGUS BHAVAN, H-C Block, Sector - III, Bidhannagar, Kolkata- 91, West Bengal with the request kindly to arrange presence of representative as per aforesaid programme.

Chairman  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O. - DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256253, 257650.



Memo No. 639(6)

Date 11-9-07

From : The Chairman,  
Dalkhola Municipality,

- To :
1. The Additional District Magistrate (Health),  
Uttar Dinajpur.
  2. The Councillor-in-charge, Health  
Dalkhola Municipality.
  3. The ACMOH,  
Islampur.
  4. The Representative of SUDA.
  5. The Superintendent,  
Islampur Sub-Divisional Hospital.
  6. The Sanitary Inspector-in-charge,  
Dalkhola Municipality.

**Sub :- Interview / Viva-Voce.**

**Ref:** This office memo no.- 599(8), dated- 29-08-2007.

Sir,

I would like to inform you that as per resolution of the meeting of the municipal level Health and Family welfare Committee, Dalkhola Municipality held on 31-08-2007 date, time & venue in connection with Interview / Viva-Voce for the post of Computer Assistant, Accounts Assistant, Multipurpose helper-cum S.K. Clerk and Health Assistant are as follows :

<u>Date of Interview</u>	<u>Reporting Time</u>	<u>Venue</u>	<u>Name of the posts</u>	<u>No. of the posts</u>
21-09-2007	10:00 A.M.	Dalkhola Municipality	Accounts Assistant	1
21-09-2007	11:00 AM	Dalkhola Municipality	Multipurpose Helper cum S.K. Clerk	1
21-09-2007	12:00 Noon	Dalkhola Municipality	Computer Assistant	1
28-09-2007	10:00 AM	Dalkhola Municipality	Health Assistant	1
& 30-09-2007	10:00 AM	Dalkhola Municipality	Health Assistant	

Selection of the candidates will be made by the following members of Municipal level Health and Family Welfare Committee as per resolution adopted unanimously in the aforesaid meeting.

1. The Additional District Magistrate (Health), Uttar Dinajpur.
2. The Councillor-in-charge, Health, Dalkhola Municipality.
3. The ACMOH, Islampur.
4. The Representative of SUDA,
5. The Superintendent, Islampur Sub-Divisional Hospital.
6. The Sanitary Inspector-in-charge, Dalkhola Municipality.

All the candidates for different posts as mentioned above have been informed by letter sent by the post under certificate of posting to appear on the date, time, venue as mentioned above.

You are requested to make it convenient to remain present in the aforesaid venue on the date / time mentioned above for smooth completion of the whole process of interview / viva-voce test.

Yours Sincerely

Chairman

Dalkhola Municipality

Dated 11-9-07

Memo No. 639(6)/1(1)

Copy forwarded to the Director, SUDA, Health Wing, ILGUS BHAVAN, H-C Block, Sector - III, Bidhannagar, Kolkata- 91, West Bengal with the request kindly to arrange presence of representative as per aforesaid programme.

Chairman

Dalkhola Municipality



# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



Memo No. 644 (6)

Date- 13/09/07

From : The Chairman,  
Dalkhola Municipality.



11 8 SEP 2007

- To :
1. The Additional District Magistrate (Health),  
Uttar Dinajpur.
  2. The Councillor – in – Charge (Health),  
Dalkhola Municipality.
  3. The ACMOH,  
Islampur.
  - ✓ 4. The Representative of SUDA,
  5. The Superintendent,  
Islampur Sub – Divisional Hospital,
  6. The Sanitary Inspector – in – Charge,  
Dalkhola Municipality.



Sub: - Interview/ Viva – voce.

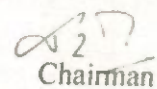
Ref: - This Office Memo No. 639 (6), dated- 11.09.2007.

Sir,

In connection of this Memo No. 639 (6), dated- 11.09.2007 it is mentioned that the Chairman, Dalkhola Municipality who is the President of the Municipal Level Health & Family Welfare Committee, Dalkhola Municipality is also included in the list of the members for selection of the candidates as per resolution adopted in the meeting of the Municipal Level Health & Family Welfare Committee, Dalkhola Municipality held on 31.08.2007.

This is for favour of your information.

Yours sincerely,

  
Chairman

Dalkhola Municipality

## STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No SUDA-Health/63 ULBs/07/468

Date .....13.09.2007

From : Director, SUDA

To : The Director  
Directorate of Local Bodies  
Salt LakeSub. : Interview for selection of personnel of Management & Supervision Cell  
under Community Based Primary Health Care Services.

Sir,

You may be aware that Management & Supervision Cell will be set up at ULB level for which personnel namely Medical Officer (where the ULBs having more than 40,000 population as per 2001 census) Sanitary Inspector, Computer Assistant, Accounts Assistant, Multipurpose Helper cum Storekeeper cum Clerk and Health Assistant are to be selected. In this connection, copies of the Govt. orders bearing no. 111-MA/C-10/3S-55/2005 dt. 02.02.2007, 239-MA/C-10/3S-55/2005 dt. 07.03.2007, 447-JS(SB)/07 dt. 20.03.2007 are enclosed.

For the purpose, the following ULBs have fixed up the interview date as detailed below :

Sl. No.	Name of the Municipality	Interview Date & Time
1.	Chandrakona	20.09.2007 at 11 A.M.
2.	Dalkhola	21.09.2007 at 10 A.M. – for Accounts Assistant
		21.09.2007 at 11 A.M. – for Multipurpose Helper cum Storekeeper cum Clerk
		21.09.2007 at 12 Noon – for Computer Assistant
		28.09.2007 & 30.09.2007 at 10 A.M. – for Health Assistant
3.	Sonamukhi	15.10.2007 & 16.10.2007 at 11.30 A.M.

You are requested to <sup>kindly</sup> depute either Asstt. DLB & ex.-officio Asstt. Director, SUDA or Dy. DLB & ex.-officio Dy. Director, SUDA to represent SUDA in the interview board.

Thanking you.

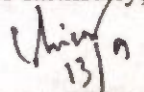
Encl<sup>o</sup>: As stated

SUDA-Health/63 ULBs/07/468/1(3)


CC

Chairman, Chandrakona / Dalkhola / Sonamukhi Municipality

Yours faithfully,

  
Director, SUDA

Dt. .. 13.09.2007

  
Director, SUDA



No. CMU- 25/2002 (Pt-5)/1192

August 20, 2007

**NOTICE**

Project Director, CMU, desired that we should monitor the progress of Annual Development Plan, the schemes deposited by different ULBs i.e. DPR and A&FS to be issued by CMU regularly. It has been decided that a meeting will be held on Monday of each week to review the progress. The first meeting of this monitoring committee will be held on 20<sup>th</sup> August 2007 at 4-30 p.m. at the SUDA Conference Hall.

Engineering Expert-(1), Urban Planner, OD Expert, Health Expert, Engineering Expert-(2) and Economist may kindly make it convenient to remain present at the meeting. They are also requested kindly to submit a report in the following proforma:

Status of DDP	Status of ADP	No. of DPR Scheme submitted by ULBs	A&FS sanctioned by CMU	Remarks, if any
		70 schemes submitted by 20 ULBs.	AA&FS sanctioned by CMU. For 11 schemes in 2-1 scheme	for schemes for 2-1 scheme

Copy forwarded for kind perusal of:  
(1) Project Director, CMU, KUSP

Copy forwarded to:

1. Engineering Expert-1, CMU, KUSP
2. OD Expert, CMU, KUSP
3. Urban Planner, CMU, KUSP
4. Health Expert, CMU, KUSP
5. Engineering Expert-2, CMU, KUSP
6. Economist, CMU, KUSP

Project Manager, CMU, KUSP

*Handwritten signature and date: 20/8/07*

*Handwritten notes:*  
For the URB conference, the URB conference has been decided for the 20th August. For the schemes, re submission.

Project Manager, CMU, KUSP  
( Kallol Kr Mukherjee )

*Handwritten date: 20/8/07*

**DALKHOLA MUNICIPALITY**

P.O. - DALKHOLA, DIST. UTTAR DINAJPUR

Ph. - (03525) 256259, 257650

*File**6411 (6)*Date- *13/09/07*

From : The Clk.....

Dalkhola Municipality.

13 SEP 2007



- To :
1. The Additional District Magistrate (Health),  
Uttar Dinajpur.
  2. The Councillor - in - Charge (Health),  
Dalkhola Municipality.
  3. The ACMOH,  
Islampur.
  4. The Representative of SIIDA,
  5. The Superintendent,  
Islampur Sub - Divisional Hospital,
  6. The Sanitary Inspector - in - Charge,  
Dalkhola Municipality.

Sub: - Interview/ Viva - voce.Ref: - This Office Memo No. 639 (6), dated- 11.09.2007.

Sir,

In connection of this Memo No. 639 (6), dated- 11.09.2007 it is mentioned that the Chairman, Dalkhola Municipality who is the President of the Municipal Level Health & Family Welfare Committee, Dalkhola Municipality is also included in the list of the members for selection of the candidates as per resolution adopted in the meeting of the Municipal Level Health & Family Welfare Committee, Dalkhola Municipality held on 31.08.2007.

This is for favour of your information.

Yours sincerely,

  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



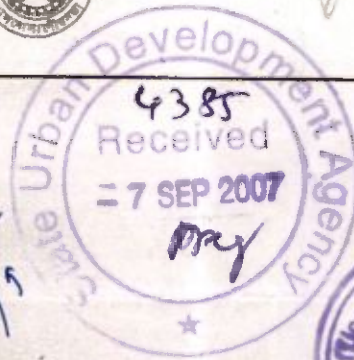
Memo No.- 50/Snt/07

Date- 28/08/07

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
SUDA,  
Health Wing,  
"Ilgus-Bhavan"  
H.C. Block, Sector - III,  
Bidhan Nagar,  
Kolkata - 700091.  
West Bengal.

PO (H)  
14/9



11 SEP 2007



Sub: - Joining of HHWs under Community Based Primary Health Care Services.

Ref: - Letter No. SUDA - Health/ 63ULBs/ 07/ 411, Dated- 21.08.2007.

Madam,

All the regular 14 (Fourteen) HHWs have joined on 27<sup>th</sup> August, 2007 in the forenoon.

This is for favour of your information.

Yours sincerely,

  
Chairman

Dalkhola Municipality



# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



57/50+107

07/07/07

From : The Chairman,  
Dalkhola Municipality.



07 SEP 2007

To : The Director,  
SUDA,  
Health Wing,  
"Ilcus Bhavan"  
H.C. Block, Sector - III,  
Bidhan Nagar,  
Kolkata - 700091.  
West Bengal.

Sub: - Joining of HHWs under Community Base Primary Health Care Services.

Ref: - Letter No. SUDA - Health/ 63ULBs/07/411, Dated- 21.08.2007.

Madam,

All the regular 14 (Fourteen) HHWs have joined on 27<sup>th</sup> August, 2007 in the forenoon.

This is for favour of your information.

Yours sincerely,

  
Chairman

Dalkhola Municipality



8. मासिक के समय स्वस्थ पद्धति अपनाना चाहिए ताकी शरीर में कोई कीटाणु संक्रमण ना हो पाए। साफ कपड़ा या पैड का इस्तेमाल करना चाहिए। स्त्री व पुरुष दोनों को साफ रहना चाहिए ताकी पुरुष संगी द्वारा संक्रमण स्त्री के शरीर में ना फैले।

2. जनानांग की सफाई पर ध्यान देना चाहिए। दूधित गांद पानी से नहीं नहाना चाहिए।  
3. साड़ी के अंदर के बस्ती को साफ व कीटाणु-मुक्त रखने के लिए उन्हें उबालकर धोना चाहिए।

9. कई रोग के जीवाणु जनानांग को संक्रमित कर ऊपर की ओर जाकर जननेंद्रिय रोग की जननेंद्रिय संक्रमण का एक कारण है अस्वच्छता।

कंडोम के इस्तेमाल से कई प्रकार के यौन रोग से सुरक्षा मिल सकती है जैसे - सिफिलिस, गोनोरिया आदि। अवांछित गर्भ-धारण से भी कंडोम रक्षा करता है।

शुद्धि कर सकते हैं।  
शरीर अति के संग यौन संपर्क नहीं रखना चाहिए। यदि आवेग के कारण यौन मिलन हो प्रतियोग के तरीके बता देने पर इस रोग पर नियंत्रण पया जा सकता है। अपरिचित या का प्रतियोग किया जा सकता है। सिर्फ लोगों को इस रोग से संक्रमण के कारण तथा उससे का कोई सकल टीका करण या चिकित्सा व्यवस्था नहीं है। परंतु बहुत सरलता से इस रोग डर का कारण यह है कि हमारे देश में भी यह रोग तेजी से बढ़ रहा है। अब तक इस रोग वर्तमान में एक कठिन संक्रामक व्याधि सारे पृथ्वी में फैल रहा है जिसका नाम है AIDS।

निकलना, निचले पेट में दर्द, अतिरिक्त या अनियमित मासिक आव आदि।  
पीप निकलना, ज्वर में सजन, घाव या खुजली, पेशाब में जलन या पेशाब के रास्ते से पीप कमी की मदद ले सकते हैं जैसे - संकेद आव, रंगीन या दुर्गंध युक्त आव, रक्त मिश्रित आव, इस विषय पर स्वास्थ्य कमी, हर प्रकार की सहायता देनी। लक्षणों को पहचानने में स्वास्थ्य है।

धीरे मृत्यु की ओर बढ़ते हैं। हालाँकि एक AIDS को छोड़, बाकी सब का इलाज हो सकता कि यह एक प्रकार की बीमारी है या तो जान कर भी धर्म के कारण उसे छुपाते हैं और धीरे हमारे यहाँ कई माँ, कई प्रकार के जननेंद्रिय रोग से पीड़ित हैं। या तो वे जानते ही नहीं है यौन रोग व जननेंद्रिय रोगों के प्रतियोग व्यवस्था - कब और कहाँ ?

उपजति होती है।  
अधिक पीप निकलना व मानसिक शांति के कारण उनके स्वास्थ्य और यौन शक्ति में भी कमा कर खाने की शक्ति में भी कमी नहीं आती। बल्कि छोटे परिवार के आर्थिक उपजति,

काम किया जा सकता है। इससे पुरुषों के यौन शक्ति में हानि नहीं होती, शारीरिक शक्ति भाँटी

विना किसी कष्ट का होता है व आगे दिन से ही हलके काम तथा 7 से 90 दिन पर 2. मासिककटमी एक साधारण व छोटा ऑपरेशन है। अर्थात नहीं करना पड़ता, कम समय में सके

9. कंडोम इस्तेमाल का सही तरीका स्त्री को सिखाना होगा ताकी वे अपने पति को सीखा

**पहल लेख -**

# DALKHOLA MUNICIPALITY

P. O. DALKHOLA DIST - UTAR DINAJPUR.  
Ph (03525) 256259, 257650



MEMO No. 600

DATE 29/8/07

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
State Urban Development Agency,  
ILGUS BHAVAN,  
H.C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700106



Madam,

I would like to inform you that a meeting will be held on 31/08-2007 at 12noon in the Meeting Hall of Dalkhola Municipality Office with a view to discuss the procedure of recruitment of the following categories of Contractual Staff in connection with running Community Based Primary Health Care services of this Municipality.

- I. Sanitary Inspector - 1 Post
- II. Accounts Assistant - 1 Post
- III. Health Inspector - 1 Post
- IV. Health Assistant - 1 Post

Joint Secretary to the Govt. of West Bengal, Municipal Affairs Department, Writer's Building, Kolkata has informed that selection of the aforesaid staff may be made through the Municipal Level Health & Family Welfare Committee.

I would request you kindly to arrange so that the aforesaid meeting is attended by representative of SUDA.

Yours Sincerely

Chairman

Dalkhola Municipality



**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/63 ULBs/07/341**

Date .....14:08:2007

From : Director, SUDA

To : The Chairman  
✓ Dalkhola / Islampur / Kaliaganj Municipality

Sub. : Ensuring involvement of CMOH and District Health Office in  
implementation of Community Based Primary Health Care Services.

Sir,

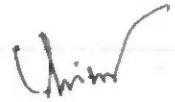
Enclosed, kindly find herewith a copy of communication bearing no. HFW/CFW/331/HS-1003/07 dt. 31<sup>st</sup> July, 2007 of the Project Director, HSDI, Commissioner, FW & Special Secretary, Dept. of Health & Family Welfare, addressed to the Chief Medical Officer of Health of all the districts.

This is for your kind information and necessary action.

Thanking you.

Encl. : As stated.

Yours faithfully,



Director, SUDA

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650

Memo No.-..... 573 .....

Date- 16/08/07

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
SUDA,  
Health Wing,  
ILGUS Bhavan,  
H.C. Block, Sector - III  
Bidhan Nagar,  
Kol - 91



Sub: - Honorary Health Workers' training under Community Based Primary Health Care Services.

Ref: - No. SUDA - Health/ 63 ULBs/ 07/ 08 (9), Dated- 09.04.07.

Madam,

45 (Forty five) days training of HHWs (Regular 14 & Panel 05) under Dalkhola Municipality has been completed. Post training examination and evaluation held on 27/ 07/ 07 as per questionnaire received from your end. Score sheet of HHWs (Regular 14 and Panel 05) are sent herewith.

This is for your kind perusal and necessary action.

Yours Sincerely,

Encl: - As stated above.

  
Chairman,  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. -UTTAR DINKHOLA JPUR

Ph. - (03525) 256259,257650



Memo No.-.....

Date- .....

Score sheet of HHWs ( Regular 14 HHWs) post - training examination held on 27.07.2007 at Dalkhola Municipality.

Sl. No.	Name of HHWs (Regular)	Address	Full Marks	Marks Obtained
1	Bibi Amina	Mohammad pur ( Dakshin), Dalkhola	40	30
2	Sangita Das.	Haripur, Dalkhola.	40	15
3	Gita Chakraborty.	Bhushamani, Dalkhola	40	33
4	Tanuja Biswas.	Deshbandhu Para, Dalkhola.	40	32
5	Shipra Das.	Deshbandhu Para, Dalkhola.	40	31
6	Shibani Paul.	High School Para, Dalkhola.	40	30
7	Indira Sarkar.	Uttar Dalkhola, Dalkhola.	40	33
8	Shyamoli Nandi ( Majumder)	Birpally, Dalkhola.	40	31
9	Manju Biswas.	Farsara, Dalkhola.	40	22
10	Mukti Sarkar.	Bidhan Pally, Dalkhola.	40	32
11	Bibha Rani Roy.	Pukur Chala, Dalkhola.	40	28
12	Farhat Banu.	Sarsar, Dalkhola.	40	11
13	Shanti Hembrom.	Nichitpur, Dalkhola.	40	26
14	Martina Hasda.	Nichitpur, Dalkhola.	40	28

  
**CHAIRMAN**  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259, 257650



Memo No. ....

Date- .....

Score sheet of HHWs ( Panel 5 HHWs) post - training examination held on 27.07.2007 at Dalkhola Municipality.

Sl. No.	Name of HHWs (Panel)	Address	Full Marks	Marks Obtained
1	Minu Roy.	High School Para, Dalkhola.	40	29
2	Champa Das.	Vivekananda Pally, Dalkhola.	40	29
3	Joshna Saha.	Sripally, Dalkhola.	40	28
4	Ela Paul Majumder.	Birpally, Dalkhola.	40	31
5	Pratima Biswas.	Bidhan Pally, Dalkhola.	40	23

  
**CHAIRMAN**  
Dalkhola Municipality

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"**

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

West Bengal

Ref No. SUDA-Health/63 ULBs/07/411

Date 21.08.2007

**From : Director, SUDA****To : The Chairman  
Dalkhola Municipality****Sub. : Commencement of functioning of regular HHWs under Community Based Primary Health Care Services.****Ref. : Your communication bearing no. 573 dt. 16.08.2007**

Sir,

With reference to above, the following activities are to be undertaken by your ULB :

- The names of regular candidates (Fourteen nos.) only is to be listed and put up in the notice board of ULB, asking them to function as HHW with effect from 27<sup>th</sup> August, 2007 and inform Director, SUDA accordingly with regard to date of joining of HHWs.
- The Chairman of the ULB is to allocate the area of operation for each HHW.
- One HHW will cover a population not exceeding 1,000 BPL contained in a single ward. A ward having less than 1,000 BPL population will have one HHW.
- The HHW shall be responsible for Primary Health Care of BPL families under her jurisdiction and be responsible for both public health and health statistical data collection for the entire population within the ward.
- The ward Councillor will monitor and supervise the activity at ward level.
- HHW Kit bag along with contents provided by SUDA is to be given to all the regular HHWs only.
- To start with, HHW will conduct baseline survey of the allotted BPL families as per the proforma already provided by SUDA, to be checked and scrutinized by HO / MO / SI, who will compile the data ward-wise and ULB-wise.
- Job responsibility of the HHW (working hours 12-00 Noon to 4-00 P.M. of each working day) is :
  - fortnightly home visit to each BPL families,
  - motivate the community to avail health services – collection of data and filling up of Family Schedule,
  - treatment of minor ailments at door step, distribution of drugs for three days maximum,
  - registration of pregnancy within 12 weeks,
  - identification of danger signs of pregnancy and its referral,
  - act as depot holder of ORS, Nirodh, OCP, Iron Folic Acid tablet etc.,
  - counselling on child nutrition and immunization.

Contd. to P-2

- counselling adolescents for physical, psychological and nutritional growth.
  - promotion of IEC activities including group discussion with the community on awareness generation towards Primary Health Care, Public Health and National Health Programmes,
  - assisting implementation of ongoing National Health Programmes.
  - preparation and submission of fortnightly HMIS report,
  - ensure community participation.
- Honorarium for HHWs will be @ Rs. 1,000/- per HHW per month with effect from the date of commencement of their work.

Furthermore, the following preliminary activities be initiated simultaneously so that primary health care services can be provided to the community.

- Accommodation for 3 ( three ) nos. of Sub-Centres are to be identified.
- Suitable accommodation for Sub-Centre be in municipal / community building or Club / CBO accommodation. **Preference should be given for municipal / community accommodation.**
- The Sub-Centre should preferably contain one room (size = 10' x 8') for setting up clinical room and covered waiting space for the beneficiaries, toilet and water facilities.
- The Sub-Centre is to be located in such a way that maximum number of BPL population could have easy access to it.
- As per Project proposal, the service charge (rental) should not exceed Rs. 1,000/- per month per Sub-Centre which includes electricity, water & sweeping / cleaning charges. These rental charges will only be applicable for the Sub-Centre accommodated in Club / CBO accommodation. There will be no rental charges for the Sub-Centre accommodated in municipal / community accommodation.

Further instruction will follow in due course. A feed back on the above mentioned activities be forwarded to the undersigned.

Thanking you.

*o/c*

Yours faithfully,

✓

Director, SUDA

Dt. .. 21.08.2007

✓

Director, SUDA

Dt.. 21.08.2007

✓

Director, SUDA

Dt.. 21.08.2007

✓  
*21/8/07*

Director, SUDA

SUDA-Health/63 ULBs/07/411/1(1)  
C.C.  
DM, Uttar Dinajpur District

SUDA-Health/63 ULBs/07/411/2(1)  
C.C.  
CMOH, Uttar Dinajpur District

SUDA-Health/63 ULBs/07/411/3(2)  
C.C.  
1. Finance Officer, SUDA  
2. Finance Officer, Health Wing, SUDA

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING  
"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. ....  
**SUDA-Health/63 ULBs/07/412**Date .....  
**21.08.2007****From : Director, SUDA****To : The Chairman  
Dalkhola Municipality****Sub. : Procurement of Furniture, Equipment and Drugs for Sub - Centres  
under Community Based Primary Health Care Services.****Sir,**

On completion of Honorary Health Workers' training for 45 days, you are to engage regular HHWs with effect from 27.08.2007. In the mean time, You have already identified premises for Sub - Centres for implementation of primary health care services under CBPHC.

The minimum no. of clinics which are to be held in each of the Sub - Centres are as under :

- Ante natal / Post natal care & Family Welfare clinic – once / twice per month
- Immunisation Clinic – once per month
- Growth Monitoring Clinic – once per month
- Treatment Clinic by Doctor – once in a week
- Health Awareness programme – twice per month

To implement such clinic services from the Sub - Centres, it is high time to equip the Sub - Centres with necessary Furniture, Equipment and Drugs as per approved list which are enclosed at Annexure -I, II & III respectively.

Procurement is to be done by the ULB concerned through their Procurement Committee already constituted for the purpose, following the Government procurement norms. Fund already placed with the ULB is to be utilized for the purpose. Further fund will be released on submission of requisition as per proforma already provided only after acceptance by SUDA at least 70% of SOE of earlier fund released to you.

**Contd. to P-2.**

- 2 -

The expenditure is to be booked under the A/C head –“Furniture / Equipment / Drug” separately as will be applicable. Statement of Expenditure (SOE) is to be submitted by 10<sup>th</sup> of the following month and Utilisation Certificate (UC) at the end of each quarter.

You are requested to undertake such procurement at the earliest so that the primary health care services could be extended to the beneficiaries.

Thanking you.

Encl. : As stated.

0/e

Yours faithfully,



Director, SUDA

SUDA-Health/63 ULBs/07/412/1(1)

Dt.. 21.08.2007

Copy forwarded for kind information to :

CMOH, Uttar Dinajpur District



Director, SUDA

SUDA-Health/63 ULBs/07/412/2(1)

Dt.. 21.08.2007

Copy forwarded for kind information to :

AFC, Dalkhola Municipality



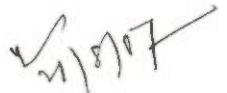
Director, SUDA

SUDA-Health/63 ULBs/07/412/3(1)

Dt.. 21.08.2007

Copy forwarded for kind information to :

Finance Office, SUDA



Director, SUDA



*Chota Purdah  
check comp. date  
20.8.07  
Sub P. R. P. pane  
Commencing letter,  
29.8.07*

09. 20 2007 11:23AM P1

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259, 257650



Memo No. 573

Date 16/08/07

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
SUDA,  
Health Wing,  
H.GUS Bhanan,  
H.C Block, Sector - III  
Bidhan Nagar,  
Kolkata - 91

20 AUG 2007



Sub - Honorary Health Workers' training under Community Based Primary Health Care Services.

Ref. - No. SUDA - Health/63 ULBs/07/08.01 DTP 4-09-04.07.

Madam,

45 (Forty five) days training of HHWs (Regular 14 and Panel 05) under Dalkhola Municipality has been completed. Post training examination and simulation held on 27/07/07 as per questionnaire received from your end. Score sheet of HHWs (Regular 14 and Panel 05) are sent herewith.

This is for your kind perusal and necessary action.

Yours Sincerely,

Enclosure - As stated above.

*(Signature)*  
Chairman,  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. FARIDPUR

Ph. - (03525) 259259, 257650



Memo No. .... Date: .....

Score sheet of HHWs (Regular 14 HHWs) post-training examination held on 23.07.2007 at Dalkhola Municipality.

Sl. No.	Name of HHWs (Regular)	Address	Full Marks	Marks Obtained
1	Bibi Amina	Mohammadpur (Dakshin), Dalkhola	40	30
2				
3	Gita Chakraborty	Bhusamanji, Dalkhola	40	33
4	Tanuja Biswas	Deshbandhu Para, Dalkhola	40	32
5	Shipra Das	Deshbandhu Para, Dalkhola	40	31
6	Shibani Paul	High School Para, Dalkhola	40	30
7	Indira Sarkar	Uttar Dalkhola, Dalkhola	40	33
8	Shyamoli Nandi (Ma under)	Birpally, Dalkhola	40	31
9	Mani Biswas	Sarsara, Dalkhola	40	22
10	Mukt Sarkar	Bidhan Pally, Dalkhola	40	32
11	Shri Rani Roy	Pukur Chara, Dalkhola	40	28
12	Arjit Banu	Sarsara, Dalkhola	40	11
13	Anandi Hembrom	Nichitpur, Dalkhola	40	26
14	Martina Hasda	Nichitpur, Dalkhola	40	28

50  
AN  
Municipality

**DALKHOLA MUNICIPALITY**

P.O. - DALKHOLA, DIST. -UTTAR PRADESH

Ph. - (03525) 256009, 257650



Memo No. ....

Date- .....

Score sheet of HHWs ( Panel 5 HHWs) post-training examination held on 27.07.2007 at Dalkhola Municipality.

Sl No.	Name of HHWs (Panel)	Address	Full Marks	Marks Obtained
1	Minu Roy.	High School Para, Dalkhola.	40	29
2	Champa Das.	Vivekananda Pally, Dalkhola.	40	29
3	Joshna Saha	Sripali, Dalkhola.	40	28
4	Ela Paul Majumder.	Birpali, Dalkhola.	40	31
5	Pratima Biswas	Sidhar Pally, Dalkhola.	40	23

11

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



Memo No.- 419

Date- 12.06.07

From,

The Chairman,  
Dalkhola Municipality.

To,

The Director,  
SUDA,  
Health Wing,  
ILGUS Bhavan,  
HC Block, Sector III,  
Bidhan Nagar,  
Kolkata- 700091.



15 JUN 2007

Sub:- Contractual appointment of staff in connection with running Community Based Primary Health Care Services, Meeting of the Municipal Level Health & Family Welfare Committee, Dalkhola Municipality.

Madam,

A meeting in connection with Contractual recruitment of Staff viz. Sanitary Inspector, Computer Assistant, Accounts Assistant, Multipurpose Helper-cum-S.K. Clerk and Health Assistant in Dalkhola Municipality for running the Community Based Primary Health Care Services will be held on 18.06.2007 at 11:00 A.M. in the Meeting Hall of Dalkhola Municipality.

You are requested to kindly send your representative to attend the meeting.

Yours Sincerely,

Chairman  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650



To check data.  
@ comp. data.  
19.6.07

Memo No. ....113.....

Date ..11/6/07

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
S U D A, Health Wing,  
ILGUS Bhawan,  
H.C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.



11 11 2007

Sub.: - Honorary Health Workers (HHWs) training under  
Community Based Primary Health Care Services.

Ref.: - No.-SUDA-Health/63ULBs/07/08(9), Dated 09-04-07.

Madam,

Training of HHWs (Regular 14 & Panel 05 HHWs) within Dalkhola Municipality has been started on 25-05-07. In this connection this office Letter No.-361, Dated 21-05-07 may kindly be refer to.

Pre-training examination and evaluation on 1st day of training (25-05-07) as per questionnaire received from your end has been conducted. The score sheet for each of HHWs training is enclose herewith.

This is for favour of your kind perusal and necessary action.

Enco: As stated above.

Yours Sincerely

  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650

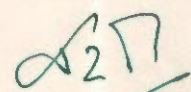


Memo No.-.....

Date- .....

Score sheet of HHWs ( Regular 14 HHWs) pretraining examination held on 25.05.2007 at Dalkhola Municipality.

Sl. No.	Name of HHWs (Regular)	Address	Full Marks	Marks Obtained
1	Bibi Amina	Mohammad pur ( Dakshin), Dalkhola	30	20
2	Sangita Das.	Haripur, Dalkhola.	30	23
3	Gita Chakraborty.	Bhushamani, Dalkhola	30	24
4	Tanuja Biswas.	Deshbandhu Para, Dalkhola.	30	24
5	Shipra Das.	Deshbandhu Para, Dalkhola.	30	23
6	Shibani Paul.	High School Para, Dalkhola.	30	22
7	Indira Sarkar.	Uttar Dalkhola, Dalkhola.	30	27
8	Shyamoli Nandi ( Majumder)	Birpally, Dalkhola.	30	19
9	Manju Biswas.	Farsara, Dalkhola.	30	20
10	Mukti Sarkar.	Bidhan Pally, Dalkhola.	30	27
11	Bibha Rani Roy.	Pukur Chala, Dalkhola.	30	26
12	Farhat Banu.	Sarsar, Dalkhola.	30	24
13	Shanti Hembrom.	Nichitpur, Dalkhola.	30	22
14	Martina Hasda.	Nichitpur, Dalkhola.	30	21

  
**CHAIRMAN**  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P.O. - DALKHOLA, DIST. - UTTAR DINAJPUR

Ph. - (03525) 256259,257650



Memo No.-.....

Date- .....

Score sheet of HHWs ( Panel 5 HHWs) pretraining examination held on 25.05.2007 at Dalkhola Municipality.

Sl. No.	Name of HHWs (Panel)	Address	Full Marks	Marks Obtained
1	Minu Roy.	High School Para, Dalkhola.	30	22
2	Champa Das.	Vivekananda Pally, Dalkhola.	30	21
3	Joshna Saha.	Sripally, Dalkhola.	30	19
4	Ela Paul Majumder.	Birpally, Dalkhola.	30	21
5	Pratima Biswas.	Bidhan Pally, Dalkhola.	30	23

27

CHAIRMAN  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650



Sl. No - 361....

Date: 21-5-2007

From: The Chairman,  
Dalkhola Municipality.

To: The Director,  
SUDA, Health Wings,  
ILGUS Bhavan,  
H.C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.



Sub.: - Training of HHWs within Dalkhola Municipality.

Sir,

Training of HHWs (Regular 14 & Panel 5 HHWs) within Dalkhola Municipality will be started from 25-05-07 in Dalkhola Municipality. Accordingly a Notice has already been displayed in Municipality Office Notice Board.

The Training will be in 2(two) session (11:00a.m. to 1:00p.m. and 2:00p.m. to 4:00p.m.) Duration of the training is 45(forty five) days.

Encl: As stated above.

Yours Sincerely

Chairman  
Dalkhola Municipality

Memo No. 361/1(2)

Dated 21-5-07

Copy along with a copy for the aforesaid training forwarded for information to :-

1. The District Magistrate, Uttar Dinajpur.
2. The C.M.O.H. Uttar Dinajpur.

Chairman  
Dalkhola Municipality



COMMUNITY BASED PRIMARY HEALTH CARE SERVICES  
AN OUTLINE FOR TRAINERS

REGAR

TRAINING OF HONORARY HEALTH WORKER

AT DALKHOLA MUNICIPALITY

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

VENUE : DALKHOLA MUNICIPALITY

COURSE CO-ORDINATOR : Dr. Sankarjal Ghosh

OF THE DALKHOLA MUNICIPALITY

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
1.	Registration and inauguration, pre-training evaluation.	Dr. Ghosh.
2.	Pre-training examination and evaluation.	S. Nandy
3 & 4.	General introduction to Community Based Primary Health Care Services in 63 Non-KMA ULBs, Aim of the project. Organisational set up. Service strategy - community drafted female HHWs to pay home visit twice in a month, to provide basic curative care for minor ailments at the door step of the beneficiaries & to promote uptake of preventive, promotive and family planning services at local health facilities through interpersonal communication, HHIW is the first contact point between the community and the existing health facilities, HHW to act as depot holder for distribution of Oral Pill, Condom, ORS, IFA tablets etc. The HHW is to be supervised by First Tier Supervisor. Services from Sub-Centre. Referral services to the existing Govt. health facilities. Responsibility of HHIW.	R. Ghosh.
5 & 6.	What is Nutrition ? Nutritious food and its importance ? Classification of food - Protein, fat, carbohydrate, Vitamins, Minerals - Local sources of each of them, importance, deficiency diseases, What is Balance Diet ? Causes of malnutrition. Faulty practices. Diseases due to malnutrition. Awareness on nutrition - right method of cutting and cooking.	S. Nandy
7 & 8.	Conditions in which more Nutrition is required. Effect of proper nutrition on pregnant women to offspring. Benefit of breast milk, emphasis on colostrum, weaning food. What is Anaemia ? Symptoms. National Anaemia control programme for mothers and children.	S. Nandy
9 & 10.	Definition of Health, explanation on preventive, promotive and curative health with example.	S. Nandy
11 & 12.	Definition of communicable and contagious diseases with example. Description of different transmission factors.	S. Nandy.

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

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



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

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

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSON
47 - 49.	<p>Minor Ailments : (Fever, Pain, Pain in abdomen, ARI, Diarrhoea, Intestinal Worms Infestation, Acute conjunctivitis, Scabies)                      General rules for all diseases -                      HHW should not treat for more than 72 hours, if there is no improvement or there is deterioration in anyway, then immediately transfer to hospital / a qualified physician. All patients must be given full bed-rest, nutritious easily digestible food e.g. breast milk for babies, or rice with easily digestible fish or vegetables. Give plenty of fluid (drinks) to every patients. Be careful about personal hygiene and environmental sanitation of the patients. Be careful about disposal of excreta of the patients. Arrange head-wash and sponging of the whole body of the patient; change his clothings and bed-sheet every day. Keep the windows open to allow ventilation and sunlight in the room. In infectious cases, keep the patient separate from others. If necessary, keep the patient covered with cotton / woolen sheets. Keep the patient happy, give him mental support to generate will-force for recovery. It is advisable to keep daily record of signs and symptoms of the cases.</p>	S. Nandy.
50.	HHW Kit - contents and its uses	R. Ghosh.
51 & 52.	<p>First Aid and HHW role                      Cut injury, Boil, Burn, Unconsciousness, Fracture &amp; sprain, Bites, Electric Shock.</p>	M. Baidya.
53.	<p>Information, Education and Communication :-                      Principle : Awareness generation of the people is very important in any Health Programme.                      Material &amp; Media are as follows -                      (a) Spoken Words - Easy local language, inter-personal communication, group discussion, etc.                      (b) Written Words - News papers, hand-bills, posters, festoons, magazines etc.                      (c) Electronic Media - slide show, cinema show, radio, TV, video cassetts.                      (d) Performing arts - drama, dance, songs, role-play.                      HHWs Role - During interpersonal communication the following must be remembered -                      (a) Language should be local &amp; simple,                      (b) Contents should be brief but clear,                      (c) Talk should be relevant to the topic,                      (d) Participatory discussion instead of lecturing.</p>	Dr. Ghosh.

Session	SUBJECTS FOR DISCUSSION	SPEAKERS / RESOURCE PERSONS
54-57	Family Schedule What is Family Schedule, Importance, Filling up.	R. Ghosh
58-60	Report and returns proforma (HMIS) - Importance, use of statistics in community health, CBR, CDR, MMR, IMR, CPR - collection and compilation of data.	S. Nandy
61-62.	Baseline Survey - its importance, each question of the format be discussed thoroughly and practised amongst the trainees.	M. Baidya
63.	Allotment of ward-wise BPL population to HHWs.	R. Ghosh
64.	Weighing of under 5 children and plotting in growth monitoring chart - Practical session.	M. Baidya
65.	IEC - communication channel be demonstrated. Interpersonal communication and group discussion be practised on health issues.	S. Nandy
66.	Diarrhoeal cases (Under 5 yrs. children), ORS / HAF demonstration.	S. Nandy
67.	Practical session on First Aid.	M. Baidya
68.	Practical session on dosage schedule.	R. Ghosh
69.	MCH & F.W Clinic and Post partum Unit.	M. Baidya
70.	Immunisation Clinic, vaccines and cold chain system.	S. Nandy
71.	ARI cases (Under 5 yrs. children).	S. Nandy
72.	Leprosy / Filaria clinic.	S. Nandy
73.	STD and Malaria clinic, drawing of blood slide.	S. Nandy
74-80.	Visit to field and Family Schedule filling up.	R. Ghosh
81-85.	Practice on preparation of HMIS based on filled in Family Schedule and consolidation of baseline survey data.	M. Baidya
86-88.	Summarization / recapitulation on previous classes.	S. Nandy
89.	Post training evaluation.	M. Baidya
90.	Valedictory session.	S. Nandy

*(Signature)*

**CHAIRMAN**

**Dalkhola Municipality**



**DALKHOLA MUNICIPALITY**

P. O. - DALKHOLA DIST - UTTAR DINAJPUR

Ph. (03525) 256259, 25760



Sl. No - 361.....

Date: 21-5-2007

From: The Chairman,  
Dalkhola Municipality

To : The Director,  
SUDA, Health Wings,  
ILGUS Bhavan,  
H.C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.



23 MAY 2007

Sub.: Training of HHWs within Dalkhola Municipality.

Sir,

Training of HHWs (Regular 14 & Panel 5 HHWs) within Dalkhola Municipality will be started from 25-05-07 in Dalkhola Municipality. Accordingly a Notice has already been displayed in Municipality Office Notice Board.

The Training will be in 2(two) session (11:00a.m. to 1:00p.m. and 2:00p.m. to 4:00p.m.) Duration of the training is 45(forty five) days.

Encl: As stated above.

Yours Sincerely

Chairman  
Dalkhola Municipality

Memo No. 361/1(2)

Dated 21-5-2007

Copy along with a copy for the aforesaid training forwarded for information to :-

1. The District Magistrate, Uttar Dinajpur.
2. The C.M.O.H. Uttar Dinajpur.

Chairman  
Dalkhola Municipality

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref: Health/63 ULBs/06/302

28.03.2007

Date .....

**From : Director, SUDA**

**To : The Chairman  
Dalkhola Municipality**

**Sub. : Trainers' training held on 27.03.2007 at SUDA in respect  
of Community Based Primary Health Care Services  
in 63 Non-KMA ULBs.**

Sir,

Kindly refer to this office earlier communication bearing no. SUDA-Health /63 ULBs/06/291(10) dt. 21.03.2007 and subsequent telephonic communication to your ULB requesting to depute the Trainers (as nominated by the CMOH and one doctor of your ULB) to attend the Trainers' training programme scheduled on 27.03.2007 at SUDA at 11am.

I am to intimate you that none of the identified trainers attended the said training programme which will cause delay in starting the training of Honorary Health Workers ( HHWs) including panel candidates at ULB level. You would appreciate that unless the HHWs are trained, the service activities for the community could not be initiated.

As there is already a considerable delay in implementation of this programme, you are therefore requested to look into the matter and to ensure the participation of the said trainers in the forthcoming Trainers' training tentatively during 2<sup>nd</sup> week of April, 2006.

Thanking you.

Yours faithfully,

*Chin*  
Director, SUDA

Dt. .. 28.03.2007

**SUDA-Health/63 ULBs/06/302/1(1)**

Copy forwarded for information and necessary action to :  
CMOH, UttarDinipur District.

*Chin*  
28/3/07  
Director, SUDA

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256254 . 257650.



Chhoban  
to enter in  
computer

Memo No - ...178...

Date ..10-03-2007

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
SUDA,  
ILGUS BHAWAN,  
H-C Block,  
Sector-III,  
Bidhannagar,  
Kolkata-91.

PO(H)  
14/3

Sub : Selection of HHWs.

Ref : No.- SUDA - Health/63 ULBs/06/181(60), dated- 13-11-2006.

Madam,

List of Selected HHWs both Regular and Panel is sent herewith.

This is for favour of your information and necessary action.

Yours Sincerely

*[Signature]*  
Chairman

Dalkhola Municipality

Enclo : As stated above.

Memo No.- ....., Dated- .....

Copy along with a copy of the aforesaid list forwarded to the CMOH, Uttar Dinajpur. This has reference to this Office Memo No.- 162, Dated- 05-03-2007.

*[Signature]*  
Chairman

Dalkhola Municipality.

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650.



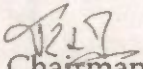
Memo No - .....

Date .....

## List of Selected HHWs REGULAR of Dalkhola Municipality.

<u>Sl. No.</u>	<u>Name of HHWs</u>	<u>Ward No. for which selected</u>
1.	Bibi Amina	1
2.	Sangita Das	2
3.	Gita Chakraborty	3
4.	Tanuja Biswas	4
5.	Shipra Das	5
6.	Shibani Paul	6
7.	Indira Sarkar	7
8.	Shyamoli Nandi (Majumdar)	8
9.	Manju Biswas	9
10.	Mukti Sarkar	10
11.	Bibha Rani Roy	11
12.	Farhat Banu	12
13.	Shanti Hembram	13
14.	Martina Hasda	14



  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650.



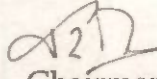
Memo No - .....

Date .....

## List of Selected HHWs PANEL of Dalkhola Municipality.

<u>Sl. No.</u>	<u>Name of HHWs</u>
1.	Minu Roy
2.	Champa Das
3.	Joshna Saha
4.	Ela Paul Majumdar
5.	Pratima Biswas



  
Chairman  
Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph:-(03525) 256259, 257650



Memo No. ....71.....

Date ..07-02-2007.....

From: The Chairman,  
Dalkhola Municipality.

To: The Director,  
S U D A,  
Health Wing, "ILGUS BHAVAN",  
H. C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

Sub.- Final Selection of Honorary Health Workers(HHWs) and Panel Candidates.

Ref.- Your No.-SUDA-Health/463ULBs/06/42, Dated 12-09-2006.

Sir,

I would like to inform you that the Interview of the applicants for the Post of Honorary Health Workers(HHWs) will be held on 16th February, 2007 at 10:30A.M. in the Office Chamber of the undersigned.

I would request you kindly to take necessary action for presence of one representative of SUDA accordingly on 16-02-2007 at 10:30A.M. in connection with the aforesaid purpose.

*Subscribed by  
Chairman 19/2/07*

Yours Sincerely

*[Signature]*  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph:-(03525) 256259, 257650



Memo No. ....80.....



Date 08-02-2007

From: The Chairman,  
Dalkhola Municipality.

To: The Director,  
S U D A,  
Health Wing, "ILGUS BHAVAN",  
H. C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

PO(H)  
9/2



12 FEB 2007

Sub.- Final Selection of Honorary Health Workers(HHWs) and Panel Candidates.

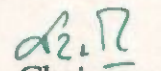
Ref.- This office Memo No.-71, Dated 07-02-2007.

Sir,

I would like to inform you that the Interview of the applicants for the Post of Honorary Health Workers(HHWs) will be held on 19th February, 2007 at 10:30A.M. in the Office Chamber of the undersigned. Instead of 16th February, 2007.

I would request you kindly to take necessary action for presence of one representative of SUDA accordingly on 19-02-2007 at 10:30A.M. in connection with the aforesaid purpose.

Yours Sincerely

  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O. - DALKHOLA DIST - UTTAR DINAJPUR

Ph:-(0-525) 256259, 257650



Memo No. ....80.....

Date 08-02-2007

From: The Chairman,  
Dalkhola Municipality.

To: The Director,  
S U D A,  
Health Wing, "TILGUS BHAVAN",  
H. C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

Sub:- Final Selection of Honorary Health Workers(HHW) and Panel Candidates.

Ref:- This office Memo No.-71, Dated 12/02/07.

Sir,

I would like to inform you that the interview of the applicants for the Post of Honorary Health Workers(HHW's) will be held on 19th February, 2007 at 10:30A.M. in the Office Chamber of the undersigned instead of 18th February, 2007.

I would request you kindly to take necessary action for presence of one representative of SUDA accordingly on 19-02-2007 at 10:30A.M in connection with the aforesaid purpose.

Yours Sincerely

  
Chairman

Daikhola Municipality



# DALKHOLA MUNICIPALITY

P. O. - DALKHOLA DIST - UTTAR BHOJAJPUR

Ph: (03525) 256259, 257650



Memo No. .... 71 .....

Date 07-02-2007

From: The Chairman,  
Dalkhola Municipality.

To: The Director,  
SUDA,  
Health Wing, "ILGUS BHAVAN",  
H. C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

*Entered in Station Sheet  
dt 1/2/07*

Sub:- Final Selection of Honorary Health Workers(HHWs) and Panel Candidates.

Ref:- Your No.-SUDA-Health/163ULBs/06/4. Dated 12-09-2006.

Sir,

I would like to inform you that the Interview of the applicants for the Post of Honorary Health Workers(HHWs) will be held on 16th February, 2007 at 10:30A.M. in the Office Chamber of the undersigned.

I would request you kindly to take necessary action for presence of one representative of SUDA accordingly on 16-02-2007 at 10:30A.M. in connection with the aforesaid purpose.

Yours Sincerely

Chairman

Dalkhola Municipality

**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091  
West Bengal**Ref No. **SUDA-Health/63 ULBs/06/221(15)**Date .....**29.12.2006****From : Dr. Shibani Goswami  
Project Officer  
Health, SUDA****To : The Chairman  
Nalhati / Jamuria / Katwa / Memari / Raniganj / Mekhliganj /  
Kalimpong / Dhupguri / Kandi / Ashokenagar Kalyangarh /  
Jhalda / Dalkhola / Islampur / Kaliaganj / Gushkara Municipality****Sub. : Final selection of Honorary Health Workers (HHWs) including panel  
candidates under Community Based Primary Health Care Services.**

Sir,

Reference is invited to the communication of Director, SUDA bearing no. SUDA-Health/63 ULBs/06/221 dt. 12.09.2006 on the above subject.

As per this office earlier communication, the final selection of Honorary Health Workers including panel candidates is supposed to be completed in your municipality. But no information has yet been received from your end regarding the date of final selection of Honorary Health Workers, where representative of SUDA will be present. It is high time to complete this said final selection, without which the trainers training could not be undertaken by SUDA centrally in spite of receipt of list of trainers.

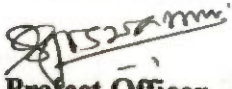
Furthermore, you are requested to complete purchase of furniture & equipment for training as per list already provided to you, without which it will be difficult to start training programme at your Municipality.

The target date for initiating training for HHWs is Mid-January, 2007. Hence, you are requested to expedite the actions with regard to final selection and completion of said procurement for training. A feed back in this regard is to be forwarded to the Director, SUDA.

**Top most priority be accorded in the matter.**

Thanking you.

Yours faithfully,

  
**Project Officer**

Contd. to P-2.

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH  
UTTAR DINAJPUR

Phone: (03523) 253661/ 252039 & Fax (03523) 252516



Memo: 5084/118

Date: 15/12/2006

From: Chief Medical Officer of Health  
Uttar Dinajpur

To: The Chairman;  
Kaliyaganj / Dalkola / Islampur Municipality  
Uttar Dinajpur

15 DEC 2006

Sub: Trainers training in connection with ensuing training of HHWs of above three Municipalities.

**Ref: SUDA – Health / 63 / ULBs / 06 / 183 (60) dated 15/11/06**

In obedience to the above following health personnel are selected to be undergone one day training under supervision of SUDA who will act as trainers for training of HHWs of the above three Municipalities as follows:-

Sl. No.	Name of the Municipality	Name of the Doctor	Name of the Nurse.
1	Kaliyaganj	Dr. M.M Ghatak, GDMO, Kaliyaganj Hospital	1. Smt. Urmila Das, BPPN 2. Smt. Mituli Sinha, FHN
2	Dalkhola	Dr. Rabindra Nath Roy, Addl. M.O Karandighi BPHC	1. Smt. Munmun Das, GNM, Karandighi BPHC 2. Smt. Rupashree Ghosh, GNM, Dalkhola PHC.
3	Islampur	Dr. Aparesh Bandopadhyaya, ACMOH, Islampur	1. Smt. Sulagna Mandal, PHN, Islampur P.P Unit 2. Smt. Sima Bose, Ward Sister, Islampur SDH.

Sf-  
Chief Medical Officer of Health  
Uttar Dinajpur

Memo: 5084/118

Date: 5/12/2006

Copy forwarded for information & necessary action to:

- 1) The SUDA Health Wing, ILGUS Bhawan, H-C Block Sector – III, Bidhanagar, Kol – 91.
- 2) The District Magistrate, Uttar Dinajpur
- 3-4) The ACMOH, Raiganj / Islampur Municipalities, Uttar Dinajpur
- 5) The Superintendent, Islampur SD Hospital, Uttar Dinajpur.
- 6-7) The BMOH, Kaliyaganj / Karandighi BPHC, Uttar Dinajpur – with a request to convey this to concerned health personnel.
- 8) Establishment Section of the office of the undersigned

Sf-  
Chief Medical Officer of Health  
Uttar Dinajpur

**SUDA**

**STATE URBAN DEVELOPMENT AGENCY**

**HEALTH WING**

**"ILGUS BHAVAN"**

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

Ref No. ...SUDA-Health/63 ULBs/06/54

Date .....19.09.2006

**From : Director, SUDA**

**To : The Chairman  
Dalkhola Municipality**

**Sub. : Release of 1<sup>st</sup> installment of fund worth Rs. 2,19,000.00 towards  
expenditure in connection with Community Based Primary Health  
Care Service in 63 Non-KMA ULBs.**

**Sir / Madam,**

An A/C payee demand draft bearing no. 319897 dt. 14.09.2006, on SBI, Salt Lake for an amount of Rs. 2,19,000/- (Rupees Two lakhs nineteen thousand) only is released to meet up concomitant expenditure in connection with Community Based Primary Health Care service in 63 Non-KMA ULBs.

You are requested kindly to send your authorized representative along with money receipt to collect the said draft from the A/C section of SUDA.

Financial guideline is enclosed herewith. You are also requested kindly to submit monthly Statement of Expenditure (SOE) and quarterly Utilisation Certificate (UC) as laid down in the said guideline.

Yours faithfully,

  
**Director, SUDA**

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

Ref No. ....SUDA-Health/63 ULBs/06/116

Date .....19.09.2006

From : Director, SUDA

To : The Chairman

.....Municipality

**Sub. : Constitution of Procurement Committee for procurement of items to be undertaken by the ULB in connection with Community Based Primary Health Care Service in 63 Non-KMA ULBs.**

Sir,

A Procurement Committee is constituted at Municipal Level comprising of the following members for procurement of items to be undertaken by the Municipality in connection with Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Sl. No.	Members	Designation
1.	Chairman of the ULB	Chairman
2.	Chairman in Council Health	Member
3.	Health Officer	Member
4.	ACMOH	Member
5.	Executive Officer	Member - Convenor
6.	Finance Officer	Member

The list for the items i.e. furniture and equipment for training purpose and furniture for Management & Supervision (M & S) Cell, to be procured by the ULB for the present are enclosed indicating the specification, quantity for each of the items to be procured and the total cost limit. The other lists for procurement will be forwarded to you in due course.

Procurement is to be done by the Municipality through the said Procurement Committee maintaining the Government norms. Fund already placed with your Municipality under the HHW Scheme is to be utilized for such procurement. The expenditure is to be booked under the A/C head "Equipment and Furniture" as the case may be. Statement of Expenditure (SOE) and Utilisation Certificate (UC) be submitted accordingly as per Financial Guideline already forwarded to you.

Contd. to P-2.

- 2 -

Since, the training of Honorary Health Workers (HHWs) is to be initiated by you shortly and office of M & S Cell is to set up to implement the activities under the said scheme, procurement is to undertaken by you at the earliest to speed up the entire process of implementation.

Thanking you.

Yours faithfully,

Encl. : As stated.

Sd/—  
Director, SUDA

SUDA-Health/63 ULBs/06/116/1 (1)

19.09.2006

CC

Finance Officer, SUDA

✓ Chinn  
19/9/06  
Director, SUDA

# DALKHOLA MUNICIPALITY

P. O. - DALKHOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)



Memo No. ....692.....

Date 14-09-2006

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
State Urban Development Agency,  
Health Wing,  
"ILGUS Bhawan"  
H .C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.  
West Bengal.



Sub.-Community based Primary Health Care Services in 63 non  
KMA ULBs - implementation of.

Ref.-Your No.-SUDA-Health/63ULBs/06/15(3), Dated 10-08-2006.

Madam,

I would like to inform you that MHFWC (Municipality Level Health & Family Welfare Committee) has been constituted in Dalkhola Municipality. A copy of resolution constituting the said committee is sent herewith.

This is for favour of your kind information and necessary action.

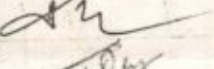
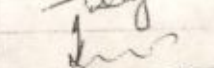
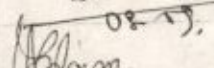
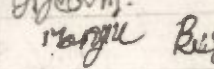
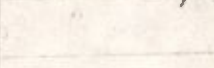
Encl: As stated above.

Yours Sincerely

Chairman

Dalkhola Municipality

# Meeting of H H W Scheme on 08/09/08  
Community Based Primary Health Care Service.

Sl. No.	Name of the person	Designation	Signature.
1.	Himadri Mukherjee	Chairman Dalkhola Municipality	
2.	Tanay Dey	C.I.C in Health	
3.	Wangyel Zumba	A. D. M (Health)	
4.	Madira Islam.		08.09.08 
5.	Manju Biswas		Manju Biswas
6.	Subhadip Nandy.	S.G. - in charge, D/M	 08/09/08



# Municipal Level Health & Family Welfare Committee formation

Resolutions of the meeting held  
on 08/09/2006 at Dalkhola Municipality  
in connection with Committee formation  
of Community Based Primary Health  
Care Service in Non-KMA ULBs.

Chairman, Dalkhola Municipality took the Chair.

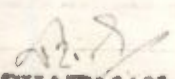
It was resolved that  
Chairman, Dalkhola Municipality and  
Additional District Magistrate (Health),  
Uttar Dinajpur will be included in  
the Committee.

As per SUDA guideline  
there will be a local NGO representative  
in the Committee. But as there is no  
NGO under Dalkhola Municipality. So,  
it was not possible to include NGO  
representative in the Committee.

As there is no Health officer  
at Dalkhola Municipality. So, Sanitary Inspector-  
In-Charge, Dalkhola Municipality was  
included in the Committee.

The Committee was formed with the following members:-  
1) Chairman, DLK Municipality, 2) Councillor-in-charge  
of Health, DLK Municipality, 3) A.D.M. (Health),  
U/Dinajpur, 4) ACMOH of Sub-Divisional Hospital  
(Islampur), 5) Superintendent, sub-Divisional Hospital  
(Islampur), 6) Representative of SUDA,  
7) Sanitary Inspector-in-Charge, DLK Municipality  
8) President, Uttar Dalkhola C.D.S.  
9) President, Dakshin Dalkhola C.D.S.

The meeting ended with thanks  
to and from the Chair.

  
CHAIRMAN  
Dalkhola Municipality

## STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/63 ULBs/06/12

Date .12.09.2006.

From : Director, SUDA

To : The Chairman  
Dalkhola MunicipalitySub. : Grass root level manpower & health facilities under Community Based  
Primary Health Care Service in 63 Non-KMA ULBs.

Sir,

Apropos project proposal with regard to community based primary health care service in 63 Non-KMA ULBs, approved by the Dept. of Health & Family Welfare, the grass root level manpower & health facilities admitted for your ULB is indicated in the table below :

No. of HHWs (Regular)	1 <sup>st</sup> Panel for replacement of HHWs to be upgraded to FTSS	2 <sup>nd</sup> Panel for filling of the vacancies, if required in future (10% of regular HHWs)	Total No. of HHWs to be selected and trained	No. of regular HHWs to be engaged after completion of training	No. of Sub-Centres	No. of FTSS
14	3	2	19	14	3	3

N.B. : HHW = Honorary Health Worker,

FTS = First Tier Supervisor

- During selection of HHWs, no. of regular candidates & both the 1<sup>st</sup> & 2<sup>nd</sup> panel candidates are to be strictly adhered to. The list of both the panel candidates are to be prepared serially on merit basis. Guideline for selection of HHWs is enclosed.
- Total no. of regular HHWs and the panel candidates should undergo job orientation training.
- After completion of training only the regular HHWs are to be engaged.
- No. of Sub-Centres as specified in the table are to be identified more or less centrally to the BPL population to be served under that particular Sub-Centre to facilitate easy access.
- FTSS for Sub-Centre are to be selected for amongst the HHWs working at least for six (6) months. Detail guideline will be issued in due course.
- Working hours of grass root level manpower will be from 12 Noon to 4 P.M.

Contd. to P-2.

- 2 -

- Honorarium for grass root level manpower are as under :

Grass root level manpower	HHW	FTS
Honorarium per person per month (Amount in Rs.)	1,000/-	1,170/-

You are requested kindly to take necessary action with regard to selection of HHWs and identification of accommodation for Sub-Centres.

Yours faithfully,

✓ *Chinn*  
Director, SUDA

12.09.2006

SUDA-Health/63 ULBs/06/421)

Copy forwarded for kind information to :

District Magistrate, Uttar Dinajpur

✓ *Chinn*  
12/9/06  
Director, SUDA

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)



10

Memo No. ....616.....

Date ..28-08-2006.....

From : The Chairman,  
Dalkhola Municipality.



To : The Director,  
State Urban Development Agency,  
Health Wing,  
"ILGUS BHAWAN"  
H.C. Block,  
Sector- III,  
Bidhanagar,  
Kolkata-91.

**Sub :** Community Based Primary Health Care Service in  
63 Non-KMA ULBs - Implementation of-.

**Ref :** This office memo no.- 598, dated- 24-08-2006.

Madam,

Bank Account in the name of "HHW Scheme, Dalkhola Municipality" has been opened in Raiganj Central Co-Operative Bank Ltd., Dalkhola Branch. The Account No. is 103141 in the name of Chairman, Dalkhola Municipality.

This is for favour of your information and necessary <sup>ca</sup>tion.

Yours Sincerely

  
Chairman

Dalkhola Municipality.

12

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 256293.



Memo No - ...604...

Date ...24-8-2006

From : The Chairman,  
Dalkhola Municipality.

PO (#)  
24/8

To : The Director,  
SUDA,  
ILGUS BHAWAN,  
HC Block, Sector-III,  
Bidhannagar  
Kolkata-700091,  
West Bengal.



Sub.-:Community Based Primary Health Care Service in Non-KMA ULBs.

Madam,

I would like to inform you that a meeting for constitution of Municipal Level Health and Family Welfare(MHFWC) will be held on 08-09-2006 at 11:30A.M. in Dalkhola Municipality Meeting Hall.

Your representative is one of the specially co-opted of the afore said committee. The designation of the representative may kindly be informed.

Your representative may kindly be informed to attend the aforesaid meeting.

Yours Sincerely

  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O. - DALKHOLA DIST - UTTAR DINAJPUR

Ph: (03525) 256259, 257650.



Memo No. 598

Date : 2A-08-2006

From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
State Urban Development Agency,  
Health Wing,  
"ILGUS BHAWAN"  
H.C. Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

PO (H)  
✓  
2/8



Sub.:-Community Based Primary Health Care Service in  
63 Non-KMA ULBS- Implementation of-

Ref.:-No.-SUDA-Health/63 ULBS/06/15(3), Dated 10-08-2006.

Madam,

I would like to inform you that List of Ward-wise BPL population has already been sent through Fax vide this office Memo No.387, Dated 16-06-2006 and also through Courier vide this office Memo No.442, Dated 03-07-2006. Copies of this office Memo No.387, Dated 16-06-2006 and Memo No.442, Dated 03-07-2006 are sent herewith as ready reference.

A meeting for constitution of Municipal Level Health & Family Welfare Committee (M.H.F.W.C.) will be held on 08/09/06. A copy of the resolution constituting the said Committee will be sent at the earliest.

Separate Bank Account in the name of "HHW Scheme, Dalkhola Municipality" is being opened. After opening the Bank Account, Account No. & Name of the Bank is being sent very soon.

This is for favour of your information and necessary action.

Encl: As stated above.

Yours Sincerely

  
Chairman

Dalkhola Municipality

# DALKHOLA MUNICIPALITY

P. O. - DALKHOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)



Memo No. 387

Date 16-06-2006

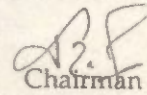
From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
S U D A,  
ILGUS Bhawan,  
H.C.Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

Ref.:-Your No.-SUDA-67/2006/340(63), Dated 06-06-06.

Madam,

The report is sent herewith for favour of your kind perusal and necessary action.

  
Chairman

Dalkhola Municipality

Ans.-1. Ward wise Population in Annexure-A and Ward wise B.P.L. Population in Annexure-B are enclosed herewith

Ans.-2. There is vacant vested land available in Dalkhola Municipality area for opening Sub-Centre with a view to extent medical facilities to the people at large. Incidentally it is mentioned here that there is only a Primary Health Centre in this Municipality town which is apparently not capable to meet-up the needs of medical treatment of innumerable people of this Municipal town and also the adjoining areas of this Municipality.

Ans.-3. There is one Community Hall(Rabindra Najrul Sukanto Mancha) situated in the middle of Dalkhola Municipality town.

Ans.-4. No.

Ans.-5. Yes.

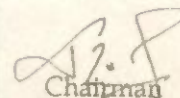
Ans.-6. Map of Dalkhola Municipality area showing demarcation of each Wards and population of each Wards is enclosed herewith.

Ans.-7. There is no Post of Health Officer & Medical Officer. there is 1(One) approval Post Sanitary Inspector lying vacant. Process is going on to fill up the Post of 1(One) Sanitary Inspector.

## ANNEXURE-A

Ward Wise Population( As per Census-2001)

<u>Ward No.</u>	<u>Population</u>
01	1949
02	2208
03	2241
04	1973
05	2016
06	1827
07	2197
08	2671
09	2430
10	2454
11	2321
12	1545
13	2166
14	1785

  
Chairman

Dalkhola Municipality

## DALKHOLA MUNICIPALITY

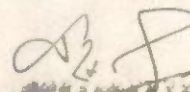
DALKHOLA DIST-UTTAR DINAKHER

PHONE NO-825 250259/257670



Total No BPL Families-1733

Dalkhola Uttar CDS-I		Dalkhola Dakshin CDS-II	
Ward No-2	135(families)	Ward No-1	125(families)
Ward No-3	135(families)	Ward No-4	113(families)
Ward No-6	115(families)	Ward No-5	100(families)
Ward No-7	133(families)	Ward No-8	110(families)
Ward No-10	108(families)	Ward No-9	138(families)
Ward No-11	130(families)	Ward No-13	135(families)
Ward No-12	143(families)	Ward No-14	133(families)
Total	1733(families)	Total	854(families)

  
**CHAIRMAN**  
 Dalkhola Municipality





# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)



Memo No. 442

Date 03/07/2006

প্রেরক : পৌরপ্রধান,  
ডালখোলা পৌরসভা।

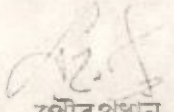
প্রাপক : অধিকর্তা,  
সুডা  
রাজ্য নগর উন্নয়ন সংস্থা,  
"ইলগাস ভবন" এইচ সি ব্লক,  
সেকটর-৩, বিধাননগর,  
কলকাতা-৭০০০৯১।

বিষয় :- পৌর এলাকাতে সমষ্টি ভিত্তিক স্বাস্থ্য পরিষেবা কর্মসূচী চালু করার উদ্দেশ্যে।

মহাশয়া,

আপনার পত্রাংক : সুডা৬৭/২০০৬/৪৩০(১৯) তারিখ ২২-৬-২০০৬ আজ পাইলাম। ডালখোলা পৌরসভার প্রয়োজনীয় তথ্যগুলি ১৮-০৬-২০০৬ তারিখে আপনার নিকট পাঠানো হইয়াছে, মেমো নং-৩৮৭, তারিখ ১৬-০৬-২০০৬। মেমো নং-৩৮৭, তারিখ ১৬-০৬-২০০৬ এর প্রতিলিপি আপনার অবগতির জন্য এ তদন্ত প্রেরিত হইল।

বিনীত

  
পৌরপ্রধান  
ডালখোলা পৌরসভা

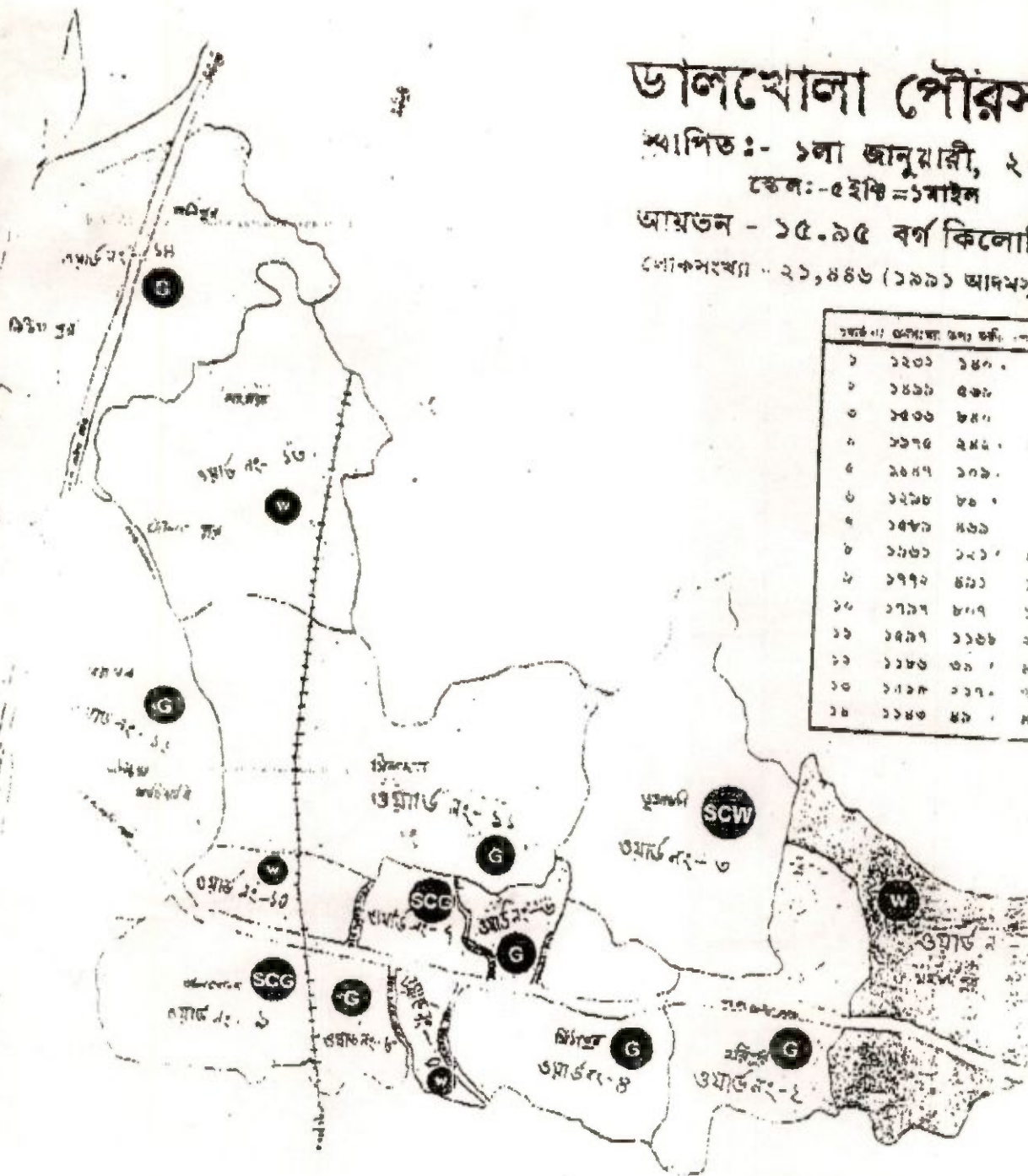
# ডালখোলা পৌরসভা

স্থাপিত :- ১লা জানুয়ারী, ২০০৩

স্কেল :- ৫ইঞ্চি = ১মাইল

আয়তন - ১৫.৯৫ বর্গ কিলোমিটার

লোকসংখ্যা - ২১,৪৪৬ (১৯৯১ আদমশুমারী)



ওয়ার্ড নং	লোকসংখ্যা	ভূমি	আয়তন
১	১২০১	১৪০	
২	১৪১১	৫৩০	
৩	১৫৩৬	৮৪০	
৪	১৩৭৫	২৪৫	১৬
৫	২৫৪৭	১০৯	
৬	১২২৮	৮৫	
৭	১৫৭৩	৪১৯	
৮	১১৬৩	১২১	৫
৯	১৭৭২	৪৩১	১৩
১০	১৭২৭	৮০৭	১১
১১	১৫২৭	১১৬৬	৩
১২	১১৮৬	৩৯	৪
১৩	১১২৮	২১৭	১০
১৪	১১৪৬	৪৯	৪১৬

## STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.SUDA-Health/63 ULBs/06/15(3)

Date ..... 10.08.2006

From : Director, SUDA

To : The Chairman  
Islampur / Dalkhola / Kaliaganj Municipality  
Dist. : Uttar DinajpurU. DINAJPUR  
O/CSub. : Community based primary health care services in 63 Non-KMA ULBs -  
Implementation of.

Sir / Madam,

You may be aware that with the approval of Dept. of Health & Family Welfare, community based primary health care services in 63 Non-KMA ULBs has been launched in February, 2006. Dept. of Municipal Affairs has been vested with the responsibility of implementation of the said programme through SUDA. In this connection, a sensitization session with the chairperson of the ULBs concerned had been organized at SUDA on 16.06.2006 to discuss the programme and preliminary actions to be undertaken by the ULBs. Following to the said discussion session, a few information had been received from some of the ULBs. But the required information are still pending from a good no. of ULBs.

Pursuant to it you are requested to submit the following information to the undersigned by 24<sup>th</sup> August, 2006 :

- a) List of ward-wise BPL population.
- b) Municipal map showing ward boundary along with no. of BPL population.
- c) Constitution of Municipal Level Health & Family Welfare Committee (MHFWC) with the following members :
  - (1) Chairman of the Municipality : President
  - (2) Councillor-in-Charge of Health : Member
  - (3) Representative of District Magistrate : Member
  - (4) Representatives of local NGOs : Member
  - (5) ACMOH of Sub-Divisional Hospital : Member
  - (6) Health Officer of Municipality : Member - Secretary
  - (7) President, Community Development Society: Specially Co-opted
  - (8) Representative of SUDA : Specially Co-opted
  - (9) Superintendent of referral hospital : Invitee

A copy of the resolution constituting the said Committee is to be forwarded.

Contd. to P-2.

- d) Opening of a separate Bank A/C in the name of "HHW Scheme, ..... Municipality" where the joint signatory will be Chairman / Vice-Chairman and Finance Officer / Executive Officer.

After opening the Bank A/C, A/C No. & Name of the Bank is to be forwarded.


From this office record, status on information already submitted by the ULBs is tabulated hereunder :

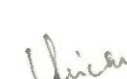
ULBs	List of ward-wise BPL population (a)	Municipal map showing ward boundary along with no. of BPL population (b)	Constitution of MHFWC (c)	Opening of a separate Bank A/C (d)	Remarks
Islampur	Yes	Yes	No	Yes	To submit (c)
Dalkhola	No	Yes	No	No	To submit (a), (c) & (d)
Kaliaganj	Yes	Yes	No	Yes	To submit (c)


On receipt of the required information of your ULB as detailed in the Remarks Column of the above Table, the next stage for implementation of the programme will be taken up consequently.

Thanking you.

Yours faithfully,

✓   
**Director, SUDA**  
 10.08.2006

✓   
**Director, SUDA**  
 10.08.2006

✓   
**Director, SUDA**

SUDA-Health/63 ULBs/06/15(3)/1(1)  
 Copy forwarded for kind information to :  
 District Magistrate, Uttar Dinajpur

SUDA-Health/63 ULBs/06/15(3)/2(1)  
 Copy forwarded for kind information to :  
 CMOH, Uttar Dinajpur

## 1. Ward wise Population &amp; BPL Population based on Survey under SJSRY

Ward No.	Male Population	Female Population	Total Population	No. of BPL Household	BPL Population
1			1949	125	
2			2208	135	
3			2241	135	
4			1973	113	
5			2016	100	
6			1827	115	
7			2197	133	
8			2671	110	
9			2430	108	
10			2454	138	
11			2321	130	
12			1545	123	
13			2166	135	
14			1785	133	
Total			29783	31733	8665

## 2. Whether there is any Infrastructure facilities available for Sub Centre to provide Health Care?

Yes

## 3. Location of Community Centre in the ULB

Yes, There is one Community Hall at Rabindra Najrul Sukanta Mancha

## 4. Whether Family &amp; Health Care Committee has been formed ? Whether committee functions regularly ?

No

## 5. Whether any standing committee formed in the ULB for health, education and Poverty alleviation?

Yes

## 6. Whether map showing ward demarcation with ward population has been prepared?

Yes

## 7. Is there any post of Health Officer/Medical Officer/Sanitary Inspector? Presently Filled or Vacant?

Health Officer

No

Medical Officer

No

Sanitary Inspector

Yes

Vacant

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)



Memo No. ....442.....

Date 03/07/2006

প্রেরক : পৌরপ্রধান,  
ডালখোলা পৌরসভা।



প্রাপক : অধিকর্তা,  
সুডা  
রাজ্য নগর উন্নয়ন সংস্থা,  
“ইলগাস ভবন” এইচ সি ব্লক,  
সেকটর-৩, বিধাননগর,  
কলকাতা-৭০০০৯১।

PO(H)  
L  
4/7

Send P.P.C  
5.7.06

46  
r

বিষয় :-পৌর এলাকাতে সমষ্টি ভিত্তিক স্বাস্থ্য পরিষেবা কর্মসূচী চালু করার উদ্দেশ্য।

মহাশয়া,

আপনার পত্রাংক : সুডা৬৭/২০০৬/৪৩০(১৯) তারিখ ২২-৬-২০০৬ আজ পাইলাম। ডালখোলা পৌরসভার প্রয়োজনীয় তথ্যগুলি ১৮-০৬-২০০৬ তারিখে আপনার নিকট পাঠানো হইয়াছে, মেমো নং-৩৮৭, তারিখ ১৬-০৬-২০০৬। মেমো নং-৩৮৭, তারিখ ১৬-০৬-২০০৬ এর প্রতিলিপি আপনার অবগতির জন্য এতদসহ প্রেরিত হইল।

বিনীত

পৌরপ্রধান

ডালখোলা পৌরসভা

# DALKHOLA MUNICIPALITY

P. O.- DALKHOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)



Memo No. ....387

Date 16-06-2006

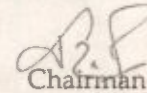
From : The Chairman,  
Dalkhola Municipality.

To : The Director,  
S U D A,  
ILGUS Bhawan,  
H.C.Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

Ref.: -Your No.-SUDA-67/2006/340(63), Dated 06-06-06.

Madam,

The report is sent herewith for favour of your kind perusal and necessary action.



Chairman  
Dalkhola Municipality

Ans.-1. Ward wise Population in Annexure-A and Ward wise B.P.L. Population in Annexure-B are enclosed herewith

Ans.-2. There is vacant vested land available in Dalkhola Municipality area for opening Sub-Centre with a view to extent medical facilities to the people at large. Incidentally it is mentioned here that there is only a Primary Health Centre in this Municipality town which is apparently not capable to meet-up the needs of medical treatment of innumerable people of this Municipal town and also the adjoining areas of this Municipality.

Ans.-3. There is one Community Hall(Rabindra Najrul Sukanto Mancha) situated in the middle of Dalkhola Municipality town.

Ans.-4. No.

Ans.-5. Yes.

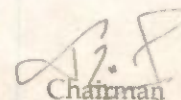
Ans.-6. Map of Dalkhola Municipality area showing demarcation of each Wards and population of each Wards is enclosed herewith.

Ans.-7. There is no Post of Health Officer & Medical Officer. there is 1(One) approval Post Sanitary Inspector lying vacant. Process is going on to fill up the Post of 1(One) Sanitary Inspector.

## ANNEXURE-A

Ward Wise Population( As per Census-2001)

Ward No.	Population
0	1949
01	2208
02	2241
03	1973
04	2016
05	1827
06	2197
07	2671
08	2430
09	2454
10	2321
11	1545
12	2166
13	1785



Chairman  
Dalkhola Municipality



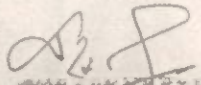
**DAL HOLA MUNICIPALITY**

P. DALKHOLA DIST-UTTAR DINAJPUR

Ph: (03525) 256259, 257670

**Total No BPL Families-1733**

Dalkhola Uttar CDS-I		Dalkhola Dakshin CDS-II	
Ward No-2	135(families)	Ward No-1	125(families)
Ward No-3	135(families)	Ward No-4	113(families)
Ward No-6	115(families)	Ward No-5	100(families)
Ward No-7	133(families)	Ward No-8	110(families)
Ward No-10	108(families)	Ward No-9	138(families)
Ward No-11	130(families)	Ward No-13	135(families)
Ward No-12	123(families)	Ward No-14	133(families)
Total-	879 (families)	Total-	854(families)

  
**CHAIRMAN**  
 Dalkhola Municipality

# ডালখোলা পৌরসভা

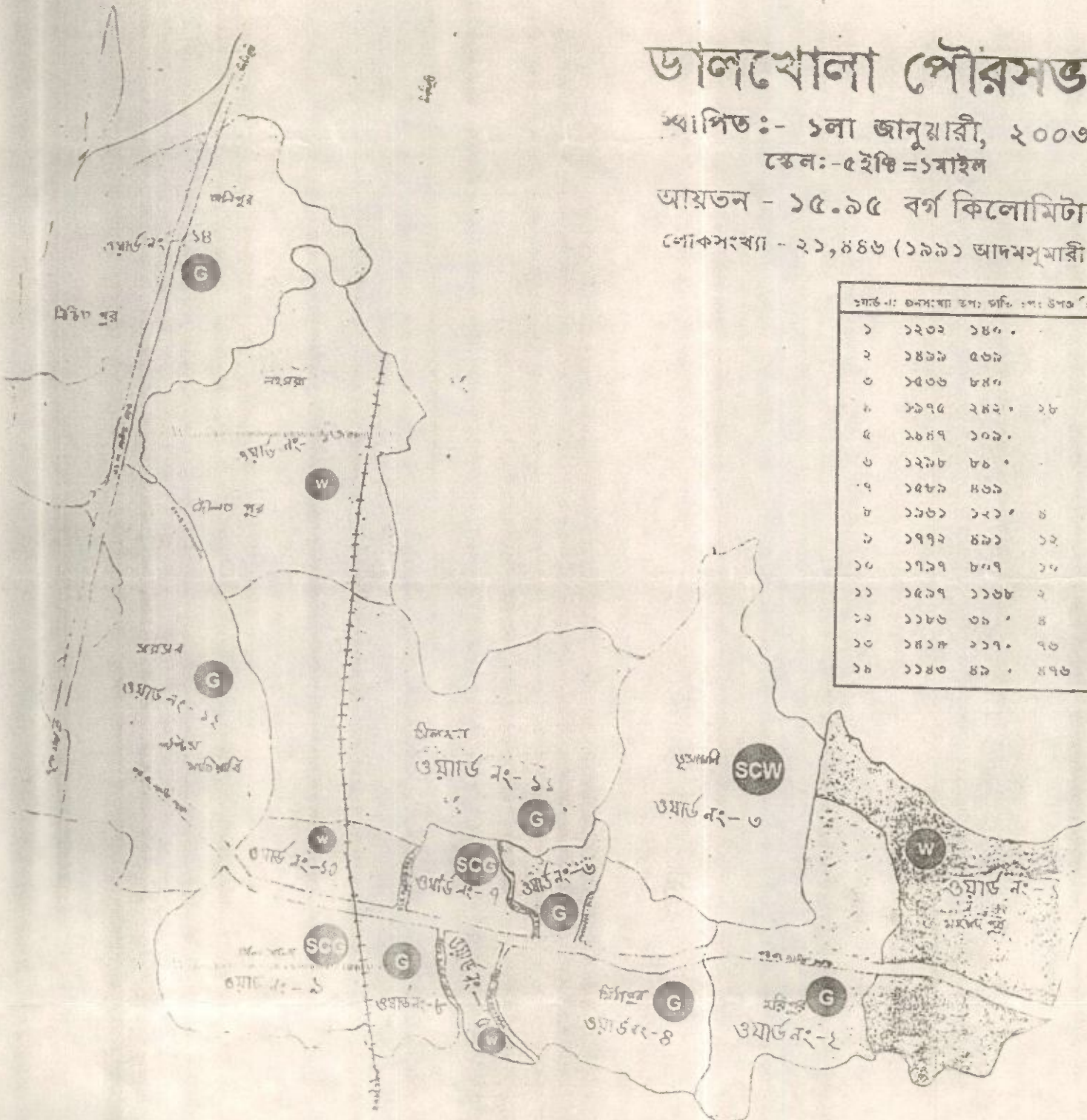
স্থাপিত :- ১লা জানুয়ারী, ২০০৩

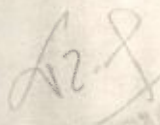
স্কেল :- ৫ইঞ্চি = ১মাইল

আয়তন - ১৫.৯৫ বর্গ কিলোমিটার

লোকসংখ্যা - ২১,৪৪৬ (১৯৯১ আদমশুমারী)

ওয়ার্ড নং	জনসংখ্যা	ভূমি	আয়তন
১	১২৩২	১৪০	
২	১৪৯৯	৫৬৯	
৩	১৫০৬	৮৪০	
৪	১৯৭৫	২৪২	১৮
৫	১৬৪৭	১০৯	
৬	১২৯৮	৮৬	
৭	১৫৮৯	৪৩৯	
৮	১৯৬১	১২১	৪
৯	১৭৭২	৪৯১	১২
১০	১৭১৭	৮৭৭	১৭
১১	১৫৯৭	১১৬৮	২
১২	১১৮৬	৩৯	৪
১৩	১৪১৮	১১৭	৭৬
১৬	১১৪৩	৪৯	৪৭৬



  
 CHAIRMAN  
 Dalakhola Municipality

**DALKHOLA MUNICIPALITY**

P. O.- DALKEIOLA DIST - UTTAR DINAJPUR

Phone No.-256259,257650(03525)

Memo No. **387**Date **16-06-2006**From : The Chairman,  
Dalkhola Municipality.To : The Director,  
SUDA,  
ILGUS Bhawan,  
H.C.Block, Sector-III,  
Bidhannagar,  
Kolkata-700091.

Ref.: Your No.-SUDA-67/2006/340(63), Dated 06-06-06.

Madam,

The report is sent herewith for favour of your kind perusal and necessary action.

Chairman  
Dalkhola Municipality

Ans-1. Ward wise Population in Annexure-A and Ward wise B.P.L. Population in Annexure-B are enclosed herewith

Ans-2. There is vacant vested land available in Dalkhola Municipality area for opening Sub-Centre with a view to extent medical facilities to the people at large. Incidentally it is mentioned here that there is only a Primary Health Centre in this Municipality town which is apparently not capable to meet-up the needs of medical treatment of innumerable people of this Municipal town and also the adjoining areas of this Municipality.

Ans-3. There is one Community Hall(Rabindra Najrul Sukanto Mancha) situated in the middle of Dalkhola Municipality town.

Ans-4. No.

Ans-5. Yes.

Ans-6. Map of Dalkhola Municipality area showing demarcation of each Wards and population of each Wards is enclosed herewith.

Ans-7. There is no Post of Health Officer &amp; Medical Officer. there is 1(One) approval Post Sanitary Inspector lying vacant. Process is going on to fill up the Post of 1(One) Sanitary Inspector.

**ANNEXURE-A**

Ward Wise Population( As per Census-2001)

Ward No.	Population
01	1949
02	2208
03	2241
04	1973
05	2016
06	1827
07	2197
08	2671
09	2430
10	2454
11	2321
12	1545
13	2166
14	1785

Contd. Page no -2

Chairman  
Dalkhola Municipality

PO(H)  
SARAPPL  
27.202

# ডালখোলা পৌরসভা

স্থাপিত : ১৯৬৬ সাল, ২০০৩

ফর্ম: ৫ইডি-১বাইল

আয়তন - ১৫.৯৫ বর্গ কিলোমিটার

লোকসংখ্যা - ২১,৪৪৬ (১৯৯১ আদমশুমারী)



ওয়ার্ড নং	লোকসংখ্যা	ভূমি	পানি	উপকরণ
১	১২০২	১৪০	-	-
২	১৪১৩	৫৬০	-	-
৩	১৫০৬	৮৫০	-	-
৪	১৩৭৫	২৫২	২৮	-
৫	২৫৫৭	১০৯	-	-
৬	১২৩৮	৮৬	-	-
৭	১৫৮৩	৫০৯	-	-
৮	১৩৮৩	১২১	৫	-
৯	১৭৭৩	৫৯১	১২	-
১০	১৭৯৭	৮০৭	১৫	-
১১	১৫৯৭	১১০৬	২	-
১২	১১৮৬	৩৬	৫	-
১৩	১৪১৯	২১৭	৭৬	-
১৪	১১৪০	৪৩	৫৭৬	-

২৫০০০  
Salicyd - ০  
+ perihormicy  
- 1৫৬০০

*(Signature)*  
**CHAIRMAN**  
Dalakhola Municipality