

Government of West Bengal
Finance Department
Audit Branch

No. 6606-F(P)

Kolkata, the 29th June 2011

M E M O R A N D U M

S u b :- Clarification to Finance Department
Memo. No. 1146-F(P), dated 14-02-2011.

In terms of Finance Department Memo. No. 1146-F(P) dated 14-02-2011 a female State Government Employee may be granted Maternity Leave for a maximum of 180 days.

After issuance of the above mentioned order, a question has been raised as to whether a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 (i.e. effective date of above mentioned order) and such leave is continuing on or after 01-01-2011 without break, is entitled to Maternity Leave for a maximum of 180 days.

After careful consideration of the matter the Governor has been pleased to clarify that a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 and such leave is continuing on or after 01-01-2011 without break is entitled to Maternity Leave for a maximum period of 180 days on existing terms and conditions as stipulated in Finance Department Memo. No. 1146-F(P), dated 14-02-2011.

Sd/- S.K.Chattopadhyay

O.S.D. & E.O. Spl. Secretary
to the Government of West Bengal
Finance Department


Contd....2.

No. 6606/1(500)-F(P)

Kolkata, the 29th June 2011

Copy forwarded for information & necessary action to :-

- 01. The Accountant General (A&E), West Bengal Treasury Buildings Kolkata-1.
- 02. The Pr. Accountant General (Audit), West Bengal Treasury Buildings, Kolkata-1.
- 03. The Secretary, Public Service Commission, 161-A S.P.Mukherjee Road, Kolkata-26.
- 04. The Director of Treasuries & Accounts, West Bengal New India Assurance Buildings, 4, Lyons Range, Kolkata-1.
- 05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I 91/2/2, Phears Lane, Kolkata-12.
- 06. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II P-11, Hyde Lane, Jawahar Buildings, Kolkata-73.
- 07. The Accounts Officer, West Bengal Secretariat Writers' Buildings, Kolkata-1.
- 08. The Accounts Officer, West Bengal Secretariat Bikash Bhawan, Salt Lake, Kolkata-21.
- 09. The Additional Chief Secretary/principal secretary/Secretary
.....
- 10. The Sub-Divisional Officer,
- 11. The District Magistrate/Judge,
- 12. The Treasury Officer,
- 13. The, Department/Office/Institute,
- 14. The Commissioner,
- 15. The Principal, Industrial Training Institute,
- 16.
- 15. The Superintendent of Police,
- 17. The Superintending Engineer/Ex-Engineer,


 O.S.D. & E.O. Dy. Secretary
 to the Government of West Bengal
 Finance Department

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. **SUDA-Health/06/08/353**

Date**26.03.2012**

From : Director, SUDA

**To : The Chairman
Dainhat Municipality**

Sir,

With reference to your communication bearing no. 1557/DM/Health Wing dt. 21.03.2012, this is to inform you that the matter has already been referred to the Dept. of Municipal Affairs.

Yours faithfully,


Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/546/11/352

Date26:03:2012

From : Director, SUDA

To : ✓ Sri B.C. Patra
Jt. Secretary
Department of Municipal Affairs
Writers' Building.



Sub. : Entitlement of Maternity and other leave.

Sir,

Enclosed kindly find herewith communication of the Chairman, Dainhat Municipality bearing no. 1557/DM/Health Wing dt. 21.03.2012 on the subject mentioned above.

In this connection, Memorandum of Department of Municipal Affairs vide no. 392/MA/C-10/3S-28/2007 dt. 08.04.2008 and 875/MA/C-10/3S-28/07 dt. 21.08.2008 are referred to regarding entitlement of Maternity Leave (copy enclosed for ready reference).

Regarding entitlement of leave (other than Maternity Leave) for the functionaries working under different Urban Health Programmes, this office communication vide no. SUDA-Health/544/10/421 dt. 24.02.2011 is also referred to (copy enclosed for ready reference).

You are requested to look in to the matter for issuance of necessary guidelines.

Thanking you.

Yours faithfully,


Director, SUDA

Enclo. : As stated.

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No. SUDA-Health/546/11/352

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From : Director, SUDA

**To : Sri B.C. Patra
Jt. Secretary
Department of Municipal Affairs
Writers' Building.**

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Sir,

Enclosed kindly find herewith communication of the Chairman, Dainhat Municipality bearing no. 1557/DM/Health Wing dt. 21.03.2012 on the subject mentioned above.

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You are requested to look in to the matter for issuance of necessary guidelines.

Thanking you.

Enclo. : As stated.

Yours faithfully,



Director, SUDA

Office of the Councillors of Dainhat Municipality

P.O. – Dainhat • Dist. Burdwan

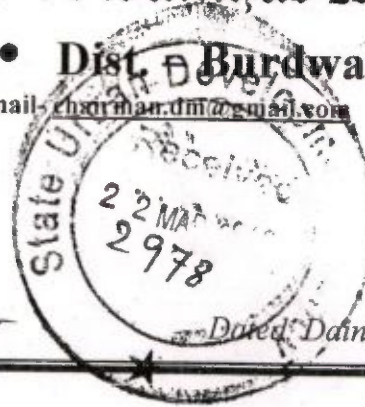
Phone No.- 03453-244377, email- chairman.dmi@gmail.com

From:-

Sri Santosh Kumar Das

Chairman

Dainhat Municipality



PO(H)
[Signature]
26/03/12
Dated Dainhat the 21/03/2012

Memo No.- *1557 D.M/ Health Wing*

To
The Director
State Urban Development Agency (Health Wing)
H.C. Block, Sector-III
Salt Lake City, Kolakta-109

General

Sub. :- Furnishing the Guideline for Maternity Leave of the female staff of CBPHCS programme

Madam,

Enclosed find herewith the original application of the female staffs of CBPHCS programme under Dainhat Municipality which speaks for it-self.

This is for favour of your kind information and requesting to take necessary steps to furnish the said guideline to this office early.

Thanking you.

Yours faithfully,

Sdt

Chairman

Dainhat Municipality

Encl :- As stated

Memo No.- *1557/1* D.M./ Health Wing Dated- *21/03/12*

✓ Copy forwarded to Smt. Babita Saha, F.T.C. and others of CBPHCS programme under Dainhat Municipality for information.

[Signature]
21/03/12

Chairman

Dainhat Municipality

SUDA

8007

POCHA
26/6/11

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. **SUDA-Health/546/11/40**

Date **27.05.2011**

From : **Director, SUDA**

To : **Dr. Kallol Kr. Mukherjee**
Jt. Secretary
Department of Municipal Affairs
Writers' Building.

S Mo (J) M
h
11/6/11

Sub. : **Entitlement of Maternity Leave for 180 days.**

Sir,

Enclosed kindly find herewith communication of the Chairman, Panskura Municipality bearing no. PM/PHC/259-2010/86 dt. 11.05.2011 which speaks for itself.

In this connection, Memorandum of the Dept. of Municipal Affairs vide no. 392/MA/C-10/3S-28/2007 dt. 08.04.2008 and 875/MA/C-10/3S-28/07 dt. 21.08.2008 are referred to (copy enclosed for ready reference).

I am also to refer Memorandum of Finance Department, Audit Branch, Govt. of West Bengal vide no. 1146-F(P) dt. 14.02.2011 (copy enclosed) wherein Maternity Leave has been granted for a maximum period of 180 days.

Hence, you are requested to look into the matter and to issue necessary order in connection with admissibility of Maternity Leave for Health functionaries working under different Urban Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.), RCH Sub-Project, HHW Scheme and CBPHCS.

Thanking you.

Yours faithfully,

Encl. : As stated.

sd/-

Director, SUDA

SUDA-Health/546/11/40/1(1)

Dt. ... **30.05.2011**

CC

Chairman, Panskura Municipality

1631-50/2011
03.06.

J. S. (M)

collected

We have received the letter earlier. This has been endorsed to chairman, Panskura Munity. It may be returned to SUDA - 27/5/11

Pl. M

26/11

Director, SUDA

WT
Director, SUDA

359-3184

27/5/11

Director, SUDA / May King

Government of West Bengal
Finance Department
Audit Branch

No. 6606-F(P)

Kolkata, the 29th June 2011

M E M O R A N D U M

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After careful consideration of the matter the Governor has been pleased to clarify that a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 and such leave is continuing on or after 01-01-2011 without break is entitled to Maternity Leave for a maximum period of 180 days on existing terms and conditions as stipulated in Finance Department Memo. No. 1146-F(P), dated 14-02-2011.

Sd/- S.K.Chattopadhyay

O.S.D. & E.O. Spl. Secretary
to the Government of West Bengal
Finance Department


Contd....2.

No. 6606/1(500)-F(P)

Kolkata, the 29th June 2011

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- 03. The Secretary, Public Service Commission, 161-A S.P.Mukharjee Road, Kolkata-26.
- 04. The Director of Treasuries & Accounts, West Bengal New India Assurance Buildings, 4, Lyons Range, Kolkata-1.
- 05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I 81/2/2, Phears Lane, Kolkata-12.
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- 07. The Accounts Officer, West Bengal Secretariat Writers' Buildings, Kolkata-1.
- 08. The Accounts Officer, West Bengal Secretariat Bikash Bhawan, Salt Lake, Kolkata-21.
- 09. The Additional Chief Secretary/Principal Secretary/Secretary
.....
- 10. The Sub-Divisional Officer,
- 11. The District Magistrate/Judge,
- 12. The Treasury Officer,
- 13. The, Department/.....
- 14. The Commissioner,
- 15. The Principal, Industrial Training Institute,
- 16. The Superintendent of Police,
- 17. The Superintending Engineer/Ex-Engineer,


 O.S.D. & E.O. Dy. Secretary
 to the Government of West Bengal
 Finance Department

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-Health/546/11/40

Date27.05.2011

From : Director, SUDA

**To : Dr. Kallol Kr. Mukherjee
Jt. Secretary
Department of Municipal Affairs
Writers' Building.**

Sub. : Entitlement of Maternity Leave for 180 days.

Sir,

Enclosed kindly find herewith communication of the Chairman, Panskura Municipality bearing no. PM/PHC/259-2010/86 dt. 11.05.2011 which speaks for itself.

In this connection, Memorandum of the Dept. of Municipal Affairs vide no. 392/MA/C-10/3S-28/2007 dt. 08.04.2008 and 875/MA/C-10/3S-28/07 dt. 21.08.2008 are referred to (copy enclosed for ready reference).

I am also to refer Memorandum of Finance Department, Audit Branch, Govt. of West Bengal vide no. 1146-F(P) dt. 14.02.2011 (copy enclosed) wherein Maternity Leave has been granted for a maximum period of 180 days.

Hence, you are requested to look into the matter and to issue necessary order in connection with admissibility of Maternity Leave for Health functionaries working under different Urban Health Programmes i.e. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.), RCH Sub-Project, HHW Scheme and CBPHCS.

Thanking you.

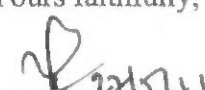
Enclo. : As stated.

SUDA-Health/546/11/40/1(1)

CC

Chairman, Panskura Municipality

Yours faithfully,


Director, SUDA

Dt. .. 30.05.2011


Director, SUDA

PANSKURA MUNICIPALITY

P.O. - Panskura

Dist. - Purba Medinipur :: Pin - 721139

পাঁশকুড়া পৌরসভা

পোঃ - পাঁশকুড়া ♦ জেলা - পূর্ব মেদিনীপুর

S.T.D. : 03228
Phone : 252312
Fax : 252005
E-mail-Pans-munici
@yahoo.co.in

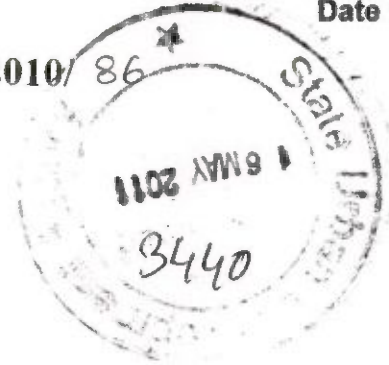
PO (H)
17/5/11

Memo No.

Date : 11-5-2011

Memo No:- PM/PHC/259/2010/ 86

To
The Director,
State Urban Development Agency,
ILGUS, Bhavan,
Saltlake, Kolkata-91



**Sub- Approval of Maternity leave for 180 days(as seen in news paper)
in place of 135 days as per order no 660/ MA/C-10/3S-28/2007.**

Dear Sir,

Please ensure the approval of maternity leave for 180 days as seen in news paper in place of 135 days as per order No-660/ MA/C-10/3S-28/2007.

Please inform as early as possible and oblige us.

Thanking You,

Yours faithfully,

Alban

Chairman
Panskura Municipality
Chairman
Panskura Municipality
Panskura, Purba Medinipur

Government of West Bengal
Finance Department
Audit Branch

MEMORANDUM

No : 1146-F(P)

Kolkata, the 14th February, 2011

The matter of enhancement of the ceiling of Maternity Leave on the recommendation of the Fifth pay Commission has been under active consideration of the Government for some time past. At present a female State Government employee is entitled to Maternity Leave for 135 days in terms of Rule 199 of West Bengal Service Rule, Part-I read with Finance Department Memo No. 3453-F dt 28.03.01.

After careful consideration of the matter the Governor has been pleased to decide that a female State Government employee may be granted Maternity Leave for a maximum of 180 days subject to the existing terms and conditions as laid down in Rule 199 of the West Bengal Service Rule, Part-I.

This order shall take effect from 01.01.2011.

Necessary amendments of the relevant Rules will be made in due course.

Sd/- S. K. Chattopadhyay
OSD & Ex-officio Special Secretary to the
Government of West Bengal, Finance Department.

Contd.....Page 2

(2)

No. : 1146/1(500)-F(P)

Kolkata, the 14th February, 2011

Copy forwarded for information and necessary action to :

01. The Accountant General(A&E), West Bengal, Treasury Buildings, Kolkata-700001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700001.
03. The Secretary, Public Service Commission, 161-A, S. P. Mukherjee Road, Kolkata-700026.
04. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata-700001.
05. The pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
06. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Jawahar Buildings, Kolkata-700073.
07. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-1.
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14. The Commissioner,
15. The Principal, Industrial Training Institute,
16. The Superintendent of Police,
17. The Superintending Engineer/Ex. Engineer,

OSD & Ex-officio Deputy Secretary to the
Government of West Bengal, Finance Department

Sub. : Paid Absence on Maternity and Abortion / Miscarriage to Female staff of all categories engaged under different Urban Health Programmes of Urban Local Bodies.

The State Govt. has reconsidered the matter of "Paid Absence on Maternity and Abortion / Miscarriage" to the Female staff of all categories engaged and working under different Urban Health Programmes (viz. CUDP III, CSIP, IPP-VIII, IPP-VIII (Extn.), RCH Sub-Project, Asansol, HHW Scheme and Community Based Primary Health Care Services) of Urban Local Bodies, to clarify few queries raised by some ULBs.

After careful reconsideration of matter, the Governor is pleased to accord approval to the following :

A) Paid absence on Maternity

- (i) "Paid Absence on Maternity" will be admissible to female staff of all categories for a period of 135 days and may cover any period of pregnancy upto the 3rd month of Lactation.
- (ii) Paid Absence on Maternity will be admissible to them for a maximum of two occasions.
- (iii) Paid Absence on Maternity will be admissible to those with less than two surviving children.

B) Paid absence on Abortion / Miscarriage

- (i) In addition to the "Paid Absence on Maternity" as mentioned at 'A' above, "Paid Absence on Abortion / Miscarriage" will also be admissible only in one occasion irrespective of number of children.
- (ii) This will be for a maximum period of 42 days from the date of occurrence of Abortion / Miscarriage.

- C) Female workers of all categories who are working on contractual remuneration / monthly honorarium basis and have been engaged for a minimum period of one year in the same organization will be allowed "Paid Absence on Maternity and / or Abortion / Miscarriage".
- D) During the period of such absence they will get contractual remuneration / consolidated monthly honorarium.
- E) The application for such leave should be supported by appropriate medical certificate by a registered Medical Practitioner.
- F) The "Paid Absence on Maternity and / or Abortion / Miscarriage" so granted herein will not be applicable to such category of personnel who are regular employee of the State Govt. or Municipal Corporations or Municipalities, even if they work on part time basis in Urban Health Programmes with additional remuneration. Such regular employees will be governed by Leave Rules of their respective parent body.

This will take effect fromin cancellation of all previous memorandum issued on this subject.

This order issued with the approval of Finance Dept. dt.

By Order of the Governor

**Spl. Secretary
MA Department**

head, "2235-Social Security & Welfare-02-Social Welfare-102 Child Welfare-State Plan (Seventh Plan)-Establishment of ICDS Project."

The order is issued with the concurrence of Finance Department vide their U/O No. Group - E/144 dated 26.09.88 and U/O No. Group - E/123 dated 14.09.88.

Yours faithfully

Sd/-

Programme Officer & Ex-Officio Assistant Secretary

GOVERNMENT OF WEST BENGAL
R & W DEPARTMENT (WELFARE BRANCH)

No. 20852(79) - SW Dated Calcutta, the 15th Sep. '84

From : Shri G. C. Ghosh
Programme Officer & Ex-Officio Asstt. Secy.

To : The Child Development Project Officer

MEMO

In terms of existing rules and regulations, the Anganwadi Workers of the I.C.D.S. Projects are entitled to 12 days Casual Leave in a year and Maternity Leave for 3 months once in service life. There is no provision of Earned Leave or Leave with half pay as they are honorary workers.

In view of the above, it has been decided that leave without honorarium, if necessary, may be sanctioned for six months at a time to an Anganwadi worker. During a continuous absence of a regular Anganwadi Worker for more than 12 days, a leave substitute may be posted.

C.D.P.O. of the project should have a ready panel for each Gram Panchayet so that he may be able to give temporary appointment to an empanelled person during the absence of regular Anganwadi worker.

The leave substitutes should be given a general orientation by the C.D.P.O. and guided on the job by her supervisor who should make frequent visits to that centre.

Yours faithfully

Sd/-

Programme Officer & Ex-officio Asstt. Secy

GOVERNMENT OF WEST BENGAL
R & W DEPARTMENT (WELFARE BRANCH)

No. 12348(145) - SW Dated Calcutta, the 16th May '85
3S-57/85

From : Shri B. C. Ghoshdastidar
Programme Officer & Ex-Officio Asstt. Secy.

To : The District Officer of
Addl. District Magistrates/Sub-Divisional Officer
Director of Social Welfare, West Bengal
Addl. Director of Social Welfare, West Bengal
Child Development Project Officer,
Block Development Officer of,

Sub : ICDS Scheme - Period of Annual leave

MEMO

The undersigned is directed to forward herewith a copy of the letter No. 19-9/85-CD(1) dated 19.03.85 from Ministry of Social Welfare, Government of India on the above subject for information and necessary action

Sd/-

Programme Officer & Ex-officio Assistant Secretary

GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD WELFARE
SHASTRI BHAVAN, NEW DELHI - I

No. 19-9/85-CD(1)

Dated the 19th March '85

To : 1. Secretaries incharge of departments dealing with ICDS in all States and Union Territories

2. Directors of Social Welfare/Department dealing with ICDS scheme in all States/Union Territories

Sub : Integrated Child Development Services (ICDS) Scheme - Period of annual leave.

Sir,

I am directed to invite attention to this Ministry's letter No. F-2-13/75-CD, dated 30 December 1975, which indicated that the Anganwadi workers in the ICDS Projects may be allowed 12 days casual leave during one year. In the context of the need for absence in contingencies like comparatively long period of illness etc., the period of leave for Anganwadi workers has been reviewed. It has been decided that, instead of 12 days casual leave, these workers may be granted 20 days leave in a year. Further, out of the total annual leave of 20 days, leave upto 10 days may be granted at a time so that most of the illness episodes (if they occur) are also taken care of. These order will be effective from 1 April, 1985.

2. The facilities to the Anganwadi workers indicated in the preceding paragraph are admissible to helper also.

3. The receipt of this letter may please be acknowledged.

Yours faithfully

Sd/-

Under Secretary to the Government of India

GOVERNMENT OF WEST BENGAL
R & W DEPARTMENT (WELFARE BRANCH)

No. 9860(2)-SW Dated Calcutta, the 5th May '86
3S-18/86

From : Shri B. C. Ghoshdastidar
Programme Officer & Ex-Officio Asstt. Secy.

To : 1. The Pay & Accounts Officer, Calcutta Pay & Accounts Office

2. The Accountant General, West Bengal

Sub : Payment of additional honorarium to Anganwadi Workers for holding simultaneous charge of more than one Anganwadi Centre.

Sir,

Under the ICDS Scheme, Anganwadi Workers render essential services to the beneficiaries at the Anganwadi Centres. When an Anganwadi Centre becomes operative, it is indispensable that the Anganwadi Worker should remain in position without any interruption of the services meant for the beneficiaries of her centre. The Child Development Project Officer may under inescapable circumstance, ask an Anganwadi Worker to look after additional centre whenever

the Anganwadi Worker of that centre is deputed for training or goes on leave.

2. In view of the above, the Governor has been pleased to sanction the payment at the rate of Rs. 50/- (Rupees fifty) only p.m. as an additional honorarium to the Anganwadi Worker for the period for which she is asked to look after the works of two Anganwadi Centres at a time.
3. The additional honorarium should be paid to the Anganwadi Worker who has actually looked after more than one Anganwadi Centre at a time for a period of 10 days or more.
4. The charge will be debited to the head, 288-Social Security & Welfare (Excluding Civil Supplies-Relief & Rehabilitation of displaced persons and Repatriate and Welfare of Scheduled Castes, Scheduled Tribes & Other backward Classes)-D-Social Welfare-V-Family & Child Welfare-Centrally sponsored (New Scheme) - Integrated Child Development Services Programme-Grant-in-aid in the State Budget.
5. This order issue with the concurrence of the Finance Department vide their u/o No. Group-E/44 dated 24.04.86.

Yours faithfully

Sd/-

Programme Officer & Ex-officio Assistant Secretary

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SOCIAL WELFARE

No. 4855 (2) - SW Dated Calcutta, the 21st Nov. 1996
3S-213/96

From : Shri P. K. Chanda
Programme Officer & Ex-Officio Dy. Secy.

To : 1. The Director of Social Welfare, W.B.
2. The Addl. Director of Social Welfare, W.B.

Sub : Non applicability of age of superannuation of 58 years in respect of Anganwadi Workers & Helpers.

Sd.

I am directed to forward herewith a copy of Govt. of India's letter No. 25.02.95-CD II dt. 07.08.96 on the above subject wherein Govt. of India has stated that the Anganwadi Workers are purely honorary workers and cannot be equated with Govt. Servants and accordingly, rules applicable to Govt. Servants on superannuation cannot be applied under any circumstances, to Anganwadi Workers/Helpers.

Govt. of India has also requested to ensure that no age of superannuation is prescribed for the Anganwadi Workers/Helpers in the State.

This is for your kind information and necessary action.

Yours faithfully

Sd/-

Programme Officer & Ex-Officio Deputy Secy.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SOCIAL WELFARE
WRITERS' BUILDINGS, KOLKATA - 700 001

No. 6826/350-SW

Dated Kolkata, the 17.10.97

From : Shri P. K. Chanda, Programme Officer & Ex-officio
Dy. Secy. of this Deptt.

To : The Child Development Project Officer

Subject : Grant of Maternity Leave to Anganwadi
Workers & Helpers under ICDS Scheme

The undersigned is directed to state that Govt. of India has decided that paid absence on Maternity Leave to Anganwadi Workers & Helpers will be admissible for maximum of 2 occasions. It has also been clarified that Anganwadi Workers or Helpers having two living children before joining the service cannot avail paid absence on Maternity Leave.

Sd/-

Programme Officer & Ex-Officio Dy. Secy.

GOVERNMENT OF WEST BENGAL
DEPTT. OF WOMEN & CHILD DEV.
AND SOCIAL WELFARE

WRITERS' BUILDINGS, KOLKATA - 1

No. 1912 (280)-SW Date: Kolkata the 17th May 2001
3S-73/2(X)

From : Shri B. K. Sahu, Programme Officer & Ex-officio
Dy. Secy. Government of West Bengal

To : The Child Dev. Project Officer

Subject : ICDS Scheme - Paid absence on maternity and
abortion/mis-carriage to Anganwadi Workers & Helpers.

The undersigned is directed to say that the Govt. of India has reconsidered the above mentioned matter in the context of the recommendations of the National Committee to review the working condition of Anganwadi Workers & Helpers under ICDS Scheme and has decided in partial modification of existing instructions that the Anganwadi Workers and Helpers may be given the facility of "Paid absence on maternity, abortion/mis-carriage on the following lines."

A. Paid absence on maternity :

- (i) This will be for a period of 135 days and may cover any period beginning from the 8th month of pregnancy.
- (ii) Paid absence on maternity will be admissible only to Anganwadi Workers and Helpers for a maximum of 2 occasions.
- (iii) Paid absence on maternity will be admissible only to Anganwadi Workers and Helpers with less than two surviving children.

B. Paid absence on abortion/mis-carriage :

- (i) This will be for a maximum duration of 45 days from the date of occurrence of abortion/mis-carriage.
- (ii) Paid absence on abortion/mis-carriage would be admissible only on one occasion, in addition to the paid absence on maternity as mentioned in A(ii) above.
- (iii) Paid absence on abortion/mis-carriage will be given

the number of children.

- C. Paid absence on maternity and/or abortion/miscarriage would be admissible to such Anganwadi Workers & Helpers as have already completed at least 1 year's service such a worker.
- D. Other terms and conditions for the grant of paid absence on maternity and abortion/miscarriage would continue.
- E. During the absence of an Anganwadi Worker or Helper on paid absence on maternity/abortion/miscarriage, alternative arrangements may be made so that the activities of Anganwadi Centres are not affected.

*Sd/- Programme Officer &
Ex-Officio Dy. Secy.*

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SOCIAL WELFARE
WRITERS' BUILDINGS, KOLKATA - 700 001

No. 346(2)-SW
P/3S-58/98 Pt.

Dated, 9th February, 1999

- From : Shri B. K. Sahu, Programme Officer & Ex-officio Dy. Secy.
- To : 1) The Accountant General, Audit-II, W.B. 18, Rabindra Sarani, Calcutta - 700 012
2) The Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta - 700 012

Sub : Sanction of additional honorarium to be paid to Anganwadi Workers and Helpers attached to ICDS Projects of West Bengal.

Sir,

I am directed to say that the question of additional amount of honorarium to be paid to Anganwadi Workers and Helpers under the Integrated Child Development Services (ICDS) Scheme from the State Budget was under consideration of the Govt. of West Bengal for sometime past. It has now been decided by the Government that the Anganwadi Workers and Helpers attached to ICDS Projects may be sanctioned an additional honorarium of Rs. 200/- (Rupees two hundred) only per month from the State Budget over and above what they receive normally from central assistance. The additional honorarium for those functionaries will be effective from 01.01.99.

2. The charges involved are debitable to the head "2235-02-Social Welfare-102-Child Welfare-State Plan (Annual Plan & 9th Plan)-12-Establishment of ICDS Project-31-Grants-in-aid" in the current year's State Budget (98-99).

The order issues with the concurrence of finance Deptt. vide their U.O. No. Group-N/6304 dt. 27.01.99 and Group-E/404 dt. 28.01.99.

Yours faithfully

Sd/- Programme Officer & Ex-officio Dy. Secy.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SOCIAL WELFARE

No. 1053(2)-SW
3S-58/98

Dated, 30th March, 1999

- From : Shri B. K. Sahu, Programme Officer & Ex-officio Dy. Secy. of this Deptt.
- To : 1) The Accountant General, West Bengal Audit - II, 18, Rabindra Sarani, Calcutta - 1
2) The Pay & Accounts Officer Calcutta Pay & Accounts Office 81/2/2, Phears Lane Calcutta - 700 012

Sub : Sanction of additional honorarium to be paid to Anganwadi Workers and Helpers attached to ICDS Projects of West Bengal.

Sir,

In partial modification of this Deptt. G.O. No. 346(2)-SW dt. 09.02.99 on the above subject, I am directed by order of the Governor to say that the Governor has been pleased to sanction to the Anganwadi Workers and Helpers attached to the ICDS Projects of West Bengal run by the State Govt. and also by Non-Govt. Organisations, an additional honorarium of Rs. 200/- (Rupees two hundred) only per month from the State Budget over and above what they receive normally from central assistance, which will be effective from 01.11.98 instead of 01.01.99 as said in the G.O. under reference.

2. In the G.O. under reference a sum of Rs. 5,52,00,000/- (Rupees five crore fifty-two lakh) only has already been allotted to the Addl. Director, Social Welfare, West Bengal, Directorate of Social Welfare, Salt Lake, Calcutta - 700 064 in order to enable him to meet the expenditure towards payment of enhanced honorarium to the eligible Anganwadi Workers and Helpers of ICDS Projects of West Bengal (applicable to all ICDS Projects run by the State Govt. as well as by the Non Govt. Organisations) w.e.f. 01.01.99. The Governor has therefore been pleased to order an additional allotment of Rs. 3,68,00,000/- (Rupees three crore sixty eight lakh) only to the Addl. Director, Social Welfare, West Bengal, Salt Lake, Calcutta - 700 064 so as to enable him to meet the expenditure in connection with immediate payment of enhanced honorarium to the eligible Anganwadi Workers and Helpers of ICDS Projects in West Bengal run by the State Govt. and also by the Non-Government Organisations for the months of November, 1998 and December, 1998.
3. The charge involved are debitable to the head, "2235-02-Social Welfare-102-Child Welfare-State Plan (Annual Plan & 9th Plan) - 12-Establishment of ICDS Project-31-Grants-in-aid" in the current financial year's State Budget (1998-99) by way of re-appropriation or otherwise in due course.
4. The order issues with the concurrence of Finance Deptt. vide their U.O. No. Group N/2025 dt. 20.03.99 and Group E/123 dt. 26.03.99.

Yours faithfully

Sd/- Programme Officer & Ex-Officio Dy. Secy.

3. For persons employed in the preparation and distribution of food the following additional diseases shall also be treated as infectious (i) Dysentery, (ii) Enteric fever (Typhoid fever) (iii) Malta fever, (iv) Paratyphoid fever
4. (a) Quarantine leave may be granted by the head of office on the certificate of a Medl. Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days
(b) Excess of 30 days shall be debited to leave a/c.
5. May be combined with other leave.
6. A Govt. employee on Q.L. shall be treated as an duty and no substitute shall be appointed while he is on such leave

(4) Maternity leave : [Rule 199]

- (a) Granted to a female Govt. employee for a period of 120 days in the case of pregnancy. From 1.7.2001 same is enhanced to 135 days as per GO NO. 3543-F dt. 28.3.2001.
- (b) In the case of miscarriages / abortions including induced abortion, it may be granted for a period not exceeding six weeks. In such cases the leave application should be supported with a certificate from registered medical practitioner/authorized medical attendant in case of Group A Officer.
- (c) It is granted on full pay
- (d) Any leave including commuted leave may be taken in continuation of maternity leave upto a maximum period of 1 year without medical certificate as GO No. 2658-F dt. 1.3.2002
- (e) Regular leave in continuation of maternity leave may be taken with medical certificate in the case of illness of the female employee and also of the newly born baby to the effect that condition of the baby warrants mother's personal attention and presence by the baby's side is considered absolutely necessary.

(5) Hospital leave:[Rule 200 to 204]

- (a) This leave may be granted to specified members of subordinate services whose duties expose them to special risk of accident or illness and involve handling of dangerous machinery, explosive materials, poisonous drugs etc.
- (b) It may also be granted to the Govt. employees of the specified classes for a period during which they are under treatment in a Govt.hospital or such other hospital as approved by the leave sanctioning authority.
- (c) It may be granted on production of a medical certificate from an Authorised Medical Attendant for such period as the leave granting authority may consider necessary not exceeding three months on full pay and only half-pay leave for the remaining period.
- (d) It may be combined with any other kind of leave With the condition that total period of all leave taken together shall not exceed 28 months

(6) Special sick Leave: [Rule 205]

- (a) A Govt. employee serving as an officer, warrant officer or petty officer on a govt. vessel may, while-undergoing medical treatment for sickness or injury either

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No. SUDA-63-ULBs/18/08/322

Date: 05.12.2008

From : Director, SUDA

**To : The Chairman
Joynagar Mazilpur Municipality**

Sub. : Maternity Leave application of Smt. Monika Chatterjee, HHW and engagement of panel candidate as leave substitute a under CBPHCS Programme.

Ref. : Your communication bearing no. JMM/HHW/377 & 378 dt. 22.11.2008.

Sir,

With reference to your communications, you are requested to follow the order of Dept. of Municipal Affairs bearing no. 392/MA/C-10/3S-28/2007 dt. 08.04.2008 and 875/MA/C-10/3S-28/07 dt. 21.08.2008 (copy enclosed for ready reference). Maternity leave sanctioning authority is the Chairman of the ULB.

The panel candidate who will work in leave vacancy is to be decided by the Municipal Level Health & FW Committee and approved by BOC in its meeting. However, panel candidate working in leave vacancy will get honorarium out of CBPHCS fund available with you.

Thanking you.

Yours faithfully,



Director, SUDA

Government of West Bengal
Municipal Affairs Department
Writers' Buildings, Kolkata-700 001.



No.875/MA/C-10/3S-28/07

Dated, Kolkata, the 21st Aug.,2008.

MEMORANDUM

Sub : Paid absence on Maternity and Abortion/Miscarriage to Honorary Female Staff of all categories engaged in DFIF assisted HHW Scheme under different ULBs.

A question has been raised as to why the term 'on prorata basis' has been used under clause 'd' in this Deptt. Memorandum No. 392/MA/C-10/3S-28/2007 dated 08.4.2008. The undersigned is directed to say that the term 'on prorata basis' was included considering the question of calculating honorarium/consolidated remuneration that may arise, if leave is taken more than the maximum admissible leave i.e. 135 days in case of pregnancy/child birth and 42 days in case of abortion/miscarriage.

The undersigned is further directed to forward clarification in this regard :

" If leave is taken for more than 135 days in case of Maternity or more than 42 days in case of Abortion/Miscarriage, contractual remuneration/consolidated monthly honorarium for the fraction of a month the leave extends upto, according to the Medical Certificate adduced by the person concerned, shall be reckoned on prorata basis'.

Sd/- D.Goswami
Jt. Secy .to the Govt. of West Bengal.

No. 875/1(13)MA/C-10/3S-28/07

Dated, Kolkata, the 21st Aug.,2008.

Copy forwarded for information and taking necessary action to the :-

1. Chairman, Kaliaganj Municipality, P.O. Kaliaganj, Dist. Uttar Dinajpur, Pin- 733 129.
(with ref.to his Memo no.735/HHW/08 dt.19.6.08).
2. Chairman, Raiganj Municipality, P.O. Raiganj, Dist. Uttar Dinajpur.
3. Director, SUDA, West Bengal.
4. Project Director, (HSDI), Commissioner, Family Welfare & Spl.Secy., Health & F.W. Deptt., Govt. of West Bengal., Swastha Bhavan, 4th floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-91.
5. Director of Local Bodies, West Bengal.
6. Project Director, Health Wing, SUDA, W.B.
7. P.S. to Minister-in-Charge of this Deptt.
8. P.A. to the Principal Secretary of this Deptt.
9. P.A. to the Spl.Secretary of this Deptt.
10. Finance Deptt., Gr. 'P' (Service) W.B.
11. Sri Supriya Mukherjee, U.D. Asstt. Cell-10) of this Deptt.
12. Sri Milan Bose, Cell-10 of this Deptt.
13. Guard file of Cell-10.

Sukhen Chatterjee

21-8-08

Joint Secretary

Pl. ① note for info.
② put up to the chairman. ①. 20-8-08.



Government of West Bengal

Department of Municipal Affairs
Writers Buildings, Kolkata

No. 392/MA/1-10/3S-28/2007

Dated, Kolkata, on 8th day of April, 2008.

MEMORANDUM

*P.O. (H)
10/10/08*
Subject: Paid Absence on Maternity and Abortion / Miscarriage to Honorary Female Staff of all categories engaged in DFID assisted HHW Scheme under different ULBs.

The question of extending the benefit of 'Paid Absence on Maternity and Abortion / Miscarriage' to different categories of female staff working on honorarium basis in DFID assisted Honorary Health Workers Scheme was under the consideration of the Government for sometime past.

After careful consideration of the matter the Governor has been pleased to accord approval to the following: -

- a) Female workers of all categories who are working on contractual remuneration / monthly honorarium basis in DFID assisted HHW scheme irrespective of their period of contract and contractual remuneration may be allowed 'Paid Absence on Maternity' for a period of 135 days. This period of 135 days may cover any period of pregnancy upto the end of 3rd month of lactation.
- b) 'Paid Absence on Maternity and Abortion / Miscarriage' would also be admissible to such eligible female workers as described in (a) above, for a maximum duration of 42 days from the date of occurrence of abortion / miscarriage.
- c) 'Paid Absence on Maternity and Abortion / Miscarriage' would be admissible only on one occasion in addition to the 'Paid Absence on Maternity' as mentioned at (b) above.
- d) During the period of such absence, they will get Contractual remuneration / Consolidated monthly honorarium on prorata basis.
- e) The application for leave should be supported by appropriate medical certificate i.e. by a Registered Medical Practitioner.
- f) The 'Paid Absence on Maternity and Abortion / Miscarriage' so granted herein will not be applicable to such category of personnel who are regular employee of the State Government or Corporations / Municipalities, even if they may work for DFID assisted HHW Scheme on part time basis with additional remuneration. Such regular employee will be governed by the Leave Rules of their respective parent body.

This will take effect from 1st January, 2008.

This order issued with the approval of the Finance Department Cr. 'P' (Services) U.O. No. 4543 dated 21.01.2008

By Order of the Governor

Sd/- Anub Roy
Spl. Secretary, MA Department.

No. 392/1(12)/MA/C-10/3S-28/2007


Dated, Kolkata, the 8th day of April, 2008.

Copy forwarded for information and necessary action to the: -

1. Chairman,

..... Municipality / N.A.A.
Post Dist

- ✓ 2. Director, State Urban Development Agency, LGUS Bhawan, HC Block, Kolkata - 700 106.
1. Project Director (HSDI), Commissioner, Family Welfare & Special Secretary, Health & Family Welfare Department, WB, Swastha Bhawan, 4th floor, wing 'B', GN-29, Sector-V, Salt Lake, Kolkata - 760 091.
4. Director of Local Bodies, West Bengal.
5. Project Officer, Health Wing, State Urban Development Agency, LGUS Bhawan, HC Block, Kolkata - 700 106.
6. P.S. to Minister In Charge of this Department.
7. P.A. to the Principal Secretary of this Department.
8. Finance Department Gr. 'P' (Services), West Bengal.
9. P.A. to the Special Secretary of this Department.
10. Sri Niladri Mallick, Cell-10 of this Department.
11. Sri Milaa Bose, Cell-10 of this Department.
12. Guard File of Cell-10 of this Department.


es/09/08
Deputy Secretary

Phone: 953218-220210 STD No. 03218-220210

Fax No. 953218-221044

JOYNAGAR MOZILPUR MUNICIPAL OFFICE

P.O. Jaynagar Mozilpur, Pin Code No. 743337

SOUTH 24-PARGANAS

Memo No. - J.M.M/H.H.W/377

Dated- 22.11.08

To
The Director SUDA,
Health Wing,
Ilgus Bhavan
H.C. Block, Sector-III,
Bidhannagar
Kolkata-91



Sub: - Forwarding of leave application of Smt. Monika Chatterjee

Madam,

In reference to the above matter, I like to inform you that Smt. Monika Chatterjee, Honourium Health Worker of this Municipality has been taken Maternity Leave from 13.10.2008 to 13.02.2009. Leave application of Smt. Monika Chatterjee is forwarding to you for your approval and kind necessary action.

Thanking you.

Yours faithfully

A handwritten signature in green ink, appearing to be "J. Chatterjee".

CHAIRMAN

Joynagar Mozilpur Municipality



ଆଜ୍ଞାପତ୍ର, —
ପୋଷ୍ଟ ପ୍ରଧାନ, —

ଅଧ୍ୟକ୍ଷ: ବିଜ୍ଞାନପୁର ପୋଷ୍ଟାଫିସ 28 ଆଡ଼ାଣା (ଦ:)

ଅଧ୍ୟକ୍ଷ,

ଆଜ୍ଞା ବିଜ୍ଞାନ ପୋଷ୍ଟାଫିସ, ଆପଣଙ୍କ ପୋଷ୍ଟାଫିସ
ଏକ ଜଣ ସ୍ୱାଧୀନ କର୍ମୀ (H.H.) ଉପରେ ଆଜ୍ଞା ଅନୁମତି
ଅନୁସାରେ, ଯେଉଁ କାର୍ଯ୍ୟ ଆରମ୍ଭ ହେବ 20/10/08 ଆରମ୍ଭ
ହେବ 20/02/2008 ଆରମ୍ଭ ହେବ ଆପଣଙ୍କ

ପ୍ରତି ପୋଷ୍ଟାଫିସ,

ଅଧ୍ୟକ୍ଷ ଅଧ୍ୟକ୍ଷ ଆପଣଙ୍କ ବିଜ୍ଞାନ ବିଭାଗ

ଏବଂ, ଯଦି କୌଣସି କାର୍ଯ୍ୟ ଆପଣଙ୍କ ଉପରେ ହେଉଛି
ତଥା ହେଉଛି ଉପରେ ଉପରେ ହେଉଛି,

ବିଜ୍ଞାନ

Manika Chatterjee.
28/10/08

To
M. Pal
Talce

M. Pal
20/10/08

S. V. Chatterjee
Talce

RECEIVED CONTENTS
NOT VERIFIED

20.09.08

J. M. MANDIC, 24/10/08

P.O. (H)

Health

Phone: 953218-220210 STD No. 03218-220210

Fax No. 953218-221044

JOYNAGAR MOZILPUR MUNICIPAL OFFICE

P.O. Jaynagar Mozilpur, Pin Code No. 743337

SOUTH 24-PARGANAS

Memo No. - JMM/HHW/ 378

Dated- 22.11.2008

To
The Director SUDA,
Health Wing,
Ilgus Bhavan
H.C. Block, Sector-III,
Bidhannagar
Kolkata-91



Sub:-Engagement as a leave substitute of Monika Chatterjee

Madam,

This Municipality has been engaged Smt. Sabita Purkait as a Honourium Health Worker leave substitute of Smt. Monika Chatterjee who have taken maternity leave for 13.10.2008 to 13.02.2009 to coup-up the problem of C.B.P.H.C.S.

This is for your kind information and necessary action.

Yours faithfully

A handwritten signature in green ink, appearing to be "S. Sabita Purkait".

CHAIRMAN

Joynagar Mozilpur 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/08/215

Date17:09:2008

From : Director, SUDA

To : The Chairman
Habra Municipality

Sub. : Maternity Leave of HHWs under CBPHCS Programme.

Ref. : Your communication bearing no. HM/861/PH/08 dt. 28.08.2008.

Sir,

With reference to your communication, this is to inform you that Maternity Leave sanctioning authority is the Chairman of the ULB. The panel candidates who will work in leave vacancy is also to be decided by the Municipal Level Health & FW Committee and approved by BOC in its meeting. However, the honorarium of panel candidate working in leave vacancy will get honorarium out of CBPHCS fund available with you.

Thanking you.

Yours faithfully,

o/c


Director, SUDA



HABRA MUNICIPALITY

(ESTD.- 1979)

POURA BHAWAN

PROMODE DASGUPTA SARANI, P. O. HABRA, NORTH 24 PARGANAS, PIN 743263

Ref. No. HM/861/P.H./08,

Date 28-08-08

To
The Director
State Urban Development Agency
Health Wing,
ILGUS BHAWAN
HC Block, Sector - III, Salt Lake,
Kolkata- 700 091



PO (H)
8/9



Sub: Maternity leave of HHWs under CBPHC Programme *

Sir/ Madam,

With due respect this is to inform you that two HHWs of CBPHC - (i) Smt. Sonali Majumder (Ward No.- 21) and (ii) Smt. Shrabani Bala (Ward No.- 04) applied for maternity leave from 1st September, 2008. Both the HHWs joined as regular health worker on 01.05.07. Therefore a leave of 135 days for each are due to their credit as per existing Govt. guideline.

Further with reference to the resolution adopted in the meeting of Municipal Health & Family Welfare Committee dated 26.8.08, it has been decided that Smt. Saraswati Das - ii (Ward No. - 17) and Smt. Rinku Moral (Ward No. - 05) from panel HHWs will do the job as leave vacancy for the said period.

Therefore, may I request you to sanction the maternity leave of the two HHWs and approval of two panel HHWs job as leave vacancy with honorarium from the CBPHC fund already kept in our hand.

Looking forward for an early response from your end.

Thanking you,
Yours faithfully

Shanta
27/8/08

Chairman
Habra Municipality
Chairman

Shanta
27.8.08. HABRA MUNICIPALITY

Encl:-

1) Application for leave with medical reports.

To, The Chairman
 Hebra Municipality
 Hebra, North - 24 Parganas -

Madam,

আমার খিলত সিংহদেব এই মে-
 আমি সীমলী-সোনালী-অজয়দেব (স্বাকার)
 সীপূর্ব (স্বাকার), ২০ নম্বর-ওয়ার্ডে স্থায়ী
 বাসিন্দা (পূর্বপাড়া), স্বাকার পৌরসভার অন্তর্গত
 ২০ নম্বর-ওয়ার্ডে একজন স্বাস্থ্যকর্মী, বিসত
 ২০-২২-০৭ তারিখ থেকে আমি সন্তানটোলে
 Pregnancy (সর্ভবতী), এবং আমার Delivery
 Date ২৫/৭/০৮ তারিখে।

এতবস্থায় আমার ঠিক সময় মত
 Duty করা অসম্ভব রইয়া গিয়াছে।

অথবা অসম্ভাব্য কারণে খিলত
 অনুকরণে যাতে আমার এই অসুবিধার
 কথা বিচার করে ২০০০-০৮-০৮
 দেওয়া যায় তাহার ব্যবস্থা করি লে বিবেচনা
 করে উপস্থিত রইব।

তা:- ২৫.৮.০৮

স্বাকার

Sonal Majumder (Sarkar)

To be placed
 before HFWC
 meeting on 26/8/08

Allowed
 27/8/08

বিঃদ্র: এই দুইখণ্ডের সাথে Medical Certificate
 এর - X-ray চিত্রে দেওয়া রইল।

Dr. M. K. Biswas

M.B.B.S. (Kol), D.G.O. (Kol)

Laparoscopic Trained

Mob. : 09330059057

শুভদীপ

MOB 9732962198
9832142170
9232390648

Phone : 03216-237476

Date 18/08/08

certified that - Smt. Sonali
Mazumdar (Sarkar), 28 yr. H/O
Bimal Kr. Sarkar of Vill. Sreem
PO. P.S. → Hebna, Dist. N-24
has been coming since 20/11/07.
She is an elderly and m. o.
BOH (Bad obstetric history). Her
expected date of delivery is
on 27/09/08.

She is advised to
have absolute bed rest &
she may require the
elective L.U.C.S. before
the E.D.

She has been
under my treatment
since 15/07/07 to 18/08/08
till to date.

② - ④ candida - B cream
- to apply locally
RD X150m

⑤ TCA - 09/09/07

Abstinence
x 2 months

10/02/08

LMP

→ 20/11/07

W-65kg
27/09/08

PTA

SH → MR

HN

Other / MR

ADU
① ② ③ ④ ⑤

②

③

④
TVE

REST

24hrs
- leadly
Sorake X300m
- 3hrs

Teb. Famine - 5mg
- 1hr

Urine Pu X300m
Pregnancy test

BP
→ 118/80

① ② ③ ④ ⑤
Tab. Hidslan 1000
- 1hr to PTA

⑦ Mood for APT
RE - trying HPT
PPRS & VRL

TCA - 09/03/08
(USX test)

REST

W-65kg

10/03/08

PTA

SH → MR

Abstinence

HN

Other / MR

ADU
① ② ③ ④ ⑤

②

③

④

⑤

⑥

⑦

HN

1hr → ⑧

ADU
① ② ③ ④ ⑤

Fetal - 2

- 1cap/day

PTA

- 2hr

Teb. Famine - 5mg

- 1hr

Teb. Hidslan 1000

- 1hr to PTA

TCA - 07/04/08

BP
→ 124/80

USX test

PTA

PTA

PTA

PTA

PTA

PTA

PTA

PTA

PTA

The Chairman,
Habra Municipality,

ଅଧ୍ୟକ୍ଷ,

ଆମାର ବିନୀତ ବିଚାରଣ ଏହି ଯେ, ଆମି ଆମନା
ଆମା ମୋରମତେ ବିନୀତ ୫୩୭ ଡ୍ରାଫ୍ଟେ ନିକାଶ
H.H.W, ଆମି ନାଭିକା-ସଂସ୍ଥାପନ ନିକାଶ
ନିକାଶ ମାଗିଲେବା ନିକାଶ ମାଗିଲେବା, ଏହି ନିକାଶ
ନିକାଶମାନେ କାହି ଆମାର ମୁଖ୍ୟ ସଂସ୍ଥାପନ
ନିକାଶ ମାଗିଲେବା କାହି.

ଆମାର ମୁଖ୍ୟମାନେ ଆମାର ନିକାଶ
ନିକାଶ କାହି କାହି ନିକାଶ
ନିକାଶ.

To be placed
before HFWC on
26/8/08
U.S.
22/8/08

Approved
27/8/08

ନିକାଶ
ନିକାଶ
ନିକାଶ
25-8-08

Dr. Jaba Roy (Das)

(G & O) & General
Ex. H.S. R. G. Kar Hospital

M.B.B.S. (Cal.)

Medical Officer - Habra Municipality
Mob. : 9734362021

Residence :

Habra Nursing Home
Hijalpukuria, Habra, North 24 Pgs.
Ph. : 03216-237160

Rx

Date ...21.6.08.....

Shaboni Mondal. (Bala)

308/F.
Habra.

P₀+0

LMP - 29th Dec '07.

EAD → 5th Oct '08.

Pain abd.

T₁ taken.

BP - $\frac{90}{60}$ mmHg.

Wt - 57 kg.

Abd. - 20 - 22 hrs.

FM +;

B₁ - gr - B +ve.

? Hb% 13 g/dl.

PPBS - 105 mg/dl.

HbSAg - Negative.

VDRL - NR.

Urine - MNL

R. g. T. T. 0.5 ml i.m. - T₂

⊕

① T. Nicofen

1 ts. OD per 1 m.

② T. Sheleat (500mg)

h. OD per 1 m.

③ T. Duradolan (20mg)

h. at. H.S. 5 m.

④ T. Pantop-D / Fucid-D

h. OD per 5.08

g.
21.6.08.

USG for F.P. Profile
(miscellaneous)

তারিখ

ডাক্তারের প্রিবেকশন

১১/১১/১১

১১/১১/১১

ঃ প্রসূতি বিক্রমণ :

গোত্র, বয়, ওজন

INJ. T, TOXOID

1st Dose—

2nd Dose—

3rd Dose—

Blood for H. B%, Uricae, for Albumin
 ABO Group, R.H. Factor, VDRL, TSH
 Blood For P.P. Sugar.

১১/১১/১১

হাসপাতালের বহির্বিভাগে কোয়ার্টারে ডাক্তারের জন্য টিকিট

নং : F 1037475 তারিখ : ১১/১১/১১

হাসপাতাল

নাম : Jacobson Maudsl

বয়স : ২১.১১.১১

কোণের নাম : ১১/১১/১১

তারিখ

ডাক্তারের স্বাক্ষর

১১/১১/১১

১১/১১/১১

১১/১১/১১

USA of pregnancy

১১/১১/১১

Sub. : Grant of paid absence on Maternity and Abortion / miscarriage to Honorary Female Staff of all categories engaged in DFID assisted HHW Scheme in 11 Non-KMA ULBs and Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Maternity and abortion / miscarriage paid leave had been sanctioned to honorary female staff of all categories engaged in IPP CUDP-III / CSIP Health Programme under CMDA vide no. 107/CMDA/Sectt.(Prog.)/FW(USP)/59/95 dt. 27.03.1997. This grant had also been extended to honorary female staff IPP-VIII (Extn.) and RCH Sub-Project Asansol vide no. 840 MA/C-10/3L-1/2001 dt. 25th May, 2001.

In terms of clause (a) of memo no. 107/CMDA/Sectt.(Prog.)/FW(USP)/59/95 dt. 27.03.1997, female workers engaged for a minimum period of one year had been allowed "Paid absence of Maternity" for a period of 12 weeks.

As per memorandum of Finance Dept., Audit Branch, Govt. of West Bengal bearing no. 3453..F dt. 28th March, 2001 period of maternity leave has been enhanced upto 135 days – vide enclosure.

The benefit of maternity paid leave for a period of 135 days and abortion / miscarriage paid leave for a maximum duration of 42 days from the date of occurrence may also be extended to honorary health staff of all categories, who have worked at least for one year, in respect of DFID assisted HHW scheme in 11 Non-KMA ULBs and Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Submitted for kind approval of the Dept. of the Municipal Affairs.

SCDP - Health/63
157/49
Rj. 3-10-07
Director, SUDA

25221111
3-10-07

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/07/496**Date**03.10.2007****From : Director, SUDA****To : The Chairman
Panskura Municipality****Sub. : Sanctioned of Maternity Leave in respect of Smt. Sumitra Kapuria - HHW
engaged under Community Based Primary Health Care Services, Panskura
Municipality.****Ref. : Your communication bearing nos. PM/PHC/259/2006/3334 dt. 27.07.2007
& PM/PHC/259/2006/4612 dt. 14.09.2007.**

Sir,

This is to intimate you that a substitute HHW may be engaged from the panel temporarily during the period of absence of Smt. Sumitra Kapuria due to maternity, to maintain continuity of the service to the population. The substitute HHW may get honorarium as per existing rate of Rs. 1,000/- per month. Expenditure for the purpose may be booked under the A/C head "Honorarium" and SOE be submitted in due course.

The issue of grant of maternity leave to the honorarium based female workers at grass root level under Community Based Primary Health Care Services in 63 Non-KMA ULBs has been referred to the Dept. of Municipal Affairs for consideration. You will be intimated in due course on receipt of instruction from the Dept.

Thanking you.

o/e

Yours faithfully,

✓

Director, SUDA**SUDA-Health/63 ULBs/07/496/1(2)****Dt. .. 03.10.2007**

Copy forwarded for information and necessary action to :

Accountant / AFC, Panskura Municipality

✓
3/10/07**Director, SUDA**

PANSKURA MUNICIPALITY

STD : 03228

Phone : 252312

Fax : 252005

P.O.—PANSKURA

Dist.—PURBA MEDINIPUR, Pin-721139

পাঁশকুড়া পৌরসভা

পোঃ—পাঁশকুড়া • জেলা—পূর্ব মেদিনীপুর

Memo No. :PM/PHC/259/2006/4612

17 SEP 2007
Dated: 14/9/07

To
The Director, SUDA
ILGUS Bhawan,
HC Block, Sector - III
Saltlake, Kol-91.



**Sub :: Sanction of Maternity leave as applied for by
Smt.Sumitra Kapuria (HHW)**

Dear sir,

Instructions / clarifications as sought for vide this office memo no. PM/PHC/259/2006/3334 dt.- 27.7.07 have not yet been received from your end. The same may kindly be expedited for our information, guidance and taking necessary action in the matter.

Yours faithfully

Abhan

Chairman,

Panskura Municipality

✓ Memo No. :PM/PHC/259/2006/4612(1)

Copy forwarded for information and necessary action to Smt. Dr. Sibani Goswami , Project Officer, with request to kindly follow-up the matter and issue necessary instruction at an early date. This is in the context of discussions held with her at her office on the issue.

Dated: 14/9/07

Abhan

Chairman,

Panskura Municipality

Panskura Municipality

PANSKURA MUNICIPALITY

STD : 03228

Phone : 252312

Fax : 252005

P.O.—PANSKURA

Dist.—PURBA MEDINIPUR, Pin-721139

পাঁশকুড়া পৌরসভা

পোঃ—পাঁশকুড়া • জেলা—পূর্ব মেদিনীপুর

Memo No. :PM/PHC/259/2006/ 4612

To
The Director, SUDA
ILGUS Bhawan,
HC Block, Sector – III
Saltlake, Kol-91.



**Sub :: Sanction of Maternity leave as applied for by
Smt.Sumitra Kapuria (HHW)**

Dear sir,

Instructions / clarifications as sought for vide this office memo no. PM/PHC/259/2006/3334 dt.- 27.7.07 have not yet been received from your end. The same may kindly be expedited for our information, guidance and taking necessary action in the matter.

Yours faithfully

Abhan

Chairman,

Panskura Municipality
Panskura Municipality
Dated :

Memo No. :PM/PHC/259/2006/

Copy forwarded for information and necessary action to Smt. Dr. Sibani Goswami , Project Officer, with request to kindly follow-up the matter and issue necessary instruction at an early date. This is in the context of discussions held with her at her office on the issue.

Abhan

Chairman,

Panskura Municipality
Chairman

Panskura Municipality

PANSKURA MUNICIPALITY

STD : 03228
Phone : 252312
Fax : 252005

P.O.—PANSKURA
Dist.—PURBA MEDINIPUR, Pin-721139

পাঁশকুড়া পৌরসভা
পাঃ—পাঁশকুড়া :: জেলা—পূর্ব মেদিনীপুর



Memo No. :PM/PHC/259/2006/ 3934

Dated : 27/07/07

To
The Director, SUDA
ILGUS Bhawan,
HC Block, Sector-III,
Saltlake, Kol-91.



Sub :: Sanction etc. of Maternity leave as applied for by Smt Sumitra Kapuria (HHW)

Dear sir,

Smt. Sumitra Kapuria an HHW has applied for Maternity leave along with medical certificate for a period of 4 months with effect from 1.8.07 to 30.11.07. Now you are requested to kindly confirm the following.

- i) Whether a substitute HHW out of the existing panel can be engaged for the above period of absence of Smt. Kapuria, HHW.
- ii) Whether Honorarium of the existing rate of rupees one thousand per month will be paid to both Smt. Kapuria and leave the substitute who will engaged during the period of her leave as stated above.

Thanking you,

Yours faithfully,
Abhan
Chairman,
Panskura Municipality.
Chairman
Panskura Municipality

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



No. 840/MA/C-10/3L-1/2001. Dated, Kolkata, The 25th May, 2001.

(Sub. : Paid Absence on Maternity and Abortion/Miscarriage to
Honorary Female Staff of all categories engaged in IPP-VIII
(Extn.)/R.C.H. Sub-Project Asansol. 29 MAY 2001

ORDER

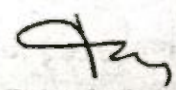
based
Maternity Leave to honorarium/female workers of all categories
at grass-root level under IPP-VIII(Extn.) Programme and RCH Sub-
project, Asansol will be guided in terms of CMDA's Memo. No.107/CMDA/
Sectt.(Prog.)/FW(USP)/59/95 dated 27.3.97 as these programmes are
nearly extension projects of the original IPP-VIII being implemented
by the CMDA.


Special Secretary.

No. 840/1(135)/MA/C-10/3L-1/2001. Dated, Kolkata, The 25th May, 2001.

Copy forwarded for information to :-

1. The Adviser, Health, SUDA,
'ILGUS BHAWAN', HC Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The Director & Chief Executive,
SUDA, 'ILGUS BHAWAN', HC Block, Sector-III, Salt Lake, Kolkata-700106.
3. The Chief Engineer, Municipal Engineering Directorate,
Bikash Bhawan, Salt Lake, Kolkata - 700 106.
4. The Chief Executive Officer, CMDA, 3A, Auckland Place, Kolkata-700017.
5. The Secretary, CMDA, 3A, Auckland Place, Kolkata-700 017.
6. The Director, Health Programme Unit, CMDA, 3A, Auckland Place,
Kolkata - 700 017.
7. The Deputy Secretary, Establishment, CMDA.
8. The Deputy Secretary, Works, C.M.D.A.
9. The Mayor/Chairman, _____ Corporation/Municipality,
P.O.: _____ : Dist: _____.
10. The Chief of Health, IPP-VIII, CMDA.
11. The Chief Executive Officer, Asansol Municipal Corporation,
P.O.: Asansol, Dist: Burdwan.


Special Secretary.

CP-3

CP-2

SIP / Health CMDA
Diar. No. 4
Date 21/4/97

CALCUTTA METROPOLITAN DEVELOPMENT AUTHORITY
3A, HUCKLEND PLACE, CALCUTTA-700 017.

No: 107 /CMDA/Secct(Prog)/FW(USP)/59/95.

Dated : 27.03.1997

M E M O R A N D U M

Sub : Paid Absence on Maternity and Abortion/
Miscarriage to Honorary Female Staff of
all categories engaged in IPP/CUDP-III/
CSIP Health Programme under C.M.D.A.

The question of extending the benefit of 'Paid Absence on Maternity and Abortion/Miscarriage' to different categories of female staff working on honorarium basis in IPP VIII/CUDP-III/CSIP Health Programme was under the consideration of the Authority for sometime past.

After careful consideration of the matter it has been decided that -

- a) Female workers of all categories who are working on honorarium basis in IPP VIII/CUDP-III/CSIP Health Programme and have been engaged for a minimum period of one year may be allowed "Paid Absence on Maternity" for a period of 12 weeks. This period of 12 weeks may cover any period from 8 months of pregnancy upto the end of 3rd month of lactation.
- b) "Paid Absence on Maternity" would be admissible for one occasion only.
- c) "Paid Absence on Abortion/Miscarriage" would also be admissible to such eligible female workers as described in (a) above, for a maximum duration of 42 days from the date of occurrence of abortion/miscarriage.
- d) "Paid Absence on Abortion/miscarriage" would be admissible only on one occasion in addition to the "Paid Absence on Maternity" as mentioned at (b) above.
- e) During these periods of "Paid Absence on Maternity" and "Paid Absence on Abortion/miscarriage" all such female honorary workers will be eligible for honorarium.
- f) The application for leave should be supported by appropriate medical certificate i.e. by a medical practitioner registered with the State Medical Council.

g) The "Paid Absence on Maternity and Abortion/misconriage" so granted herein will not be applicable to such category of personnel who are regular employees of the State Govt. or Corporations/Municipalities, even if they may work for IPP VIII/CUDP-III/CSIP Health Programme on part time basis with additional remuneration. Such regular employees will be governed by the Leave Rules of their respective parent body.

This will take effect from 1st April, 1997.

This order issued with the approval of the Competent Authority at C.M.D.A.

Sd/- N. Chatterjee
Secretary, C.M.D.A.

No.: 107/1(54)/CMDA/Secct (Prog)/FW(USP)-59/95. Date: 27.03.1997.

- Copy forwarded for information and necessary action to:-
- 1) The Mayor, Calcutta Municipal Corporation/Howrah Municipal Corporation/Chandannagar Municipal Corporation.
- 2) The Chairman-----Municipality/Notified Area.
- 3) The Municipal Commissioner, CMC/HMC.
- 4) The Adviser, PPI&OSD, CMDA.
- 5) The D.G.O&F, CMDA.
- 6) The Chief of Health, CMDA.
- 7) The Adviser, Health, CMDA.
- 8) The Director, HPU, CMDA.
- 9) The Deputy Secretary (Estab.), CMDA.
- 10) The Deputy Secretary (Programme), CMDA.
- 11) The A.C.F.A., IPP-VIII, CMDA.
- 12) The A.C.F.A., HPU, CMDA.

Behar Chatterjee
(B.C. CHAKRABORTY)
Deputy Secretary (Programme)
C.M.D.A.

Kolkata, the 28th March, 2001

No. 3453-F

MEMORANDUM

The matter of enhancement of the ceiling of maternity leave on the recommendation of the Fourth Pay Commission, introduction of advance credit of earned leave when total credit of earned leave is 300 days or less but more than 285 days and amendment in the method of calculation of half-pay leave have been under active consideration of the Government for some time past.

2. After careful consideration of the matter the Governor has been pleased to make the following modifications in the existing provisions of 'Leave Rules' laid down in Chapter XV of the West Bengal Service Rules, Part-I with effect from 1st July, 2001 :-

I. Enhancement of Maternity Leave from existing 120 days to 135 days :

A female State Government employee may be granted maternity leave for a maximum period of 135 days subject to the existing terms and conditions laid down in Rule 199 of the WBSR-I.

II. Leave - calculation procedure of Half-pay Leave modified :-

(a) The present system of crediting half-pay leave for 20 days in respect of a Government employee for his each completed year of service is being dispensed with. From 1st July, 2001, the half-pay leave account of every Government employee shall be credited with half-pay leave in advance in two instalments of ten days each, on the first day of January and July of every calendar year.

(b) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which a Govt. employee is likely to render in the half-year of the calendar year in which he is appointed.

contd....2/-

- (c) The credit for the half-year in which a Govt. employee is due to retire or resigns from the service shall be allowed at the rate of $5/3$ days per completed calendar month up to the date of retirement or resignation.
- (d) When a Govt. employee is removed or dismissed from service or dies while in service, credit of half-pay leave shall be allowed at the rate of $5/3$ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
- (e) Where a period of absence or suspension of a Govt. employee has been treated as 'dies non' in a half-year, the credit to be afforded to his half-pay leave account at the commencement of the next half-year, shall be reduced by $1/18$ th of the period of 'dies non' subject to a maximum of 10 days.
- (f) While affording credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.
- (g) While introducing this new system, calculation of half-pay leave for incomplete portion upto 30th June, 2001, may be regulated in the following manner :-

The employees may be allowed the benefit of half-pay leave for the incomplete period of service till 30th June, 2001, by crediting to their half-pay leave account at the rate of $5/3$ days per month on 1st July, 2001, along with the advance credit of half-pay leave. While calculating the completed month of service, the month may be rounded off to the next higher, if it exceeds more than 15 days. For example, if an employee who has completed a year's service on 11-11-2000, he may be given the benefit of half-pay leave from November, 2000 (since it exceeds more than 15 days) to June, 2001, for 13 days ($\frac{5}{3} \times 8 = 13\frac{1}{3}$).

I. Introduction of +15 days benefit of earned leave beyond 300 days for enjoyment only. :

In cases where the earned leave at credit on 1st January/ 1st July is 300 days or less but more than 285 days, an advance credit of 15 days shall be made in the leave account of the Govt. employees. The resultant total shall be shown as 300 + the number of days exceeding the ceiling of 300 days. Number of days exceeding the ceiling of 300 days shall be shown in brackets and leave taken during the current half-year shall be first adjusted against the figure shown in brackets :

For example, a Govt. employes has 290 days of earned leave at his credit on 30-6-2001. He will have to be sanctioned 9 days of earned leave during the period from 1-7-2001 to 31-12-2001. His leave account will be as follows :-

Earned leave at credit as on 30-6-2001	= 290 days
Advance credit as on 1-7-2001	= 15 days
The resultant total Earned Leave	= 305 days (+5 days)
Earned Leave to be sanctioned during the period from 1-7-2001 to 31-12-2001	= 9 days
Earned Leave will remain at the credit as on 31-12-2001	= 296 days
Advance credit as on 01-01-2002	= 15 days
The resultant total Earned Leave as on 01-01-2002	= 311 days (+11 days)

Necessary amendments in the relevant rules will be made due course.

By Order of the Governor,
Sd/- P.K. Dasgupta
Joint Secretary to the
Government of West Bengal
Finance Department

contd...

No. 3453/1(500)-F

Kolkata, the 28th March, 2001.

Copy forwarded for information and necessary action to

1. The Principal Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata - 700001.
2. The Director of Treasuries & Accounts, West Bengal,
Stephen House, 4, BID Bag (East), Kolkata - 700001.
3. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-I,
81/2/2, Phears Lane, Kolkata - 700012.
4. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-II,
Jahar Buildings, Hyde Lane, Kolkata - 700012.
5. The Dist. Magistrate/Judge,
6. The Commissioner,
7. The Accounts Officer, West Bengal Sectt.
8. The Treasury Officer,
9. The Sub-Divisional Officer,
10. The Supdt. of Police,
11. The Supdtg./Ex-Engr.,
12. The Principal, Industrial Training Institute,
13. The
..... Deptt./Dto.
14. The Secretary, Finance Department,
15. The

It is requested that this Memo. may be circulated to all Offices under their control.

[Signature]
Officer-on-Special Duty & E.O.
Deputy Secretary to the
Government of West Bengal
Finance Department

[Handwritten mark]

(4) Quarantine leave, subject to the maximum laid down in sub-rule (3), may also be granted, when necessary, in continuation of other leave.

(5) A Government employee on Quarantine leave shall be treated as on duty. No substitute shall be appointed while he is on such leave.

Note.—The term "Medical Officer or Public Health Officer" occurring in this rule includes Medical Officer in charge of any Government (Civil or Military) or Municipal Hospital or Dispensary. In case of a Government employee at whose place of duty, there is no Government or Municipal Hospital or Dispensary, it includes the Medical Officer in charge of a Government or Municipal Hospital or Dispensary situated nearest to his place of duty.

* 199. (1) A female Government employee may be granted maternity leave by an authority competent to grant leave for a period of 90 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn while on earned leave.

(2) Maternity leave may also be granted in case of miscarriage including abortion subject to the conditions that—

- (a) the leave does not exceed six weeks; and
- (b) the application of leave is supported by a certificate in the case of a Group 'A' Government employee from the authorised Medical attendant, and in the case of other Government employees from a registered medical practitioner.

(3) (a) Maternity leave may be combined with leave of any other kind,

(b) Notwithstanding the provisions contained in rule 173, any leave including commuted leave, for a period not exceeding sixty days applied for in continuation of maternity leave may be granted without production of medical certificate.

(4) Leave in further continuation of leave granted under clause (b) of sub-rule (3) may be granted on production of a medical certificate for the illness of the female Government employee. Such leave may also be granted in case of illness of a newly born baby subject to the production of a medical certificate to the effect that the condition of the baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

(5) The maternity leave shall not be debited against the leave account.

Note.—The provisions of this rule shall also be applicable in the case of abortion induced under the Medical Termination of Pregnancy Act, 1971 and shall be guided by sub-rule (2) of this rule treating it as a case of abortion.

200. Hospital leave means leave on account of ill health granted to specified members of subordinate services whose duties expose them to special risk of accident or illness.

201. The authority competent to appoint them substantively may grant hospital leave to Government employees of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties:

- (a) Forest Subordinates, other than clerks, in receipt of pay not exceeding Rs. 415.
- (b) Government employees employed in Government Presses whether on fixed pay or on piece rates.
- (c) Subordinates employed in Government Laboratories.
- (d) Subordinates employed in the working of Government machinery.
- (e) Peons and guards in permanent employ.
- (f) Subordinates of the Excise Department on pay not exceeding Rs. 415.
- (g) Head Warders or warders, male or female, of lunatic asylums.
- (h) Syces of Government stallions.
- (i) Subordinate Operational staff, other than clerks of the State-owned electric system drawing pay not exceeding Rs. 685 per mensem if the illness or injury is caused by shock received by them from high electric voltage in attending to electric installations for charging plant or to lines at power crossings.
- (j) Leaders, Firemen and Drivers of the West Bengal Fire Service.

202. (1) The head of the office or the appointing authority may grant hospital leave to police officers of rank not higher than that of Assistant Sub-Inspectors or head constable, to men of the military police or to members of crews of police launches (including serangs and drivers) and to chief head warders or warders, male or female, of jails, to matrons of the Jail Department or to the Chief Officer, Assistant Chief Officer, Gate-keeper and Petty Officers of the Norsaal School, for a period during which they are under treatment as indoor or outdoor patients of a Police or Jail Hospital, as the case may be, provided that the said authority certifies that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

(2) Such leave may also be granted on similar conditions and by the same authorities to men who have been treated in hospitals other than Police or Jail Hospitals provided that the authority sanctioning the leave is satisfied in each case that treatment in such a hospital was in the circumstances desirable

(4) Quarantine leave, subject to the maximum laid down in sub-rule (3), may also be granted, when necessary, in continuation of other leave.

(5) A Government employee on Quarantine leave shall be treated as on duty. No substitute shall be appointed while he is on such leave.

Note.—The term "Medical Officer or Public Health Officer" occurring in this rule includes Medical Officer in charge of any Government (Civil or Military) or Municipal Hospital or Dispensary. In case of a Government employee at whose place of duty, there is no Government or Municipal Hospital or Dispensary, it includes the Medical Officer in charge of a Government or Municipal Hospital or Dispensary situated nearest to his place of duty.

*199. (1) A female Government employee may be granted maternity leave by an authority competent to grant leave for a period of 90 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn while on earned leave.

(2) Maternity leave may also be granted in case of miscarriage including abortion subject to the conditions that—

(a) the leave does not exceed six weeks; and

(b) the application of leave is supported by a certificate in the case of a Group 'A' Government employee from the authorised Medical attendant, and in the case of other Government employees from a registered medical practitioner.

(3) (a) Maternity leave may be combined with leave of any other kind.

(b) Notwithstanding the provisions contained in rule 173, any leave including commuted leave, for a period not exceeding sixty days applied for in continuation of maternity leave may be granted without production of medical certificate.

(4) Leave in further continuation of leave granted under clause (b) of sub-rule (3) may be granted on production of a medical certificate for the illness of the female Government employee. Such leave may also be granted in case of illness of a newly born baby subject to the production of a medical certificate to the effect that the condition of the baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

(5) The maternity leave shall not be debited against the leave account.

Note.—The provisions of this rule shall also be applicable in the case of abortion induced under the Medical Termination of Pregnancy Act, 1971 and shall be guided by sub-rule (2) of this rule treating it as a case of abortion.

200. Hospital leave means leave on account of ill health granted to specified members of subordinate services whose duties expose them to special risk of accident or illness.

201. The authority competent to appoint them substantively may grant hospital leave to Government employees of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties:

- (a) Forest Subordinates, other than clerks, in receipt of pay not exceeding Rs. 415.
- (b) Government employees employed in Government Presses whether on fixed pay or on piece rates.
- (c) Subordinates employed in Government Laboratories.
- (d) Subordinates employed in the working of Government machinery.
- (e) Peons and guards in permanent employ.
- (f) Subordinates of the Excise Department on pay not exceeding Rs. 415.
- (g) Head Warders or warders, male or female of lunatic asylums.
- (h) Syces of Government stallions.
- (i) Subordinate Operational staff, other than clerks of the State-owned electric system drawing pay not exceeding Rs. 685 per mensem if the illness or injury is caused by shock received by them from high electric voltage in attending to electric installations for charging plant or to lines at power crossings.
- (j) Leaders, Firemen and Drivers of the West Bengal Fire Service.

202. (1) The head of the office or the appointing authority may grant hospital leave to police officers of rank not higher than that of Assistant Sub-Inspectors or head constable, to men of the military police or to members of crews of police launches (including serangs and drivers) and to chief head warders or warders, male or female, of jails, to matrons of the Jail Department or to the Chief Officer, Assistant Chief Officer, Gate-keeper and Petty Officers of the Forest School, for a period during which they are under treatment as indoor or outdoor patients of a Police or Jail Hospital, as the case may be, provided that the said authority certifies that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

(2) Such leave may also be granted on similar conditions and by the same authorities to men who have been treated in hospitals other than Police or Jail Hospitals provided that the authority sanctioning the leave is satisfied in each case that treatment in such a hospital was in the circumstances desirable

Sub. : Grant of paid absence on Maternity and Abortion / miscarriage to Honorary Female Staff of all categories engaged in DFID assisted HHW Scheme in 11 Non-KMA ULBs and Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Maternity and abortion / miscarriage paid leave had been sanctioned to honorary female staff of all categories engaged in IPP / CUDP-III / CSIP Health Programme under CMDA vide no. 107/CMDA/Sectt.(Prog.)/FW(USP)/59/95 dt. 27.03.1997. This grant had also been extended to honorary female staff IPP-VIII (Extn.) and RCH Sub-Project Asansol vide no. 840/MA/C-10/3L-1/2001 dt. 25th May, 2001.

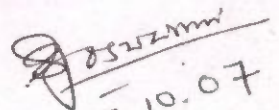
In terms of clause (a) of memo no. 107/CMDA/Sectt.(Prog.)/FW(USP)/59/95 dt. 27.03.1997, female workers engaged for a minimum period of one year had been allowed "Paid absence of Maternity" for a period of 12 weeks.

As per memorandum of Finance Dept., Audit Branch, Govt. of West Bengal bearing no. 3453..F dt. 28th March, 2001 period of maternity leave has been enhanced upto 135 days - vide enclosure.

The benefit of maternity paid leave for a period of 135 days and abortion / miscarriage paid leave for a maximum duration of 42 days from the date of occurrence may also be extended to honorary health staff of all categories, who have worked at least for one year, in respect of DFID assisted HHW scheme in 11 Non-KMA ULBs and Community Based Primary Health Care Services in 63 Non-KMA ULBs.

Submitted for kind approval of the Dept. of the Municipal Affairs.

SUDA - H 2092/63
ULB, 107/49
Dt. 3-10-07
Director, SUDA


3.10.07

Kolkata, the 28th March, 2001

No. 3453-P

MEMORANDUM

The matter of enhancement of the ceiling of maternity leave on the recommendation of the Fourth Pay Commission, introduction of advance credit of earned leave when total credit of earned leave is 300 days or less but more than 285 days and amendment in the method of calculation of half-pay leave, have been under active consideration of the Government for some time past.

2. After careful consideration of the matter the Governor has been pleased to make the following modifications in the existing provisions of 'Leave Rules' laid down in Chapter XV of the West Bengal Service Rules, Part-I with effect from 1st July, 2001 :-

I. Enhancement of Maternity Leave from existing 120 days to 135 days :

A female State Government employee may be granted maternity leave for a maximum period of 135 days subject to the existing terms and conditions laid down in Rule 199 of the WBSR-I.

II. Leave - calculation procedure of Half-pay Leave modified :-

(a) The present system of crediting half-pay leave for 20 days in respect of a Government employee for his each completed year of service is being dispensed with. From 1st July, 2001, the half-pay leave account of every Government employee shall be credited with half-pay leave in advance in two instalments of ten days each, on the first day of January and July of every calendar year.

(b) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which a Govt. employee is likely to render in the half-year of the calendar year in which he is appointed.

contd....2/-

- (c) The credit for the half-year in which a Govt. employee is due to retire or resign from the service shall be allowed at the rate of $5/3$ days per completed calendar month up to the date of retirement or resignation.
- (d) When a Govt. employee is removed or dismissed from service or dies while in service, credit of half-pay leave shall be allowed at the rate of $5/3$ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
- (e) Where a period of absence or suspension of a Govt. employee has been treated as 'dies non' in a half-year, the credit to be afforded to his half-pay leave account at the commencement of the next half-year, shall be reduced by $1/18$ th of the period of 'dies non' subject to a maximum of 10 days.
- (f) While allowing credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.
- (g) While introducing this new system, calculation of half-pay leave for incomplete portion upto 30th June, 2001, may be regulated in the following manner :-

The employees may be allowed the benefit of half-pay leave for the incomplete period of service till 30th June, 2001, by crediting to their half-pay leave account at the rate of $5/3$ days per month on 1st July, 2001, along with the advance credit of half-pay leave. While calculating the completed month of service, the month may be rounded off to the next higher, if it exceeds more than 15 days. For example, if an employee who has completed a year's service on 11-11-2000, he may be given the benefit of half-pay leave from November, 2000 (since it exceeds more than 15 days) to June, 2001, for 13 days ($\frac{5}{3} \times 8 = 13\frac{1}{3}$).

II. Introduction of +15 days benefit of earned leave beyond 300 days for enjoyment only. :

In cases where the earned leave at credit on 1st January/ 1st July is 300 days or less but more than 295 days, an advance credit of 15 days shall be made in the leave account of the Govt. employees. The resultant total shall be shown as 300 + the number of days exceeding the ceiling of 300 days. Number of days exceeding the ceiling of 300 days shall be shown in brackets and leave taken during the current half-year shall be first adjusted against the figure shown in brackets :

For example, a Govt. employes has 290 days of earned leave at his credit on 30-6-2001. He will have to be sanctioned 9 days of earned leave during the period from 1-7-2001 to 31-12-2001. His leave account will be as follows :-

Earned leave at credit as on 30-6-2001	= 290 days
Advance credit as on 1-7-2001	= 15 days
The resultant total Earned Leave	= 305 days (+5 days)

Earned Leave to be sanctioned during the period from 1-7-2001 to 31-12-2001	= 9 days
Earned Leave will remain at the credit as on 31-12-2001	= 296 days
Advance credit as on 01-01-2002	= 15 days
The resultant total Earned Leave as on 01-01-2002	= 311 days (+11 days)

Necessary amendments in the relevant rules will be made due course.

By Order of the Governor,
Sd/- P.K. Dasgupta
Joint Secretary to the
Government of West Bengal
Finance Department

contd...

No. 3453/1(500)-F

Kolkata, the 28th March, 2001.

Copy forwarded for information and necessary action to

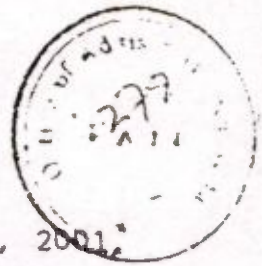
1. The Principal Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata - 700001.
2. The Director of Treasuries & Accounts, West Bengal,
Stephen House, 4, BID Bag (East), Kolkata - 700001.
3. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-I,
81/2/2, Phears Lane, Kolkata - 700012.
4. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-II,
Jahar Buildings, Hyde Lane, Kolkata - 700012.
5. The Dist. Magistrate/Judge,
6. The Commissioner,
7. The Accounts Officer, West Bengal Sectt.
8. The Treasury Officer,
9. The Sub-Divisional Officer,
10. The Supdt. of Police,
11. The Supdtg./Ex-Engr.,
12. The Principal, Industrial Training Institute,
13. The
..... Deptt./Dto.
14. The Secretary, Finance Department,
15. The

It is requested that this Memo. may be circulated to all Offices under their control.

S. S. S.
Officer-on-Special Duty & E.O.
Deputy Secretary to the
Government of West Bengal
Finance Department

SA

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



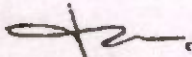
No. 840/MA/C-10/3L-1/2001. Dated, Kolkata, The 25th May, 2001.

Sub. : Paid Absence on Maternity and Abortion/Miscarriage to
 Honorary Female Staff of all categories engaged in ~~IPP-VIII~~
 (Extn.)/R.C.H. Sub-Project Asansol.

29 MAY 2001

ORDER

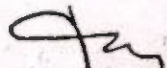
based
 Maternity Leave to honorarium/female workers of all categories
 at grass-root level under IPP-VIII(Extn.) Programme and RCH Sub-
 project, Asansol will be guided in terms of CMDA's Memo. No.107/CMDA/
 Sectt.(Prog.)/FW(USP)/59/95 dated 27.3.97 as these programmes are
 nearly extension projects of the original IPP-VIII being implemented
 by the CMDA.


 Special Secretary.

No. 840/1(135)/MA/C-10/3L-1/2001. Dated, Kolkata, The 25th May, 2001.

Copy forwarded for information to :-

1. The Adviser, Health, SUDA,
 'ILGUS BHAWAN', HC Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The Director & Chief Executive,
 SUDA, 'ILGUS BHAWAN', HC Block, Sector-III, Salt Lake, Kolkata-700106.
3. The Chief Engineer, Municipal Engineering Directorate,
 Bikash Bhawan, Salt Lake, Kolkata - 700 106.
4. The Chief Executive Officer, CMDA, 3A, Auckland Place, Kolkata-700017.
5. The Secretary, CMDA, 3A, Auckland Place, Kolkata-700 017.
6. The Director, Health Programme Unit, CMDA, 3A, Auckland Place,
 Kolkata - 700 017.
7. The Deputy Secretary, Establishment, CMDA.
8. The Deputy Secretary, Works, C.M.D.A.
9. The Mayor/Chairman, _____ Corporation/Municipality,
 P.O.: _____ : Dist: _____
10. The Chief of Health, IPP-VIII, CMDA.
11. The Chief Executive Officer, Asansol Municipal Corporation,
 P.O.: Asansol, Dist: Burdwan.


 Special Secretary.

SIP / Health CMDA
Diar. No. 4
Date 27/4/97

CALCUTTA METROPOLITAN DEVELOPMENT AUTHORITY
3A, ROCKLAND PLACE, CALCUTTA-700 017.

No: 107 /CMDA/SCCT(Prog)/FW(USP)/59/95.

Dated : 27.03.1997

M E M O R A N D U M

Sub : Paid Absence on Maternity and Abortion/
Miscarriage to Honorary Female Staff of
all categories engaged in IPP/CUDP-III/
CSIP Health Programme under C.M.D.A.

The question of extending the benefit of 'Paid Absence on Maternity and Abortion/Miscarriage' to different categories of female staff working on honorarium basis in IPP VIII/CUDP-III/CSIP Health Programme was under the consideration of the Authority for sometime past.

After careful consideration of the matter it has been decided that -

- a) Female workers of all categories who are working on honorarium basis in IPP VIII/CUDP-III/CSIP Health Programme and have been engaged for a minimum period of one year may be allowed "Paid Absence on Maternity" for a period of 12 weeks. This period of 12 weeks may cover any period from 8 months of pregnancy upto the end of 3rd month of lactation.
- b) "Paid Absence on Maternity" would be admissible for one occasion only.
- c) "Paid Absence on Abortion/Miscarriage" would also be admissible to such eligible female workers as described in (a) above, for a maximum duration of 42 days from the date of occurrence of abortion/miscarriage.
- d) "Paid Absence on Abortion/miscarriage" would be admissible only on one occasion in addition to the "Paid Absence on Maternity" as mentioned at (b) above.
- e) During these periods of "Paid Absence on Maternity" and "Paid Absence on Abortion/miscarriage" all such female honorary workers will be eligible for honorarium.
- f) The application for leave should be supported by appropriate medical certificate i.e. by a medical practitioner.

g) The "Paid Absence on Maternity and Abortion/miscarriage" so granted herein will not be applicable to such category of personnel who are regular employees of the State Govt. or Corporations/Municipalities, even if they may work for IPP VIII/CUDP-III/CSIP Health Programme on part time basis with additional remuneration. Such regular employees will be governed by the Leave Rules of their respective parent body.

This will take effect from 1st April, 1997.

This order issued with the approval of the Competent Authority at C.M.D.A.

Sd/- N. Chatterjee
Secretary, C.M.D.A.

No: 107/1(54)/CMDA/Seect(Prog)/FW(USP)-59/95. Date: 27.03.1997.

- Copy forwarded for information and necessary action to:-
- 1) The Mayor, Calcutta Municipal Corporation/Howrah Municipal Corporation/Chandannagar Municipal Corporation.
 - 2) The Chairman - Municipality/Notified Area.
 - 3) The Municipal Commissioner, CMC/HMC.
 - 4) The Adviser, PPI&OSD, CMDA.
 - 5) The D.O. & F, CMDA.
 - 6) The Chief of Health, CMDA.
 - 7) The Adviser, Health, CMDA.
 - 8) The Director, HPU, CMDA.
 - 9) The Deputy Secretary (Estab.), CMDA.
 - 10) The Deputy Secretary (Programme), CMDA.
 - 11) The A.C.F.A., IPP-VIII, CMDA.
 - 12) The A.C.F.A., HPU, CMDA.

Bhaurabji
(B.C. CHAKRABORTY)
Deputy Secretary (Programme)
C.M.D.A.