



Secretariat,  
Chennai-600 009.

HEALTH AND FAMILY WELFARE (N1) DEPARTMENT  
Letter (Ms)No.323, dated 11.9.2017  
Heyvilambi Aavani-26, Thiruvalluvar Aandu-2048

From  
Dr. J. Radhakrishnan, I.A.S.,  
Principal Secretary to Government

To  
The Director of Public Health and  
Preventive Medicine Department,  
Chennai- 600 006 (w.e.).

Sir,

Sub: Training – Starting of Multipurpose Health Worker (Male) /  
Health Inspector / Sanitary Inspector courses – streamlining of  
procedures – Instructions - Issued.

Ref: G.O. (Ms) No.107, Health and Family Welfare (N1) Department,  
dated 13.4.2017.

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I am directed to invite your attention to the Government Order cited wherein orders have been issued towards revision of guidelines and syllabus for the training to be imparted for Multipurpose Health Worker (Male) / Health Inspector / Sanitary Inspector course offered by the Private Institution / Trust / Universities / Deemed Universities.

2. In this regard, the following procedure shall be strictly followed before submitting the application of the Private Institute for starting Multipurpose Health Worker (Male) / Health Inspector / Sanitary Inspector course to the Government:

- a) Whenever an application for starting Multipurpose Health Worker (Male) / Health Inspector / Sanitary Inspector courses is received by the Director of Public Health and Preventive Medicine, he shall fix the date of inspection within a reasonable time, i.e., within a week after ensuring that the institution is a recognized one.
- b) The Inspecting authority shall be informed and given permission through a letter in such a way that there shall be only one day in between the date of giving permission and the date of inspection.

- c) The concerned institution shall be informed about the date of inspection on the day before the date of Inspection through e-mail and Phone message.
- d) The inspecting authority shall inspect the institutions as per the guidelines and verify whether the entire infrastructure and facilities are actually found as per the guidelines and the information (in their application) furnished by the applicant. After verifying the premises of the institution, he shall furnish his report along with check list (check list enclosed).
- e) The inspecting authority shall also produce a certificate to the effect that he inspect the concerned institution on certain date as per the orders of the Director of Public Health and Preventive Medicine and it shall be countersigned by the Chairman/ Managing Director of the concerned institute. (format enclosed).
- f) Thus the inspecting authority shall submit a report, check list and certificate (hereafter it shall be collectively called as Inspection document).
- g) If any mismatch is found subsequently between the Inspection document and the availability of the infrastructure and other necessities as per guidelines for starting Multipurpose Health Worker (Male) / Health Inspector / Sanitary Inspector courses, the Inspecting authority is fully responsible for that mismatch and thus he should be diligent and assiduous while doing the inspection and Inspection document (the report, check list and the certificate) he produce must be prepared with utmost care.
- h) The Inspection document must be submitted with a covering letter addressed to the Director of Public Health and Preventive Medicine duly mentioning the reference in which he has been permitted to inspect the premises of the concerned institutions.
- i) The Inspection document must be submitted by the Inspecting Authority to the Director of Public Health and Preventive Medicine within two days after the date of inspection.
- j) After receiving the document of inspection from the Inspecting authority, the Director of Public Health and Preventive Medicine shall immediately number it with date seal and take further action.
- k) The Director of Public Health and Preventive Medicine before sending proposal for getting permission of the Government must meticulously examine the document of Inspection and must prepare a proforma which must resemble the check list of the document of Inspection and his signature must be affixed with seal and date on the proforma.
- l) The Director of Public Health and Preventive Medicine must ensure that the actual inspection has taken place by employing various methods like

requesting the inspecting authority to produce his T.A Bills and diary etc., and also to produce photographs of inspecting authority in the premises while carrying out the inspection. This must be mentioned in the permission letter which is given to the Inspecting authority for making Inspection and while sending proposal to the Government, the proofs have to be attached.

3. Further, the proposal of the Director of Public Health and Preventive Medicine must have the following details/documents while sending the proposal to the Government:

- a. The covering letter, in which the Director of Public Health and Preventive Medicine has to make detailed proposal examining the application of the petitioner along with the inspection document submitted by the inspecting authority and if he decides that the institution can be given permission to start courses, he has to include his specific recommendation.
- b. The proforma in which all the items of the guidelines have to be examined step by step including the final recommendation column which must have the signature of the Director of Public Health and Preventive Medicine with his specific remarks as 'recommended/ not recommended'.
- c. The inspection document of the inspecting authority which contains report (as mentioned in G.O. (Ms) No.107, Health and Family Welfare (N1) Department, dated 13.4.2017), check list, certificate of inspecting authority countersigned by the applicant.
- d. Proofs for ensuring that the actual direct inspection by person has taken place.
- e. Application submitted by the applicant with all enclosures.
- f. Copy of the permission letter furnished by the Director of Public Health and Preventive Medicine to the Inspecting authority for inspecting the premises of the institution.

3. The Director of Public Health and Preventive Medicine is requested to follow the above instructions and strictly adhere to the prescribed procedures while sending proposal to the Government for starting Multipurpose Health Worker (Male) / Health Inspector / Sanitary Inspector courses. Any deviation from the above instructions will be viewed seriously by the Government and the proposal shall liable to be summarily rejected.

Yours faithfully,

  
for Principal Secretary to Government.

CHECK LIST FOR STARTING OF HEALTH INSPECTOR POST  
BY PRIVATE INSTITUTIONS

Sl. No.	Mandatory Items	Details furnished by the Institutions	Remarks of the DPH&PM
1.	Original Challan for remittance of Non Refundable Application Fees of Rs.10,000/-.		
2.	Whether the Joint Director of Public Health and Preventive Medicine has inspected the suitability to grant approval to start the training?		
3.	Whether the Director of Public Health and Preventive Medicine has recommended?(Copy of permission order to be attached)		
4.	Name of the Community / Primary Health Centre to be affiliated.		
5.	Name of the Urban Local Body to be affiliated.		
6.	<u>Teaching Faculties:-</u> i. Principal – 1 (Diploma in PH / Master of PH / MD (Community Medicine) ii. Medical Faculty – 1 (MBBS) iii. PH Engineering Faculty – 1 (BE / ME in Civil Engineering) iv. Entomologist – 1 (M.Sc. (Zoology) /Diploma in PH Entomology with M.Sc.,) v. Microbiologist – 1 (PG in Medical / Applied Microbiology) vi. Statistical Officer – 1 (B.Sc., / M.Sc., (Statistics/ Mathematics) vii. Health Educator – 1 (P.G. Diploma in Health Promotion Education / PH)		



	<p>viii. Field Practice Faculty - 4 (H.I. / S.I. Course Certificate issued by DPH&amp;PM)</p> <p>ix. Lab Technician - 1 (CMLT / DMLT)(Qualified in Govt. Approved Institutions)</p> <p>x. Mason - 1</p> <p>(Inspecting authority to check in person all the incumbents and verify it with their ID Card and Certificate)</p>		
7.	<p><u>Non Teaching Staff</u></p> <p>i. Superintendent / Accountant - 1</p> <p>ii. Assistant - 1</p> <p>iii. Typist - 1</p> <p>iv. Driver - 1</p> <p>v. Cleaner - 1</p> <p>vi. Office Assistant - 1</p> <p>vii. Sweeper / Watchman - 1</p>		
8.	Whether the individual office rooms for: Principal, Faculties and Ministerial Staff are available as per the guidelines.		
9.	Whether the Class Rooms are available as per the guidelines? (For 40 students – 720 Sq.Ft.)		
10.	<p><u>Laboratory :</u></p> <p>i. Anatomy / Physical Lab – 400 Sq. ft.</p> <p>ii. Public Health Lab - 400 Sq. ft.</p> <p>iii. Sanitary Engineering Workshop – 400 Sq.ft.</p>		
11.	Library (400 sq. ft)		
12.	<p><u>Health Education Section</u></p> <p>i) TV</p> <p>ii) VCR / DVD</p>		

	iii) LCD Projector iv) Computer Facility etc.,		
13.	<u>Annual Admission</u>  i) Minimum students intake is 20 ii) Maximum students intake is 40		
14.	<u>Transport</u>  i) Whether the Institution has 20-25 seated Minibus? ii) Whether two-wheelers are available for field visit of students.		
15.	<u>Hostel Facility</u>  i) Safe drinking water facility. ii) Dining Room. iii) Living Room. iv) Bath rooms and toilets sufficient in number (one for every 10 students) v) One visitors room. vi) One recreation room. vii) One sick room.		
16.	Whether the Institution and Hostel have the independent telephone line.		

J. RADHAKRISHNAN,  
 PRINCIPAL SECRETARY TO GOVERNMENT

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*S. Raju Ganga*  
 Section Officer