

Training of the Trainers (TOT) of IPP-VIII-(Extn.)
 functionaries in Reproductive Health Education and Control of RTI & STI

Programme Schedule

Venue : ILGUS Conference Hall. Dates - 28 & 29.11.2001, Times : 10 am – 4.30 pm both days

Participants : Lady Medical Officers & Nursing Staff
 of Bardhaman, Durgapur, English Bazar, Raiganj and Balurghat ULBs

Training Schedule :

Date	10.00 am – 10.30 am	10.30 am – 11.30 am	11.30 am – 01.00 pm	1.00 pm – 1.30 pm	1.30 pm – 3.30 pm	3.30 pm – 4.30 pm	
28.11.2001	Registration & Self Introduction.	Inauguration Session	Objectives, Training Contents and Methodology	Lunch	Visit to an IPP-VIII-HAU and Sub-centre		
					1.30-2.00 pm	2.00-3.30 pm	3.30-4.30 pm
29.11.2001	Discussion of previous days Field visit.	Discussion on different Training topics		Lunch	Preparation of Individual Action plan for next 3 months training	Question-answer Session	Evaluation & Valedictory session

Training of the Trainers (TOT) of IPP-VIII-(Extm.)
functionaries in Reproductive Health Education and Control of RTI & STI

Programme Schedule

Venue : ILGUS Conference Hall. Dates - 28 & 29.11.2001, Times : 10 am - 4.30 pm both days

Participants : Lady Medical Officer, & Nursing Staff
of Bardhaman, Durgapur, English Bazar, Raiganj and Balurghat ULBs

Training Schedule :

Date	Time	10.00 am - 10.30 am	10.30 am - 11.30 am	11.30 am - 01.00 pm	1.00 pm - 1.30 pm	1.30 pm - 3.30 pm	3.30 pm - 4.30 pm
28.11.2001		Registration & Self Introduction.	Inauguration Session	Objectives, Training Contents and Methodology	Lunch	Visit to an IPP-VIII-HAU and Sub-centre	
29.11.2001		Discussions of previous days Field visit,	Discussion on different Training topics		Lunch	Preparation of Individual Action plan for next 3 months training	Evaluation & Valedictory session

SUDA

STATE URBAN DEVELOPMENT AGENCY

**HEALTH WING
"ILGUS BHAVAN"**

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

Ref No.

Date

SUDA-120/96(Pt-IV) 573

27.11.2001

**From: Adviser(Health)
SUDA**

**To : The Project Director,
RCH Sub-Project Asansol**

**Sub: Training of the Trainers (TOT) on Adolescent Girls' Care &
RTI/STI Awareness under RCH Sub-Project Asansol**

Sir,

To facilitate implementation of the programmes i.e Adolescent Girls' Care and RTI/STI Awareness , TOT is scheduled with the objective to equip the key trainers in training technology and communication skill development.

You are requested to depute two lady Medical Officers (Pt-time) and two ANM / PHN engaged in RCH Sub-Project Asansol for the said training programme to be held during 5-6 December, 2001 at SUDA. The participants are to report at Health Wing , SUDA at 10-00 am..

Accommodation of the trainees will be arranged by this office on receipt of confirmation from ULBs.

Yours faithfully,

[Signature]
Adviser(Health)

27.11.2001

SUDA-15/98(Pt-VI) 573 (1)

C.C

The Mayor , Asansol Municipal Corporation for favour of kind information and necessary action.

[Signature]
Adviser(Health)
e-mail : adviser@vsnl.net

Tel/Fax No.: 359-3184

[Signature]
27/11/01

file

OFFICE
OF THE CHAIRMAN
KHARAGPUR MUNICIPALITY.

Memo No:-559(4), I.P.P.-VIII(Extn)-I-14/2001 dt. 28.11.2001.

To,

- 1) Dr. B. Mondal, M.B.B.S.
G.D.M.O., O.P.D. cum Maternity Home, Debalpur.
- 2) Dr. Miss. B. Anuradha, P.H.N.(Training),
Project Office, I.P.P.-VIII(Extn)-
Kharagpur Municipality.
- 3) Miss Sudipta Jana, Part-time A.N.M.
H.P.-I, Inda, I.P.P.-VIII(Extn)-
Kharagpur Municipality.
- 4) Miss Anamika Mondal, Part-time A.N.M.
H.P.-I, Inda, I.P.P.-VIII(Extn)-
Kharagpur Municipality.



- 5 DEC 2001

Sub: Training of the Trainers (T O T) on Adolescent Girls
Care & R T I / S T I Awareness under I.P.P.-VIII(Extn).

You are directed to attend the Training Programme on the
above subject on 5-6th December, 2001 at S U D A.

You will please report at Health Wing, SUDA at 10 A.m. on
5.12.2001.

A xerox copy of SUDA'S memo no.-SUDA-15/98(Pt-VI)/494 dt.
7.11.2001 is enclosed for information and necessary action.

Encl:-1(One).



Sd/=-

(R. S. Pandey)
Chairman
Kharagpur Municipality.

No:- 559(4)/1(2) I.P.P.-VIII(Extn)-I-14/2001 dt. 28.11.2001.

Copy forwarded to:-

1. The Adviser (Health), SUDA, ILGUS Bhavan, H-C Block,
Sector-III, Bidhannagar, Kolkata-700091, for favour of
information and necessary action in ref. to his no.-
SUDA-15/98(Pt-VI)/494 dt. 7.11.2001.
The Clerk cum Typist, Project Office, I.P.P.-VIII(Extn)
Kharagpur Municipality will guide the party.
2. Sri Gora Chand Nandi, Clerk cum Typist, Project Office,
I.P.P.-VIII(Extn)-Kharagpur Municipality for information
and necessary action.

Chairman

Kharagpur Municipality

DARJEELING MUNICIPALITY

दार्जीलिंग नगरपालिका

Tele Address—"KHUKURI"
DARJEELING

IPP-VIII-(Extn.)-Project DEPARTMENT, विभाग

Project Office BRANCH / शाखा

No. IPP-VIII/87/2001/Training/EKD.

Darjeeling the 04/12/2001

From The C.D. Specialist, IPP-VIII-(Extn.)

To The Adviser(Health), SUDA,
State Urban Development Agency,
"Ilgus Bhavan", H.C. Block,
SECTOR - III, Bidhannagar,
KOLKATA - 700 091.



Sub: Training of the Trainers (TOT) on Adolescent
Girls' Care & RTI/STI under IPP-VIII-(Extn.)

Sir,

With reference to your Memo marked SUDA-15/98(Pt.VI)/494 dated 07.11.2001, we have the pleasure to depute the following medical personnels for the above training being held on 5-6 December, 2001.

1. Dr. (Mrs.) N. Siddique, Part Time Medical Officer.
2. Smt. Kumari Pradhan - I, Part Time PHN,
3. Smt. Kumari Pradhan - II, Part Time PHN.

This may be treated as letter of accreditation.

Please provide accommodation for them for the required days.

Yours faithfully,

J. Wangdi

C.D. Specialist.
IPP-VIII-(Extn)

EKD/- For information:

- Copy to
- 1) Dr.(Mrs.) N. Siddique, P/T M.O.
 - 2) Smt. Kumari Pradhan - I , P/T PHN.
 - 3) Smt. Kumari Pradhan -II , P/T PHN.

C.D. Specialist.

Project Director, R.C.II. Project, Asansol &
Addl. District Magistrate
Asansol.

Memo No. 68 / CS / RCH / AMC,

Dated, Asansol, the 3rd Dec, 2001

To,
The Advisor (Health),
SUDA, Health Wing,
"ILGUS BHAVAN",
H-C BLOCK, SECTOR III,
Bidhannagar, Kolkata-700 091.



Fax No.033-3593184.

Sub : Training of the Trainers (TOT) on Adolescent Girls' Care & RTI/STI Awareness
under RCH Sub-Project Asansol.

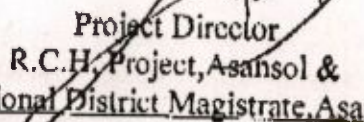
Ref : SUDA-120/96(Pt-V)/573 Dt. 27-11-2001.

Sir,

In ref. to the above, I hereby depute Dr (Mrs.) Kalpana Sanyal, Medical Supervisor, Miss. S. Dutta, JTO, ^{Miss. S. Sanyal, JTO} Mrs. Manju Mukherjee STS, of RCH Project, Asansol to attend above training programme to be held during 5-6 Dec.2001. at SUDA, Kolkata.

Accommodation of the trainees may kindly be arranged ~~at~~ there.

Yours faithfully,


Project Director
R.C.H. Project, Asansol &
Additional District Magistrate, Asansol.

Memo No. 68 / I(3) CS / RCH / AMC,

Dated, Asansol, the 3rd Dec, 2001

Copy forwarded to :-

- 1) Mayor, AMC, for kind information.
- 2) Health Officer, AMC, for necessary action
- 3) Dr. Kalpana Sanyal, Medical Supervisor, RCH Project, Asansol. with request to inform the participants - J.T.O. & S.T.S.

Project Director
R.C.II. Project, Asansol &
Additional District Magistrate, Asansol.

Office of the Municipal Councillors, Alipurduar

Memo No. IPP-VIII(Ext)/113

P. O. ALIPURDUAR COURT
DT. JALPAIGURI
Pin—736122

From :—

Dr. Mohit Kumar Santra, M.B.B.S. (Cal)
Health Officer

Date.....28.11.2001

ORDER



3 DEC 2001

In pursuant to SUDA, (Health Wing) 'ILGUS BHAVAN', H-C Block, Sector-III, Bidhannagar, Kolkata Memo No. SUDA-15/98(Pt-VI)/494 dated 7.11.2001, Smt. Rekha Saha, PHN, Smt. Purabi Das, GNM and Smt. Babita Das, GNM of IPP-VIII(Extn) Project, Alipurduar Municipality will leave for Kolkata on 03.12.2001 to attend Training on Adolescent Girls' Care & RTI/STI awarness at 'SUDA'.

They will report ~~at~~ at 'SUDA (Health Wing) at 10-00 A.M. on 5th December'2001 to attend abovementioned Training to be held on 5th & 6th Dec'2001.

HEALTH OFFICER
ALIPURDUAR MUNICIPALITY

Copy to :-

- (1) The Adviser (Health) SUDA- for information please. Necessary accomodation may please be arranged at your end for the abovementioned participants.
- (2) Smt. Rekha Saha, PHN - for information & necessary action.
- (3) " Purabi Das, GNM - - do -
- (4) " Babita Das, GNM - - do -

MS
HEALTH OFFICER
ALIPURDUAR MUNICIPALITY

DARJEELING MUNICIPALITY

Tele Address "KHUKURI"
DARJEELING

राजिस्टर नगरपालिका

IPP-VIII-(Extn.)-Project DEPARTMENT, विभाग

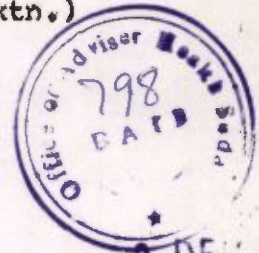
Project Office BRANCH / शाखा

No. IPP-VIII/87/2001/Training/EKD.

Darjeeling the 04/12/2001

From The C.D. Specialist, IPP-VIII-(Extn.)

To
The Adviser(Health), SUDA,
State Urban Development Agency,
"Ilous Bhavan", H.C. Block,
SECTOR - III, Bishanagar,
KOLKATA - 700 091.



- 3 DEC 2001

Sub: Training of the Trainers(TOT) on Adolescent
Girls' Care & RTI/STI under IPP-VIII-(Extn.)

Sir,

With reference to your memo marked SUDA-15/PM(Pt.VI)/494 dated 07.11.2001, we have the pleasure to depute the following medical personnels for the above training being held on 5-6 December, 2001.

1. Dr. (Mrs.) N. Siddique, Part Time Medical Officer.
2. Smt. Kumari Pradhan - I, Part Time PHN.
3. Smt. Kumari Pradhan - II, Part Time PHN.

This may be treated as letter of accreditation.

Please provide accommodation for them for the required days.

Yours faithfully,

J. Wangdi

C.D. Specialist.
IPP-VIII-(Extn)

EKD/-

For information:

- Copy to
- 1) Dr. (Mrs.) N. Siddique, P/T M.O.
 - 2) Smt. Kumari Pradhan - I, P/T PHN.
 - 3) Smt. Kumari Pradhan - II, P/T PHN.

C.D. Specialist.

URGENT

Office of the Project Director, IPP-viii (Extn.) Balurghat

(Balurghat Municipality)

BALURGHAT * DAKSHIN DINAJPUR

Memo. No 215 | IPP-VIII (Extn.) Balurghat

Dated..... 26.11.2001

File



28 Nov 2001

To

The Advisor (Health)
S.U. D. A.
"ILGUS Bhaban", Sector - III
H.C. Block, Bidhan Nagar
KOLKATA - 91

Sub :- Training of the Trainers (TOT) on Adolescent Girls' Care & RTI/STI Awareness under IPP-VIII(Extn).

Ref :- Your memo No. SUDA-15/98(Pt-VI)/491 dt. 6.11.2001.

Sir,

With reference to the memo no. cited above, I would like to inform you that the following ANM attached with IPP-VIII(Extn) Balurghat Municipality, will attend the training programme scheduled to be held on 28th, 29th Nov 2001 at SUDA.

I would, therefore, request you kindly to provide accommodation for them for two days.

Yours faithfully,

Name of the ANM who will attend the Training Programme.

- 1) Smt. Rubi Ghosh
- 2) Smt. Arijanta Samajpati
- 3) Smt. Mitu Tokdar.


Project Director IPP-VIII(Extn)
Balurghat, Dakshin Dinajpur

Office of the IPP VIII (Extension)

Burdwan Municipality

G. T. Road, Burdwan - 713101



File

Ref. No. 244/I.P.P.VIII(Extn.)

Date : 21.11.2001.....

To
The Advisor(Health),
SUDA, Ilgus Bhavan,
H.C. Block, Sector-III,
Salt Lake,
K o l k a t a 7 0 0 0 9 1.



2 8 NOV 2001,

Sub:- Training of the Trainers (TOT) on
Adolescent Girls' Care & RTI/STI
Awareness under I.P.P-VIII(Extn.)

Sir,

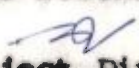
Ref: Your No SUDA-15/98 (Pt-VI)/491 dt 6.11.2001

The following A.N.M engaged in I.P.P.VIII(Extn.)
in Burdwan Municipality shall attend the said Programme to
be held during 28-29th November, 2001 at SUDA.

Accommodation of the trainees may kindly be
arranged from your end.

1. Smt. Tapati Burman, A.N.M.
2. Smt. Arati Chakravarty, A.N.M.

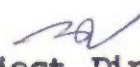
Yours faithfully,


Project Director,
I.P.P.VIII(Extn.).

Memo.No. 245 (2)/I.P.P.VIII(Extn.) dated 21.11.01.

Copy forwarded to :-

- 1) Smt. Tapati Burman, A.N.M., H.P.No. 4,
- 2) Smt. Arati Chakravarty, A.N.M., H.P.No.3, for
information. She shall report to Health Wing, SUDA at 10.00
A.M. on 28th November, 2001.


Project Director,
I.P.P.VIII(Extn.).

Office of the IPP VIII (Extension)

Burdwan Municipality

G. T. Road, Burdwan - 713101



Ref. No.

Date : 26-11-2001 ..

To
The Advisor (Health)
SUDA, I Ugrs Bhawan
Salt Lake
Kolkata 700091.

Ref. 244/IPP VIII (Extm).
Sub: Training of ANM/PHN
Sir

In reference to the above, I would like to inform you that Smt. Tapati Burman, ANM previously selected to receive the training will not be able to go to the training prog. due to health problems.

We have decided to send another staff to attend the training programme.

Names of the trainees:

1. Smt. Arati Chakravarty, ANM
2. Smt. Mimati Samanta, A.N.M.

Yours faithfully
Haha

27/11/01 Dr. Tamesree

MEMBER,
CHAIRMAN-IN-COUNCIL,
BURDWAN MUNICIPALITY

Office of the IPP VIII (Extension)

Burdwan Municipality

G. T. Road, Burdwan - 713101



Ref. No. 244/I.P.P.VIII(Extn.)

Date : 21.11.2001....

To
The Advisor(Health),
SUDA, Ilgus Bhavan,
H.C. Block, Sector-III,
Salt Lake,
K o l k a t a 7 0 0 0 9 1.

27 NOV 2001



Sub:- Training of the Trainers (TOT) on
Adolescent Girls' Care & RTI/STI
Awareness under I.P.P-VIII(Extn.)

Ref :- Your No SUDA -1598 (pt-vi)/491 dt. 6.11.01

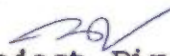
Sir,

The following A.N.M engaged in I.P.P.VIII(Extn.)
in Burdwan Municipality shall attend the said Programme to
be held during 28-29th November, 2001 at SUDA.

Accommodation of the trainees may kindly be
arranged from your end.

1. Smt. Tapati Burman, A.N.M.
2. Smt. Arati Chakravarty, A.N.M.

Yours faithfully,


Project Director,
I.P.P.VIII(Extn.).



Phone Nos.

: (0343) 545842

546994

546107

545828

546472

Fax No.

EPABX

Mayor

IPP VIII EXTENSION PROJECT
DURGAPUR MUNICIPAL CORPORATION
CITY CENTRE, DURGAPUR - 713216
Dist. - BURDWAN

Ref. No: DMC/RCH/839.....

Date 23/11/2001.....

To
The Adviser (Health)
State Urban Development Agency
Health Wing, ILGUS BHAVAN
H-C Block, Sector-III
Bidhannagar,
Kolkatta-91

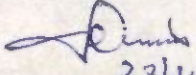
Sir,

In reference to your Memo 15/98 (pt-vi)/491, dated.06/11/2001, I am recommending two Lady Doctors and two ANM for receiving training on Adolescent Girls' Care and RTI/STI Awareness under IPP-VIII Extension Project on 28/11/2001 and 29/11/2001.

01. Dr, Keka Mukherjee
02. Dr Kajari Biswas
03. Smt Shila Maity, ANM
04. Smt Smriti Ghosh, ANM

You are requested to please arrange 04 (four) rooms for their making night halt.

Yours faithfully


23/11/01
(Dr. Swapan Dutta)

Health Officer

Durgapur Municipal Corporation



2.6 NOV 2001

ORDER NO.-51

Dated, the 22nd day of November, 2001

Smt Aloka Chakraborty (PHN), Smt Mani Dey(ANM), Smt Annakali Saha(ANM) and Jaganmay Bhattacharjee(Clerk) are allowed to proceed for Calcutta in order to obtain training of the Trainers on Adolescent Girls' Care & RTI/STI Awareness under IPP-VIII(Extn) on 28th & 29th November, 2001 at Ilgus Bhavan. This Order is made as per direction of Advisor (Health) SUDA vide his Memo No. 15/98(Pt.-VI)/491 dated 06.11.2001.

Sd/-

Chairman,
IPP-VIII(Extn) Project,
Englishbazar Municipality, Malda.

Memo No. 227/IPP-VIII(Extn)/RCH/2001-2002/(7)

Dated 22.11.01

Copy forwarded for favour of information and taking necessary action to :-

- ✓ 1. The Advisor(Health), SUDA.
2. The Project Director IPP-VIII(Extn) Project & ADM(G), Malda.
3. The Councillor-in-charge, IPP-VIII(Extn) Project, EBM, Malda.
4. The C.D.Specialist, IPP-VIII(Extn) Project, EBM, Malda.
5. Account Assistant, IPP-VIII(Extn) Project, EBM, Malda.
6. Sri Jaganmay Bhattacharjee clerk, Smt Aloka Chakraborty PHN, Smt Mani Dey, Smt Annakali Saha ANM with a request to attend the training programme on 28th and 29th November, 2001 at Ilgus Bhavan, SUDA, Cal-91.

Chairman,
IPP-VIII(Extn) Project,
Englishbazar Municipality, Malda.

Office of the Project Director, IPP-viii (Extn.) Balurghat

(Balurghat Municipality)

BALURGHAT * DAKSHIN DINAJPUR

Memo. No215..... / IPP-VIII (Extn.) Balurghat

Dated.....26.11.2001



To

The Advisor (Health)
S.U. D. A.
"ILGUS Bhaban", Sector - III
H.C. Block, Bidhan Nagar
K O L K A T A - 91

Sub :- Training of the Trainers (TOT) on Adolescent Girls' Care & RTI/STI Awareness under IPP-VIII (Extn).

Ref :- Your memo No. SUDA-15/98 (Pt-VI)/491 dt. 6.11.2001.

Sir,

With reference to the memo no. cited above, I would like to inform you that the following ANM attached with IPP-VIII (Extn) Balurghat Municipality, will attend the training programme scheduled to be held on 28th, 29th Nov 2001 at SUDA.

I would, therefore, request you kindly to provide accommodation for them for two days.

Yours faithfully,

Name of the ANM who will attend the Training Programme.

- 1) Smt. Rubi Ghost
- 2) Smt. A-janta Samajpati
- 3) Smt. Mitu Tokdar.

✓
26/11/2001
Project Director IPP-VIII (Extn.)
Balurghat, Dakshin Dinajpur

Sub: Booking of rooms at ILGUS Hostel,
Training Hall & Conference Hall.

You are requested kindly to make necessary arrangement - to book rooms, Training Hall & Conference Hall as detailed below:

Sl. No.	Date	Venue to be booked.
1.	28-29 NOV. 01	20 nos. of rooms at ILGUS Hostel.
2.	28.11.01 & 29.11.01	Training Hall
3.	28.11.01	Conference Hall
4.	5-6 Dec '01	20 nos. of rooms at ILGUS Hostel
5.	5-6 Dec '01	Training Hall

Submitted.

[Signature]
P.O. SUDA-(H).
27.11.01

W.O. No: SUDA-5798 (H.V.)/68
27.11.01
Sr. Director
ILGUS.

22 NOV 2001Phone Nos. : (0343) 545842
546994
546107
545828
546472
EPABX
Mayor

Fax No. :

IPP VIII EXT PROJECT
DURGAPUR MUNICIPAL CORPORATION
CITY CENTRE, DURGAPUR - 713216
Dist. - BURDWAN

Ref. No: DMC/ RCH/837Date 23/11/2001

To
The Adviser (Health)
State Urban Development Agency
Health Wing, ILGUS BHAVAN
H-C Block, Sector-III
Bidhannagar,
Kolkatta-91




Sir,

In reference to your Memo 15/98 (pt-vi)/491, dated.06/11/2001, I am recommending two Lady Doctors and two ANM for receiving training on Adolescent Girls' Care and RTI/STI Awareness under IPP-VIII Extension Project on 28/11/2001 and 29/11/2001.

01. Dr, Keka Mukherjee
02. Dr Kajari Biswas
03. Smt Shila Maity, ANM
04. Smt Smriti Ghosh, ANM

You are requested to please arrange 04 (four) rooms for their making night halt.

Yours faithfully


23/11/01
(Dr. Swapan Dutta)

Health Officer

Durgapur Municipal Corporation

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

SUDA-15/98(Pt-VI)/ 491

West Bengal

6.11.2001

Ref No.

Date

**From: Adviser(Health)
SUDA**

**To : The Project Director,
IPP-VIII-(Extn.)**

_____ **Municipality / Municipal Corporation**

**Sub: Training of the Trainers (TOT) on Adolescent Girls' Care &
RTI/STI Awareness under IPP-VIII-(Extn.)**

Sir,

To facilitate implementation of the programmes i.e Adolescent Girls' Care and RTI/STI Awareness, TOT is scheduled with the objective to equip the key trainers in training technology and communication skill development.

You are requested to depute two lady Medical Officers (Pt-time) and two ANM / PHN engaged in IPP-VIII-(Extn.) for the said training programme to be held during 28-29 November, 2001 at SUDA. The participants are to report at Health Wing, SUDA at 10-00 am..

Accommodation of the trainees will be arranged by this office on receipt of intimation from the ULBs.

Yours faithfully,

[Signature]
Adviser(Health) 6/11/01

SUDA-15/98(Pt-VI)/ 491

6.11.2001

C.C

The Mayor/ Chairman, _____
kind information and necessary action.

_____ **Municipal Corporation / Municipality for favour of**

[Signature]
Adviser(Health) 6/11/01

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

Ref No.

Date

SUDA-15/98(Pt-VI)/ 494

7.11.2001

**From: Adviser(Health)
SUDA**

**To : The Project Director,
IPP-VIII-(Extn.)
_____ Municipality / Municipal Corporation**

**Sub: Training of the Trainers (TOT) on Adolescent Girls' Care &
RTI/STI Awareness under IPP-VIII-(Extn.)**

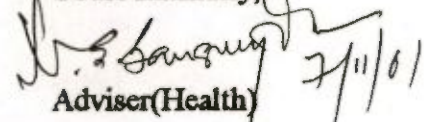
Sir,

To facilitate implementation of the programmes i.e Adolescent Girls' Care and RTI/STI Awareness , TOT is scheduled with the objective to equip the key trainers in training technology and communication skill development.

You are requested to depute two lady Medical Officers (Pt-time) and two ANM / PHN engaged in IPP-VIII-(Extn.) for the said training programme to be held during 5-6 December, 2001 at SUDA. The participants are to report at Health Wing , SUDA at 10-00 am..

Accommodation of the trainees will be arranged by this office on receipt of intimation from the ULBs.

Yours faithfully,

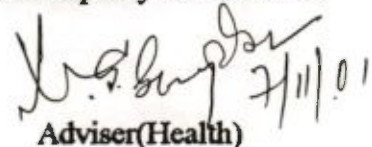

Adviser(Health)

SUDA-15/98(Pt-VI)/ 494

7.11.2001

C.C

The Mayor/ Chairman, _____ Municipal Corporation / Municipality for favour of kind information and necessary action.


Adviser(Health)

ANNEXURE

Reproductive Health Education for Adolescent Girls & Young Married Women

Tentative Programme

- Objectives :*
1. To bring congenial changes in behaviour among this group to face and adequately react about the natural physiological and psychological changes occurring at adolescent period of life.
 2. To equip about 22% of the total female population of the community with the knowledge of harmful effects of early marriage, early motherhood, good effect of spacing, prevention of unwanted pregnancy, RTI / STI and about healthy sex practices.

Trainers : Lady PTMOs and Nursing staff attached to IPP-VIII-(Extn.) and exposed to TOT courses.

Trainees : Adolescent Girls and young married women (15 to 19 years age-group), about 30 to 35 nos. in a batch.

Duration & Dates of Trg. : Each course is for two full days (11 am to 4.30 pm.), dates will be fixed by Local ULB.

Training Venue : Will be arranged by local ULB; care should be taken that outsiders will not have any opportunity for entry or peeping inside the training hall. No male onlooker / supervisor will be allowed inside for any reason.

No. of Courses : Each Sub-health post will arrange at least training of one batch per week.

Role of HHWs & FTSs : Each HHW will be asked to bring four adolescent girls and two married women from her block, preferably from the beneficiary group but there is no restriction for others.

Evaluation : The Health Officer will arrange for pre-course and post-course evaluation in prepared check-lists and also collect suggestion / comments of the trainees, if any in regard to changes / improvement.

TA & Tiffin allowances for the trainees : Will be paid by local ULB from IPP-VIII-(Extn.) fund as per rules of SUDA framed for this purpose.

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA-15/98(Pt-VI)/ 491

6.11.2001

Ref No.

Date

From: Adviser(Health)
SUDA

To : The Project Director,
IPP-VIII-(Extn.)
----- Municipality / Municipal Corporation

**Sub: Training of the Trainers (TOT) on Adolescent Girls' Care &
RTI/STI Awareness under IPP-VIII-(Extn.)**

Sir,

To facilitate implementation of the programmes i.e Adolescent Girls' Care and RTI/STI Awareness, TOT is scheduled with the objective to equip the key trainers in training technology and communication skill development.

You are requested to depute two lady Medical Officers (Pt-time) and two ANM / PHN engaged in IPP-VIII-(Extn.) for the said training programme to be held during 28-29 November, 2001 at SUDA. The participants are to report at Health Wing, SUDA at 10-00 am..

Accommodation of the trainees will be arranged by this office on receipt of intimation from the ULBs.

Yours faithfully,

[Signature]
Adviser(Health) 6/11/01

SUDA-15/98(Pt-VI)/ 491

6.11.2001

C.C
The Mayor/ Chairman, ----- Municipality / Municipal Corporation for favour of kind information and necessary action.

[Signature]
Adviser(Health) 6/11/01

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.

Date

SUDA-15/98(Pt-VI) 494

7.11.2001

**From: Adviser(Health)
SUDA**

**To : The Project Director,
IPP-VIII-(Extn.)
_____ Municipality / Municipal Corporation**

**Sub: Training of the Trainers (TOT) on Adolescent Girls' Care &
RTI/STI Awareness under IPP-VIII-(Extn.)**

Sir,

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You are requested to depute two lady Medical Officers (Pt-time) and two ANM / PHN engaged in IPP-VIII-(Extn.) for the said training programme to be held during 5-6 December, 2001 at SUDA. The participants are to report at Health Wing , SUDA at 10-00 am..

Accommodation of the trainees will be arranged by this office *receipt of intimation form*
the ULBS.

Yours faithfully,

[Signature]
Adviser(Health) 7/11/01

SUDA-15/98(Pt-VI) 494

7.11.2001

C.C

The Mayor/ Chairman, _____ Municipal Corporation / Municipality for favour of
kind information and necessary action.

[Signature]
Adviser(Health) 7/11/01

ANNEXURE

Reproductive Health Education for Adolescent Girls & Young Married Women

Tentative Programme

- Objectives :*
1. To bring congenial changes in behaviour among this group to face and adequately react about the natural physiological and psychological changes occurring at adolescent period of life.
 2. To equip about 22% of the total female population of the community with the knowledge of harmful effects of early marriage, early motherhood, good effect of spacing, prevention of unwanted pregnancy, RTI / STI and about healthy sex practices.

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TA & Tiffin allowances for the trainees : Will be paid by local ULB from IPP-VIII-(Extn.) fund as per rules of SUDA framed for this purpose.

২। কড়ি কড়ি হলে মোহে,
গলেই তার দিও বিধে।

২। বিধেই তার দু-চার বছর,
যাক না হলে-মোহে;
তার মাংসে কোলে আনুক,
মোহে কিম্বা হলে।

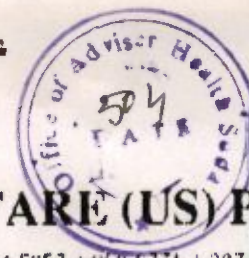
৩। হলে মোহে একটি,
যাক দিও কথার-বি-।

৪। হলেই দুটি শিশু হলে,
অনুঘ-বিঘ্নে আশা হলে।

৫। হলেই কিনিও-মোহে হা,
দুই শিশু হলে না।

৬। দুটি হলে আর নত
~~এক~~ পরিচালনা হলে হা।

৭। হলেই চক-আম
আর হলেই মোহে
হা-শিশু হলে হা,
কিন্তু আশা হলে।



4 OCT 2001

IPP - VIII. **CMDA****FAMILY WELFARE (US) PROJECT**

Madhyam Bhavan, Bidhan Nagar, G Block, 3rd Floor, Calcutta - 700 091 Phone : 334-5257 / 334-6771 / 337-0697 Fax : 334-3401

NO: _____/CMDA/FW(US)/IPP-8/

OCTOBER 03, 2001.

From : The Chief of Health
IPP-8 Kolkata, CMDA.To : The Chairman
Madhyamgram Municipality
Madhyamgram, 24-Pgs (N).Sub : Visit of a team of 1st Tier Supervisors
to IPP-8 Madhyamgram on 4 & 11~~th~~ 2001.

Sir,

A request from the Adviser(Health) SUDA to the undersigned requesting visit of FTS to see activities of different components of IPP-8 activities vide his letter dt. 3.10.2001 which is enclosed & is self-explanatory.

I would request you kindly to extend your good offices so as to enabling the FTS of Durgapur and other IPP-8 extended cities to get the benefit of the activities of your municipality. They will visit your municipality on 4th & 11th October 2001 at 1-30 p.m. led by Dr. S.C. Roy from SUDA. Kindly intimate your approval by Fax.

The IPP-8 Kolkata authority is very much encouraged by your co-operation in regard to exten^{sion} of the assistance of IPP-8 Kolkata for the benefit of the service provider of IPP-8 in extended 10 cities.

With regards,

Enclo : As stated.

Yours faithfully,

S.C.

Chief of Health, IPP-8 Kol.NO. 121/10 /CMDA/FW(US)/IPP-8/11-1/2001.

October 03, 2001.

✓ Copy to Dr. NG Gangopadhyay, Adviser(Health), SUDA to his

reference No. SUDA 15/08(US) VI/412 dt. 3.10.2001

Chief of Health, IPP-8 3/10/2001

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.

Date

SUDA-15/98(Pt-VI)/412

3.10.2001

**From: Adviser (Health)
SUDA**

**To: The Chief of Health
IPP-VIII, CMDA
Unnayan Bhavan
Salt Lake**

**Sub: Visit of a team of FTSs to IPP-VIII, Madhyamgram
on October 4 & 11, 2001**

Sir,

A team of FTSs of Durgapur, IPP-VIII-(Extn.) is scheduled to visit IPP-VIII, Madhyamgram (H.P./ SHP/ OPD cum MH) on October 4 & 11, 2001. The team will comprise of about 30 in nos. The team will be led by Dr. S.C.Roy from SUDA and reach Madhyamgram at about 1-30 p.m. on each of the dates stated.

This is for your kind information and with the request to intimate the Chairman of Madhyamgram Municipality accordingly.

Yours faithfully,

Adviser(Health)

SUDA-15/98(Pt-VI)/412 (1)

3.10.2001

C.C
✓ Project Officer
Dr.S.C.Roy

Adviser(Health)

1.os.Letter Head COH

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

Ref No.

Date

SUDA-15/98(Pt-VI)/412

3.10.2001

**From: Adviser (Health)
SUDA**

**To: The Chief of Health
IPP-VIII, CMDA
Unnayan Bhavan
Salt Lake**

**Sub: Visit of a team of FTSs to IPP-VIII, Madhyamgram
on October 4 & 11, 2001**

Sir,

A team of FTSs of Durgapur, IPP-VIII-(Extn.) is scheduled to visit IPP-VIII, Madhyamgram (H.P./ SHP/ OPD cum MH) on October 4 & 11, 2001. The team will comprise of about 30 in nos. The team will be led by Dr. S.C.Roy from SUDA and reach Madhyamgram at about 1-30 p.m. on each of the dates stated.

This is for your kind information and with the request to intimate the Chairman of Madhyamgram Municipality accordingly.

Yours faithfully,

[Signature]
Adviser(Health)

3.10.2001

SUDA-15/98(Pt-VI)/412 (i)

**C.C
Project Officer
Dr.S.C.Roy**

[Signature]
Adviser(Health)

1. os. Letter Head COH

SUDA

OK

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

Ref No.

Date

SUDA-15/98(Pt-VI)/ 400

25.9.2001

**From: Adviser(Health)
SUDA****To: The Mayor,
Durgapur Municipal Corporation****Sub: Orientation Training for FTSs under IPP-VIII-(Extn.)**

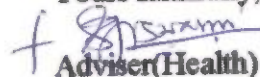
Sir,

Programmes of Experience Sharing including GIS for FTSs in two batches are scheduled at SUDA as indicated below:

No. of FTSs to be sent for training	Date	Programme
29	4.10.2001 5.10.2001	Field Session Classroom Session
28	11.10.2001 12.10.2001	-do-

You are requested to instruct the FTSs to bring two filled-in Family Schedules each. The Trainees should attend at Health Wing, SUDA at 10-30 p.m. Accommodation of the Trainees will be arranged by this office.

Yours faithfully,


 Adviser(Health)

SUDA-15/98(Pt-VI)/ 400 (1)

25.9.2001

C.C

The Project Director, IPP-VIII-(Extn.), Durgapur Municipal Corporation., for favour of kind information.


 Adviser(Health)

SUDA-15/98(Pt-VI)/ 400 (11)

25.9.2001

C.C

Director & CE, SUDA for kind favour of information.


 Adviser(Health)

**OFFICE OF THE PROJECT DIRECTOR
IPP-VIII (Extn) PROJECT
ENGLISHBAZAR MUNICIPALITY, MALDA**

Memo No. 155 /IPP-VIII(Extn)/RCH/2001-2002

Dated 11.09.2001

From : Chairman,
IPP-VIII(Extn) project,
Englishbazar Municipality, Malda.

To : The Advisor(Health),
SUDA, Ilgus Bhavan, H. C .Block,
Sector - III, Cal -91.



Sub : Training programme of 14 FTS arranged by the Advisor(Health)
SUDA on 13th & 14th September, 2001

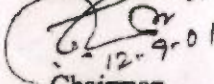
Sir,

In reference to the above subject I would like to inform you that 14 Nos and 2 Councillor-in-charge of the Project will attend the training Programme scheduled to be held on 13th & 14th September, 2001 at Ilgus Bhavan , SUDA.

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

N.B. :-Accommodation of the trainees is requested to be arranged accordingly.

Yours faithfully,


12-9-01
Chairman,

IPP-VIII(Extn) project,
Englishbazar Municipality, Malda.

Memo No. 155 /IPP-VIII(Extn)/RCH/2001-2002/1(4)

Dated 11.09.2001

Copy forwarded for favour of information and taking necessary action to :-

1. The Project Director, IPP-VIII(Extn) Project & A.D.M(G) , Malda.
2. The Councillor-in-charge, IPP-VIII(Extn) Project, Englishbazar Municipality, Malda
3. The C.D.Specialist, IPP-VIII(Extn) Project, Englishbazar Municipality, Malda
4. The Account Asstt., IPP-VIII(Extn), Englishbazar Municipality, Malda

Chairman,
IPP-VIII(Extn) Project,
Englishbazar Municipality, Malda

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

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

West Bengal

SUDA— 15/98/PL-V / 385
Ref No.

27 08.2001 Date

From : --- Adviser (Health)
SUDA

To : --- The Chairman, English Bazar
Talpaigani Municipality.

Sub : -- Orientation Training for FTS under IPP-VIII-(Extn.)

Sir,

A programme of Experience Sharing including GIS for FTS is scheduled at SUDA during 13-14 September, 2001.

You are requested to instruct the FTS to bring two filled-in family schedules each.

The trainees should attend at Health wing SUDA at 11-00 a.m.

Accommodation of the trainees will be arranged by this office.

Yours faithfully,

[Signature]
Adviser (Health)

27 08.2001

SUDA— 15/98/PL-V / 325 (1)

C. C.

The Project Director, IPP-VIII-(Extn.)

[Signature]
Adviser (Health)

27 08.2001

SUDA— 15/98/PL-V / 325 (1)

C. C.

Director & C.E. SUDA.

[Signature]
Adviser (Health)

From : .
Sri Sibapada Bhaumik
CHAIRMAN
JALPAIGURI MUNICIPALITY

OFFICE OF THE
MUNICIPAL COUNCILLORS
JALPAIGURI MUNICIPALITY

Phone : Office-30050
Chamber-31096
Residence-30488
Fax : 03561-31096

No. 1906 / M

Dated 16/9/2001

Fax No.033-3585800.

10 SEP 2001

To:
The Advisor (Health)
SUDA, ILGUS BHAVAN,
HC-Block, Sector-III,
Salt Lake City,
Kolkata-700 091.



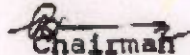
Sub: Training of F.T.S at SUDA
on 13th & 14th Sept, 2001.

Sir,

With above reference I am to inform you that the Health Officer, CDS and 12(twelve) nos of First Tier Supervisors are reaching your office on 12th Sept, 2001 in the morning for the training and are scheduled to leave for Jalpaiguri on 14th Sept in the evening.

Kindly arrange their accommodation and meals at your end.

Yours faithfully.


Chairman
Jalpaiguri Municipality.

J.S.

ORIENTATION TRAINING

DATE 28-29 August, 2001

Participants: CIC / MIC (Health) , CD Specialist, HOs/ AHOs of 10 ULBs
under IPP-VIII-(Extn.)

MIC (Health), HO, MS, PHN (Training) under RCH Sub-Project Asansol

Date	Time	Topic	Speaker
28.8.2001	10-45 to 11-00	Registration	
	11-00 to 12-30 hrs	Inaugural Session <ul style="list-style-type: none">- Welcome Address- Objectives- Achievements- Future Plan and issues related to Programme implementation- Financial Matters	Adviser (Health) Dr. R.N.Kar. Dr.S.Goswami Sri S.Pal
	12-30 to 13-30 hrs	Adolescent Girls' Care Prevention & Control of RTI / STI	Dr. S.Roy
	13-30 to 14-15 hrs	Lunch	
	14-15 to 16-30 hrs	Discussion on issues related to Innovative Programmes	Sri M.N.Saha
29.8.2001	11-00 to 16-00 hrs	Field Visit to Madhyam Gram Municipality Witness functioning of OPD cum MH Interaction with Chairman, Project Personnel	Dr. S. Roy

L.S. Sangita
27/8/01

ORIENTATION TRAINING

DATE 29-30 August, 2001

Participants: FTSS of Balurghat Municipality , under IPP-VIII-(Extn.)

Date	Time	Topic	Speaker
29.8.2001	10-45 to 11-00	Registration	
	11-00 to 13-30 hrs	Inaugural Session - Welcome Address - Experience Sharing - GIS, Family Schedule, MIES	Director & C.E., SUDA Adviser (Health) Sri S. Lahiri Sri G.Sanyal
	13-30 to 14-15 hrs	Lunch	
	14-15 to 17-00 hrs	Adolescent Girls' Care Prevention & Control of RTI / STI	Dr. S.Roy Dr. K.Anam
30.8.2001	11-00 to 16-00 hrs	Field Visit to Madhyam Gram Municipality Witness functioning of SHP, OPD cum MH Interaction with HHWs, FTSS & Project Personnel	Dr. S. Roy Dr. K.Anam

L.S. Sengupta
27/8/01

Director & CE - for kind information please

L.S. Sengupta
27/8/01

ORIENTATION TRAINING

DATE 29-30 August, 2001

Participants: FTSS of Balurghat Municipality, under IPP-VIII-(Extn.)

Date	Time	Topic	Speaker
29.8.2001	10-45 to 11-00	Registration	
	11-00 to 13-30 hrs	Inaugural Session - Welcome Address - Experience Sharing - GIS, Family Schedule, MIES	Director & C.E., SUDA Adviser (Health) Sri S. Lahiri Sri G.Sanyal
	13-30 to 14-15 hrs	Lunch	
	14-15 to 17-00 hrs	Adolescent Girls' Care Prevention & Control of RTI / STI	Dr. S.Roy Dr. K.Anam
30.8.2001	11-00 to 16-00 hrs	Field Visit to Madhyam Gram Municipality Witness functioning of SHP, OPD cum MH Interaction with HHWs, FTSS & Project Personnel	Dr. S. Roy Dr. K.Anam

S. Sanyal
27/8/01

Director & CE - for kind information please

S. Sanyal
27/8/01

ORIENTATION TRAINING

DATE 28-29 August, 2001

Participants: CIC / MIC (Health) , CD Specialist, HOs/ AHOs of 10 ULBs
under IPP-VIII-(Extn.)

MIC (Health), HO, MS, PHN (Training) under RCH Sub-Project Asansol

Date	Time	Topic	Speaker
28.8.2001	10-45 to 11-00	Registration	
	11-00 to 12-30 hrs	Inaugural Session - Welcome Address - Objectives - Achievements - Future Plan and issues related to Programme implementation - Financial Matters	Adviser (Health) Dr. R.N.Kar Dr.S.Goswami Sri S.Pal
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	13-30 to 14-15 hrs	Lunch	
	14-15 to 16-30 hrs	Discussion on issues related to Innovative Programmes	Sri M.N.Saha
29.8.2001	11-00 to 16-00 hrs	Field Visit to Madhyam Gram Municipality Witness functioning of OPD cum MH Interaction with Chairman, Project Personnel	Dr. S. Roy

L.S. Saugata Das
27/8/01

Sub: Booking of rooms at ILGUS Hostel during the period 27-30 Aug'01.

Participants from the ULBs, will be reaching at Calcutta on 27th in connection with training programme at SUDA, Health wing.

For the said purpose, you are requested kindly to make necessary arrangement - to book rooms at ILGUS Hostel as detailed below, -

Date	NO. of rooms required
27.8.2001	13
28.8.2001	26
29.8.2001	21
30.8.2001	21

2. The conference room may kindly be made available on 28.8.2001

3. The training room may be made available to us on 29.8.2001

o/c

Prasanna
23.8.01

27.8.2001

Two more rooms may kindly be allotted on date. They will be coming in the evening.

Prasanna
27.8.01

U.O. no. SUDA 1598 (Pt-V) / 27
23.8.2001

JT. Director
ILGUS

U.O. no. SUDA 1568
(Pt-V) / 30.
27.8.2001.

JT. Director
ILGUS

OFFICE OF THE PROJECT DIRECTOR
IPP-VIII(EXTN) PROJECT
ENGLISHBAZAR MUNICIPALITY, MALDA



Memo No. 136/IPP-VIII(EXTN)/RCH/2001-2002

Date: 27.8.2001

From : Chairman,
IPP-VIII(Extn) Project,
Englishbazar Municipality, Malda.
To : The Advisor (Health),
SUDA, Ilgus Bhavan, H.C.Block,
Sector-III, Cal-91.

27 AUG 2001

Sub : Arrangement of Accomodation at the "ILGUS HOSTEL"

Sir,

In reference to the above I would like to inform you that Smt Rita Roy & Smt Sumala Agarwala both Councillor-in-charge of IPP-VIII(Extn) Englishbazar Municipality will stay at the Ilgus Hostel on 28th & 29th August, 2001.

Necessary arrangement of accomodation of their staying at Ilgus Hostel for the above mentioned days may kindly be made.

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

Yours faithfully,

Chairman,

IPP-VIII(Extn) Project,
Englishbazar Municipality, Malda.