

Proforma For Issuing Engagement Letter to ASHAs

Block Health and Family Welfare Samity

..... Block

.....District

Government of West Bengal

Memo no:

dated:

To,
Smt./Mst.....

Village.....

Gram Panchayat/Sansad.....

District.....

Sub: Engagement as Accredited Social Health Activist

Madam,

This is to inform that Smt./Ms., Wife / Widow of Mr., has been provisionally selected as Accredited Social Health Activist (ASHA) for Sub Centre underGram Panchayat. The role of an ASHA is strictly that of a community volunteer.

You are hereby requested to report to the Secretary, Block Health and Family Welfare Samity of your Block between, 20.... and, 20.... on working days between 10:00 A.M. and 4:00 P.M. Failure to report within the time period specified above without any prior written intimation to the undersigned will be treated as your unwillingness to work as an ASHA and will automatically make your selection as ASHA null and void.

You will have to produce the following at the time of reporting:

- i. Medical Certificate from a registered Medical Practitioner with an MBBS degree, declaring you to be physically and mentally fit to perform your role & responsibility.
- ii. Original documents / certificate in support of your
 - a. age
 - b. Residential status
 - c. Educational qualification
 - d. Marital status

for verification by competent authority.

Your engagement is provisional subject to production of original documents as to medical fitness, proof of age, residence, educational qualification, and marital status. The engagement will stand summarily rejected if any of the documents furnished by you is found to be false at any point of time after engagement.

On engagement as ASHA, you will be inducted into an Orientation/ Induction Training. Afterwards, you will be inducted into the 1st round of 6th and 7th modules training. You will be eligible for both performance based monthly incentive and fixed honorarium only after completion of 1st round of 6th & 7th modules ASHA training. All trainings of ASHA are strictly residential as per the norms of the programme.

Yours faithfully,

Secretary
BHFWSamity.....Block

Memo no:

dated:

Copy forwarded for information/ necessary action to the:-

1. BDO,Block
2. Pradhan,.....Gram Panchayat
3. Health Supervisor.....
4. ANM,Subcentre
5. CDPO,.....Block

Secretary
BHFWSamity.....Block