

Placed herewith comm. bearing no. SBHQ / M-18 / 2012 (Part) / 109 dt. 15.09.16 of the Director, SBHQ & Dy. chief Registrar of Birth & Death, DHFW with ~~info~~ pending information on MIT/hospital which may be forwarded to the concerned UAs.

Draft letter is placed herewith for signature, if approved.

[Signature]
19.4.16

[Signature]
19/4/16

Director, SUDA

[Signature]

UAs were requested to send information in respect of Maternity Home / Hospital run by UAs, as per format provided by DHFW vide this office memo. no. SUDA-Health/505/08/05(40) dt. 19.07.2014.

~~The~~ UAs have forwarded the requisite information which may be forwarded to DHFW.

Draft letter is placed herewith for signature, if approved.

[Signature]
17.05.16

[Signature]
17/5/16

Director, SUDA

[Signature]

Placed herewith comm. bearing no. SBHQ / M-6 / 2016 / 380 dt. 23.2.2016. Data as per format has been prepared and may be sent to the Director, SBHQ. Draft letter is placed herewith for signature, if approved.

[Signature]
20.01.17

[Signature]
20/1/17

Director, SUDA

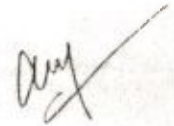
[Signature]

No. 533/1(10)/MA/O/C-10/2M-4/08

Dated, Kolkata the 13th day of May, 2008

Copy forwarded for information to the :

1. P.S. to MIC of this Deptt.
2. P.A. to Principal Secretary of this Deptt.
3. Joint Secretary (KCM/DM/DG) of this Deptt.
4. DLB, W.B.
- ✓ 5. Director, SUDA
6. S.O. (SR/IM), Cell-10 of this Deptt.



Special Secretary

5. IGNOAPS :
- a. DLB has sent report obtained from 49 ULBs. They will now obtain full list of beneficiaries from these 49 ULBs and send to P&RD Department for publication on their Website and sanction of funds. For other ULBs they will obtain report along with list and send to P&RD Department. DLB to initiate further steps to secure fund from P&RD Deptt. on the basis of lists of 49 ULBs and follow up others to have the report submitted without any further delay. Fund can be released only after the list is published in the Website of P&RD Deptt.
 - b. MA Deptt. will request P&RD Deptt to release fund through SUDA
6. NFBS: The circular to be re-issued by DLB/SUDA for better publicity and awareness.
7. SSK:
- a. New heads of account, which was not opened in the previous year (by mistake), need to be opened up next year by the Deptt.
 - b. Current year's allotment out of fixed grant will be released by the DLB for the 1st quarter. An assessment of total requirement for the entire year will be prepared and sent to the Department for augmentation of budget, if necessary by DLB.
 - c. DLB will prepare the circular for engagement of Sahayikas in Bengali and re-circulate
 - d. It was seen that no regular monitoring is being done. DLB will co-ordinate with SSA office and disseminate information to ULBs on all aspects of the programme as well as put in place a regular system of monitoring and supervision. DMDOs may be involve in this.
 - e. After analyzing the existing data base DLB will prepare ULB wise list of children below 7 years who are not attending school and send those to the respective ULBs for ensuring their admission in the current academic session. Proposal for opening new SSK, may be obtained if necessary.
8. ILCS: SUDA will obtain proposals for construction of new latrines from ULBs, and fix up targets. ULBs will be asked to collect 10% of beneficiary-contribution first, before 90% grant is released from SUDA.
9. AAY:DLB will follow up with F&S Deptt. for release of food grains to MR dealers and prepare a report ULB wise on actual position and submit the same to the Deptt.
10. Literacy: Concerned Deptt would be contacted for improving the functioning of the programme at ULB level
11. Minority Development:
- a. The Deptt will follow up with MD Deptt for release of 50% fund against the schemes already submitted.
 - b. Whenever required, fund available under BMS/other funds now lying with SUDA may be utilised , with consent of Principal Secretary for the 50% Departmental contribution.
12. . Special assistance for Urban Poor: SUDA will hold meeting with 7/8 ULBs as advised by Hon'ble MIC, MA Deptt to start the programme on pilot basis as soon as possible.


(Arnab Roy)

Spl. Secy to the Govt. of West Bengal

converting Medical officers receiving honourium on monthly basis to clinic based MA with a prospective date. The Deptt. will consider the proposal of SUDA.

- h. SUDA will take necessary steps for starting delivery of health services in 63 Non-KMA ULBs.
- i. SUDA may involve expert doctors who were engaged in IPP-VIII for making field visits and monitoring health activities of ULBs
- j. SUDA will initiate file for ex-gratia payment for new 63 CBPHC so that approval of Finance Department can be obtained in time.
- k. SUDA will take all steps to see that health unit in SUDA functions properly and new personnel are recruited early.

2. Health MIS:-

- a. ULBs will continue to obtain monthly report from HC/SHC. SUDA suggested that ULBs may submit quarterly report to SUDA instead of monthly report. SUDA will conduct proper analysis of MIS report for each ULB and follow up on deficiencies with concerned ULBs.
- b. SUDA will communicate the target of the year to ULBs on different parameters including those indicated in the 11th Plan and initiate steps to fix the base line figures.

3. BPL list :

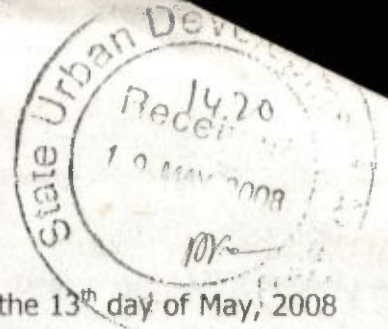
- a. It was decided that the last date for final publication by the ULBs will be fixed as 15.7.2008. SUDA informed that 108 ULBs had completed the process. They will obtain confirmation of date of final publication from the ULBs. It was suggested that beyond this date release of fund to ULBs on schemes which require BPL list may be suspended for those ULBs who failed to complete final Notification. SUDA will also hold meetings with Nabadwip, Srirampur, Raghunathpur, Darjeeling, Ashokenagar-Kalyangarh, Barasat, Bhatpara, Egra, Panskura and such other ULBs where preparation of such list is getting inordinately delayed; and with Katwa, Diamond Harbour and Baruipur Municipality where other types of problems exist.
- b. SUDA will prepare draft guidelines for continuous process of revision of BPL list after consulting the circulars of P&RD Deptt. DMDO be involved in the process of revision. The Deptt will issue necessary circular, after a note is placed by SUDA.
- c. Regarding formation of NHIC/NHG/CDS on the basis of new BPL list, SUDA will prepare time bound action plan for ULBs, initiate steps for revising rules/regulations, if necessary and finalise CDS manual. While forming new CDS, SUDA will depute an observer. SUDA will also examine if the previous members of CDS who graduated to APL category could be converted to motivators.
- d. SUDA will initiate steps for enhancing remuneration of CO & TPOs. The practice of giving additional-charge will be dispensed with.

4. SJSRY:

- a. Deptt. will release fund for the 1st quarter immediately
- b. New target for formation of TCG,DWCUA will be circulated to ULBs by SUDA
- c. A meeting will be convened with the State level Bankers within a month to review the position of credit liked schemes and revive the Town Banker's Committee
- d. Deptt. will finalise the scope of activities of DMDOs, Consultation between Sri D. Goswami, JS and Sri K.C Mondal. JS will be held to finalise this .
- e. A workshop will be convened with the DMDOs and concerned ADMs to orient them on the Departmental activities.
- f. Draft marketing strategy for the products produced by SJSRY beneficiaries would be prepared by SUDA. Various ideas were discussed at the meeting & SUDA will consider these while preparing the strategy

copy to:
1) F.A. 2) Adviser
3) AO (H) and 4) (Comp)
Prop. for appropriate
action. Under
No. 533/MA/O/C-10/2M-4/2008

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



Dated, Kolkata the 13th day of May, 2008

Sub: Minutes of the meeting on implementation of Social sector schemes and other matters held on 5.5.2008 at 11 A.M. at SUDA conference hall.

Sri A. Roy, Special Secretary, initiated the discussions. Smt. C. Sircar, Director, SUDA, Sri D. Goswami, JS. MA Department, Dr. Shibani Goswami & other officials of SUDA, Sri G. Kundu, DDLB, Sri S. Roy & Sri I. Mondal, S.Os of MA Deptt participated in the discussion. After discussion, the following decisions were taken:

I. Health Schemes:

- a. One of the constraints in effective implementation of health programmes in the ULBs, was identified as late release of funds resulting in stoppage of payment of honourarium to HHWs by ULBs and this results in demotivation of the voluntary workers and consequently poorer outcomes. It was decided that from this year the Department will release funds to SUDA at the beginning of each quarter without waiting for requisition. Likewise, SUDA will release funds to the ULBs. Thirty three percent of budgetary allocation (Rs. 13.53 crore) will be released to SUDA immediately
- b. SUDA informed that the actual requirement of fund is Rs. 24 crore (IPP-VIII-17 crore, IPP VIII Extn-5 crore, Others-2 crore) for this year, therefore allocation of Rs. 13.53 crore in this years budget is quite inadequate. It was decided that SUDA will place a note and the MA Deptt. would take early steps for augmenting budgetary allocation.
- c. It was felt desirable that the allocation for community Health activities may be done from one department. Therefore steps should be initiated by MA Deptt for transferring budgetary allocation against CUDP & DFID heads to MA Deptt. One head of account for all community health programmes may be opened.
- d. SUDA will take steps to secure fund from the respective Departments on CUDP & CHS (Health & FW Deptt) & CSIP (UD Department). SUDA will release fund to ULBs according to their actual requirement for the 1st Qtr and the differential amount between allocations of MA Deptt & actual requirement of ULBs be released out of SUDA's own sources subject to being replenished by the Department.
- e. M.A.Deptt. will release fund to SUDA against all heads of account immediately.
- f. It was felt that the uniform pattern of health activities to be supported by the Department in ULBs may be notified. Dr. Shibani Goswami will prepare a draft for issue by the department. The draft may indicate the pattern of Plan and Non-Plan allocation, practice and procedure, staff set up, infrastructure during and beyond the project period, training, maintenance, monitoring indicators, minimum standard of activities with provision for improvement in a time bound manner, etc.
- g. Deptt. will examine and ensure that each ULB has got one HO or AHO and take steps to sanction post wherever it is not available (Baruipur, etc). SUDA will submit a status report to the deptt, indicating the position of HO/AHO, anomalies in remuneration structure if any, further requirement of AHO on the basis of population size, proposal on reasonable fee structure and duration of working hours and a proposal for

State Urban Development Agency, Health Wing, West Bengal

As per instruction of Jt. Secretary, Urban Health, DHFW, the undersigned submitted a copy of statement regarding staff employed at ULB level for CBPHCS and HHW scheme with their present remuneration and proposed remuneration as it was informed by the Jt. Secretary that it is required by Finance Department to make provision for Salary / Honorarium part only, under Non-Plan budget. The undersigned submitted a copy of detailed sheet containing no. of employees employed at ULB level for both the projects and functionaries at Health Wing, SUDA along with present & proposed remuneration. It is requested by the Jt. Secretary to submit all information formally with a forwarding letter so that it may be treated as documentary evidence to the Finance Department.

Hence, it is to be mentioned that they have requested to furnish information, verbally. Hence, the said information may be forwarded to DHFW officially.

Submitted.

[Signature]
17-02-11

P.O (H)

FO (H) SUDA met Jt. Secy (Urban Health) DHFW today morning. Jt. Secy requested to send the information as noted by FO above on urgent basis.

As Director is out of station, will the received information be sent under the signature of P.O, Health submitted for kind advice.

[Signature]
17-02-11

yes, you may send

[Signature]
17/02/11

FA SUDA

P.O. (Health)

Suggested Health Set Up at SUDA

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

Summary of requirement of Manpower at Health Wing, SUDA

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

Contd. to P-2.

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

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

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

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

Sub: Submission of District-wise ULB-wise Health progs, Health facilities and Health man-power.

The said document is prepared and placed here with in connection with incorporation in the booklet "Urban West-Bengal" under preparation by ILGUS.

Submitted.

[Signature]
18.01.09

Copy be sent to Librarian, ILGUS.

[Signature]
16/1/09

Sent to Librarian, ILGUS.

[Signature]
29.1.09

~~Director, SWDA~~

~~PO (H)~~