

**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**ADMINISTRATIVE CALENDAR FOR THE YEAR 2018**

<b>Month</b>	<b>Sl. No.</b>	<b>Activity</b>
<b>JANUARY</b>	1	In-service training of 100 (hundred) staff nurses Gr. II for skill development on communication and attitude.
	2	Conducting of Research methodology workshop for DNB teachers.
	3	Inspection of 2 Blood Bank/BCSU by SBTC & WBSAPCS in 2 districts.
	4	Commencement of Anorectal Clinic & IPD services (both male and female ward) for Panchkarma at IPGAE&R, Shyamadas Vaidya Shastra Pith.
	5	Completion of training of registered Ayurveda Doctors on "Practice of Modern Medicines".
	6	Participation of Siliguri Food Testing Laboratory in ILC (Inter Laboratory Comparison) before making it operational.
	7	Visit of Senior Officials to at least two hospitals.
	8	Commissioning of MRI services at MJN Hospital, Coochbehar.
	9	Completion of Medical Gas Pipeline System (MGPS) at 2(two) Super Speciality Hospitals.
	10	Introduction of Asset Tracking and Service Support System in SSHs.
	11	Kangaroo Mother Care at Sick Newborn Care Unit (SNCU) for all newborns at 23(twenty three) facilities.
	12	Roll out of SNCU Online Software at 11(eleven) facilities.
	13	Dedicated Website for State PC-PNDT Cell.
	14	Meeting with Insurance Companies and other for introduction of senior citizen component under RSBY.
	15	Meeting with Corporate Hospitals of Kolkata regarding Swasthya Sathi.
	16	Enrolment of 2 lakhs beneficiaries.
	17	12 nos. of departmental meetings to review progress of activities and follow up measures.
	18	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
<b>FEBRUARY</b>	1	Completion of infrastructural work of Trauma Care Centre at Singur in Hooghly District.
	2	Commencement of civil work at 10 bedded new PHC at Bali in South 24 Parganas District and Panjipara in Uttar Dinajpur District.
	3	In-service training of 100 (hundred) sister, Gr. II for skill development on communication and attitude.
	4	Completion of Recruitment of Principals in New Medical College (Five).
	5	Conducting a Medical teachers training for WBMES faculties.
	6	Operationalization of Boys and Girls Hostel at new building Campus & Purchasing of Furniture at Dr R.Ahmed Dental College.
	7	Inspection of 2 Blood Bank/BCSU by SBTC & WBSAPCS in 2 districts.
	8	Commencement of Experimental Pharmacological Laboratory at IPGAE&R, Shyamadas Vaidya Shastra Pith.
	9	Visit of Senior Officials to at least two hospitals.
	10	Initiation of Equipment Management System of WBMSCL.
	11	Kangaroo Mother Care at SNCU for all newborns at 23(twenty three) facilities.
	12	Distribution of Sanitary Napkin packs to Adolescents at a subsidized cost by the ASHA.
	13	Active Case Finding of TB among vulnerable population in 5 selected districts.
	14	Operationalization of new 30 members Cartridge Based Nucleic Acid Amplification Test (CBNAAT) sites.
	15	District level Performance review meeting with stakeholders in Bankura, Purulia , Purba Bardhaman, Paschim Bardhaman and Birbhum.
	16	Publication of monthly newsletter by 1 <sup>st</sup> week.
	17	12 nos. of departmental meetings to review progress of activities and follow up measures.
	18	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

<b>Month</b>	<b>Sl. No.</b>	<b>Activity</b>
<b>MARCH</b>	1	Initiation of Recruitment process for vacant post of staff nurse after completion of joining of newly recruited staff nurse.
	2	Commencement of NEET PG Counseling.
	3	Conducting training for District Hospital Doctors & Nurses for Day Care Chemotherapy.
	4	Operationalization of New academy building at Burdwan Dental College & Hospital.
	5	Inspection of 3 Blood Bank/BCSU by SBTC & WBSAPCS in 3 districts.
	6	Setting up of Analytical & Pharmacognostic Laboratory at Apothecary Unit at Vishwanath Ayurvedic Mahavidyalaya & Hospital (Centre for Training in Ayurvedic Pharmacy).
	7	Commissioning of analysis of non-regulatory food samples at Siliguri Food Testing Laboratory.
	8	Awareness camp for Food Business Operators.
	9	Visit of Senior Officials to at least two hospitals.
	10	Introduction of e-office (other than Bills).
	11	Linking of Biometric Attendance and Pay Bill Processing in WBMSCL.
	12	Kangaroo Mother Care at Sick Newborn Care Unit (SNCU) for all newborns at 22(twenty two) facilities.
	13	Completion of construction of 3(three) new Urban Primary Health Centres building.
	14	Completion of renovation of 3(three) Urban Primary Health Centres.
	15	District level Performance review meeting with stakeholders in Coochbihar, Jalpaiguri, Alipurduar and Siliguri.
	16	Publication of monthly newsletter by 1 <sup>st</sup> week.
	17	12 nos. of departmental meetings to review progress of activities and follow up measures.
	18	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
APRIL	1	Commencement of civil work at 10 bedded PHC at Gilachat in Diamond Harbour Health District.
	2	Completion of infrastructural work of upgradation of Amdanga BPHC in North 24 Parganas District.
	3	Publication of advertisement for admission of student for GNM course for the session 2018-2021.
	4	Completion of Process of Bi-annual Departmental Promotion of WBMES Officers with cutoff date as on 31/12/2017.
	5	Creation of posts for PMSSY -III Project.
	6	Departmental promotion of 65 clinical Tutor to Assistant Professor.
	7	Inspection of 2 Blood Bank/BCSU by SBTC & WBSAPCS in 2 districts.
	8	Visit of Senior Officials to at least two hospitals.
	9	Finalization of contract for Bio-Medical Equipment Maintenance.
	10	Commencement of Follow Up Clinic for Sick Newborn Care Unit (SNCU) Graduates at 5(five) facilities.
	11	Completion of 2nd phase of GP Based Comprehensive Health Check Up camps for senior citizens in the FY 2017-18.
	12	Indoor Residual Spray (IRS) with insecticide Synthetic Pyrethroid (SP) for control of transmission of Kala azar in selected villages in 11 endemic districts (1st Round).
	13	District level Performance review meeting with stakeholders in Paschim Medinipur, Jhargram, Purba Medinipur, Howrah.
	14	Publication of monthly newsletter by 1 <sup>st</sup> week.
	15	12 nos. of departmental meetings to review progress of activities and follow up measures.
	16	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
MAY	1	New construction of 10 bedded PHC at Teliavasa in Purulia District.
	2	Completion of infrastructural work of upgradation of Kalloli Rural Hospital in Purulia District.
	3	Orientation programme of 100 (hundred) numbers of clinical instructor/sister tutor on educational technologies.
	4	Counseling for Postgraduate Courses to end and admission process to be completed.
	5	Initiation of Vertical extension of 7 <sup>th</sup> and 8 <sup>th</sup> floor with Auditorium at New Building of Dr. R.Ahmed Dental College & Hospital.
	6	Operationalization of new Blood Bank at Birpara State General Hospital.
	7	Inspection of 3 Blood Bank/BCSU by SBTC & WBSAPCS in 3 districts.
	8	Visit of Senior Officials to at least two hospitals.
	9	Commencement of Follow Up Clinic for Sick Newborn Care Unit (SNCU) Graduates at 10(ten) facilities.
	10	Operationalisation of Sick Newborn Care Unit (SNCU) at Sreerampore Super Specialty Hospital.
	11	House-to-house survey on fortnightly basis in selected urban areas for prevention & control of Dengue (1 <sup>st</sup> & 2 <sup>nd</sup> Round).
	12	Indoor Residual Spray (IRS) with insecticide (DDT) for control of transmission of Malaria in selected Sub-centers (1st Round).
	13	District level Performance review meeting with stakeholders in North Dinajpur, Dakshin Dinajpur, Malda, Murshidabad and Nadia.
	14	Publication of monthly newsletter by 1 <sup>st</sup> week.
	15	12 nos. of departmental meetings to review progress of activities and follow up measures.
	16	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

<b>Month</b>	<b>Sl. No.</b>	<b>Activity</b>
<b>JUNE</b>	1	Commencement of Counseling for Undergraduate (MBBS & BDS) seats.
	2	Operationalization of new Blood Bank at Tehatta Sub- Division Hospital.
	3	Inspection of 3 Blood Bank/BCSU by SBTC & WBSAPCS in 3 districts.
	4	Awareness camp for Food Business Operators.
	5	Visit of Senior Officials to at least two hospitals.
	6	Completion of Medical Gas Pipeline System (MGPS) work at 3(three) facilities.
	7	Operationalisation of Sick Newborn Care Unit (SNCU) at Contai SDH.
	8	Roll out of SNCU Facility Management Software.
	9	House-to-house survey on fortnightly basis in selected urban areas for prevention & control of Dengue (3 <sup>rd</sup> & 4 <sup>th</sup> Round).
	10	Quarterly review at State Level on claim settlement and other issues (North Bengal districts at Siliguri).
	11	Quarterly Meeting of the Executive Committee along with review by principal secretary of grievances etc. filed at Toll Free Call Centre.
	12	Publication of monthly newsletter by 1 <sup>st</sup> week.
	13	12 nos. of departmental meetings to review progress of activities and follow up measures.
	14	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

<b>Month</b>	<b>Sl. No.</b>	<b>Activity</b>
<b>JULY</b>	1	Completion of infrastructural work of Trauma Care Centre at Amtala in South 24 Parganas.
	2	Commencement of civil work at Looksan PHC in Jalpaiguri District.
	3	Completion of selection process for GNM course.
	4	Submission of Application to GOI for Establishment of five New Medical Colleges.
	5	Operationalization of new Blood Bank at Dinhata Sub-Division Hospital.
	6	Inspection of 3 Blood Bank/BCSU by SBTC & WBSAPCS in 3 districts.
	7	Visit of Senior Officials to at least two hospitals.
	8	Commencement of IPD services at Uluberia SSH.
	9	Supply and installation of 1(one) Linear Accelerator Machine (LINAC) at Medical College & Hospital, Kolkata.
	10	Operationalisation of Paediatric Intensive Care Unit (PICU) at Bankura MCH.
	11	Retinopathy of Premature (ROP) screening and treatment of newborn at Sick Newborn Care Units (SNCUs) of 2(two) Medical Colleges.
	12	Roll out of Measles Rubella Campaign.
	13	Completion of construction of 3(three) new Urban Primary Health Centre buildings.
	14	Completion of renovation of 3(three) Urban Primary Health Centres.
	15	Active Case Finding of TB among vulnerable population in 5 selected districts.
	16	House-to-house survey on fortnightly basis in selected urban areas for prevention & control of Dengue (5 <sup>th</sup> & 6 <sup>th</sup> Round).
	17	District level Performance review meeting with stakeholders in South 24 Parganas, North 24 Parganas and Kolkata.
	18	Publication of monthly newsletter by 1 <sup>st</sup> week.
	19	12 nos. of departmental meetings to review progress of activities and follow up measures.
	20	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
AUGUST	1	In-service training of 100 (hundred) staff nurses Gr. II for skill development on communication and attitude.
	2	Completion of counseling for Undergraduate (MBBS & BDS) and admission process.
	3	Operationalization of new Blood Bank at Nandigram Super Speciality Hospital & Metiaburuz Super Speciality Hospital.
	4	Inspection of 2 Blood Bank/BCSU by SBTC & WBSAPCS in 2 districts.
	5	Creation of Herbal Garden at Patipukur Ayurvedic Hospital (annexed campus of J.B. Roy State Ayurvedic Medical College & Hospital).
	6	Completion of vertical extension (1 <sup>st</sup> and 2 <sup>nd</sup> floor) of college building at Mahesh Bhattacharya Homoeopathic Medical College & Hospital.
	7	Visit of Senior Officials to at least two hospitals.
	8	Completion of Medical Gas Pipeline System (MGPS) work at 3(three) facilities.
	9	Commencement of construction of Mother & Child Hub at Chhittaranjan Seva Sadan.
	10	Supply and installation of 2(two) Linear Accelerator Machines (LINAC) at NRS Medical College & Hospital.
	11	Retinopathy of Premature (ROP) screening and treatment of newborn at SNCUs of 2(two) Medical Colleges.
	12	Operationalisation of augmented Paediatric Intensive Care Unit (PICU) at North Bengal MCH.
	13	Indoor Residual Spray (IRS) with insecticide (DDT) for control of transmission of Malaria in selected Sub-centers (2 <sup>nd</sup> Round).
	14	House-to-house survey on fortnightly basis in selected urban areas for prevention & control of Dengue (7 <sup>th</sup> & 8 <sup>th</sup> Round)
	15	Performance review meeting with stakeholders regarding Swasthya Sathi.
	16	Publication of monthly newsletter by 1 <sup>st</sup> week.
	17	12 nos. of departmental meetings to review progress of activities and follow up measures.
	18	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
<b>SEPTEMBER</b>	1	Admission of student for GNM course.
	2	Conducting a Medical teachers training programme for WBMES faculties.
	3	Operationalization of new Blood Bank at Salboni Super Speciality Hospital.
	4	Inspection of 2 Blood Bank/BCSU by SBTC & WBSAPCS in 2 districts.
	5	Completion of construction of P.G. Hostel at 63, A.P.C. Road campus of D.N. De Homoeopathic Medical College & Hospital.
	6	Awareness camp for Food Business Operators.
	7	Visit of Senior Officials to at least two hospitals.
	8	Completion of Medical Gas Pipeline System (MGPS) work at 3(three) facilities.
	9	Supply and installation of 2(two) Linear Accelerator Machines (LINAC) at R.G. Kar Medical College & Hospital.
	10	Retinopathy of Premature (ROP) screening and treatment of newborn at Sick Newborn Care Units (SNCUs) of 2(two) Medical Colleges.
	11	Operationalisation of Paediatric Intensive Care Unit (PICU) at Malda MCH.
	12	House-to-house survey on fortnightly basis in selected urban areas for prevention & control of Dengue (9 <sup>th</sup> & 10 <sup>th</sup> Round)
	13	Quarterly review meeting with districts authorities and other stakeholders (South Bengal Zone at Durgapur).
	14	Publication of monthly newsletter by 1 <sup>st</sup> week.
	15	12 nos. of departmental meetings to review progress of activities and follow up measures.
	16	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
<b>OCTOBER</b>	1	Starting of Basic B.Sc. & M.Sc. Nursing course at College of Nursing, I.D. & B.G. Hospital on attaining of affiliation by Indian Nursing Council & West Bengal University of Health Sciences.
	2	Conducting a Dental teachers training programme for WBDES faculties.
	3	Operationalization of new Blood Bank at Debra Super Speciality Hospital.
	4	Visit of Senior Officials to at least two hospitals.
	5	Completion of Medical Gas Pipeline System (MGPS) work at 3(three) facilities.
	6	Operationalisation of Paediatric Intensive Care Unit (PICU) at College of Medicine & Sagore Dutta Hospital.
	7	Completion of construction of 3(three) new Urban Primary Health Centre buildings.
	8	Completion of renovation of 3(three) Urban Primary Health Centres.
	9	House-to-house survey on fortnightly basis in selected urban areas for prevention & control of Dengue (11 <sup>th</sup> & 12 <sup>th</sup> Round)
	10	12 nos. of departmental meetings to review progress of activities and follow up measures.
	11	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
<b>NOVEMBER</b>	1	Creation of remaining Posts of Five New Medical Colleges.
	2	Completion of Process of Bi-annual Departmental Promotion for WBMES Officer's with cutoff date as on 30/06/2018.
	3	Operationalization of new Blood Bank at Mathabhanga Sub-Division Hospital & Falakata Super Speciality Hospital.
	4	Commencement of O.T. Block and Labour Room at The Calcutta Homoeopathic Medical College & Hospital.
	5	Installation of instruments at West Bengal Public Health Laboratory, Kolkata for analysis of additional contaminants such as pesticides, heavy metals etc. in food samples.
	6	Visit of Senior Officials to at least two hospitals.
	7	Operationalisation of the Paediatric Intensive Care Unit (PICU) at College of Medicine & JNM Kalyani Hospital.
	8	Operationalization of 40 Dental clinics at BPHC level.
	9	Enrolment of left out Beneficiaries.
	10	Publication of monthly newsletter by 1 <sup>st</sup> week.
	11	12 nos. of departmental meetings to review progress of activities and follow up measures.
	12	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.

Month	Sl. No.	Activity
<b>DECEMBER</b>	1	In-service training of 100(hundred) Nursing Administrator and Nursing Educator on leadership skill development.
	2	Conducting a Medical teachers training programme for WBMES faculties.
	3	Operationalization of new Blood Bank at Sagardighi Super Speciality Hospital.
	4	Completion of Seminar Hall at D. N. De Homoeopathic Medical College & Hospital.
	5	Upgradation of Library at J.B. Roy State Ayurvedic Medical College & Hospital.
	6	NABL Accreditation of West Bengal Public Health Laboratory, Kolkata.
	7	Visit of Senior Officials to at least two hospitals.
	8	Operationalisation of the Paediatric Intensive Care Unit (PICU) at Burdwan Medical College & Hospital.
	9	Completion of construction of 4(four) new Urban Primary Health Centre buildings.
	10	Completion of renovation of 5(five) Urban Primary Health Centres.
	11	Active Case Finding of TB among vulnerable population in 5 selected districts.
	12	Operationalization of 39 Dental clinics at BPHC level.
	13	Publication of monthly newsletter by 1 <sup>st</sup> week.
	14	12 nos. of departmental meetings to review progress of activities and follow up measures.
	15	4 nos. of review meeting, or more as per need, to monitor the activities regarding dengue prevention/control.