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Version 01



# **TRANSFER POSTING POLICIES**

**Government of West Bengal**  
**Health & Family Welfare Department**  
**Organizational & Human Resource Development Theme Group**  
**Strategic Planning & Sector Reform Cell**

SPSRC, 4th Floor, Swasthya Bhawan, GN-29, Sector-V, Bidhannagar, Kolkata – 700 091

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## Forward

Government of West Bengal  
Department of Health & Family Welfare  
Strategic Planning & Sector reform Cell  
4<sup>th</sup> Floor Wing-B, Swasthya Bhawan

No. HF/SPSRC/36/2012/137

Dated 2<sup>nd</sup> November, 2012

Publication of important government orders of the health & FW Department in the form of the 'Health Manual' has been in practice. It has not been updated for a considerable length of time. Publication of such manuals along with updated GOs has been under the active consideration of the department for sometime past.

The Department has decided to bring out such manuals in a phased manner. As a part of the process a compilation of transfer-posting policies of different categories employees working in the directorate has been under taken by the Strategic Planning & Sector reform Cell.

It is expected that such compilation will be useful for

- Rational deployment of manpower to render proper service to the population of the state
- Transparency and accountability related to a sensitive matter of Human resource management like transfer/posting
- Formulation of new policy/revision of existing policy by the policy makers

This compilation based on the available government orders has been posted in the departmental website [www.wbhealth.gov.in](http://www.wbhealth.gov.in). Any omission of already published job-description may be brought to the notice of the undersigned for further inclusion.

Suggestions or recommendations in this regard will be appreciated.

Sd/- Sanghamitra Ghosh  
Director, SPSRC

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Government of West Bengal  
Directorate of Health Services  
Writers' Buildings Calcutta

No. HPH/2M-13-85/167

Dated, the 29<sup>th</sup> August, 1986

ORDER

All establishment matters including appointment, transfer, posting etc. of Social Welfare officer in Group C of West Bengal Sub-ordinate health Services (Non Medical Tech. Personnel) will henceforth be done by the Asstt. Director of Health Services (Admn.) in charge of Cader section of the Dte. of Health Services, West Bengal.

This order comes in force with immediate effect and this order supercedes all previous orders.

Sd/- Illegible  
Director of Health Services

Text of GO. No. H/MA/2343/JS-26/90 Dt. 10.08.1990; Sub: Guidelines for posting and transfer of Medical Officers of the West Bengal Health Service

Government of West Bengal  
Department of Health & Family Welfare  
M.A.Branch

No.H/MA/2343/JS-26/90

Calcutta, the 10<sup>th</sup> August, 1990.

From: Joint Secretary to the Government of West Bengal

To : The Director of Health Services, West Bengal.

Sub: Guidelines for posting and transfer of Medical Officers of the West Bengal Health Service.

M E M O

The undersigned is directed to refer to this Deptt.Memo no.H/MA/1095/JM-62/84 dt.20.2.84 prescribing the guidelines for posting and transfer of Medical Officers of the West Bengal Health Service and to say that for sometime past the matter has been under review of Govt. After careful consideration the Governor has since been pleased to prescribe in supersession of all previous orders on the subject, the following guidelines and general principles to be followed in the matter of posting and transfer of Medical Officers belonging to the unified Cadre of the West Bengal Health Services:-

A. Principles of Posting and Transfer

1.(A) The first posting of all the new M.O.s joining W.B.H.S. following selection of State P.S.C. be invariably made in the level of PHC / SHC / RH (in terms of seniority / vis-avis position list of vacant Health Centre)(the Govt. however reserves the right to post M.O.s in death subjects such as Anaesthesiology, Radiodiagnosis, Radiotherapy, Leprosy etc. depending upon the vacancies of such posts. Govt. shall review the position of such Death subjects once every 2 years and shall notify accordingly).

1.(B) Initial posting of an M.O. selected through P.S.C. in the quota of the (reserves) Physically handicapped and their subsequent transfers shall receive separate consideration as far as practicable.

2. Normally after completion of three years of service at SHC/PHC/RH level, one becomes eligible for transfer to hospitals of the next higher tier in terms of the plan formulated henceunder. M.O.s placed in a difficult PHCs/ SHCs may be transferred to a similar post within the same Zone at an earlier.



3. For those who are posted in State General / Sub-divisional / District Hospital / Teaching Hospital as M.O.s / Special Category of Hospitals etc. transfers will be considered in terms of Policy formulated herein as routine even without obtaining any applications from the M.O.s praying for transfer.

4. A prayer of transfer are subjected to vacancy and administrative needs and shall not be considered as a matter of right.

5. In matters of transfer of M.O.s serving in difficult areas for a longer period will receive priority in consideration over others.

6. Normally all applications of transfer should reach the Asstt. Secretary (MA Branch), Deptt. of Health & F.W. by the 30<sup>th</sup> November of every year. Order shall be issued by 15<sup>th</sup> March of the prospective year.

7. Normally no M.O. shall be transferred in the last 3 years of service unless separate administrative ground exists in some particular case.

8. All M.O.s shall serve ordinarily in the 4 (four) different zones for the specific periods as stated below.

9. The M.O.s posted at the levels of SHC / PHC / RH of a particular district can either pray for transfer to next higher level of a hospital tier of the same district or zone, or can pray for transfer to a different zone.

10. The scheme given below is applicable for these M.O.s who have less than 5 (five) years of service at non-MDA areas. For those M.O.s who have completed 5 (five) to 10 (ten) years of non-CMDA service in a particular are liable to be transferred to other uncovered zones.

11. For the purpose of posting and transfer, the State is divided into Zones as indicated below where the M.O.s are required to serve for specific periods as mentioned below in the different tier of hospitals.

Zones	Districts	Periods to be served
Zone – D	West Dinajpur, Malda, Coochbehar, Jalpaiguri Darjeeling, Purulia	At least 3 years
Zone – C	Midnapore, Birbhum, Bankura, Murshidabad	5/4 years
Zone – B	Howrah, Hooghly, Nadia, 24-Parganas (North & South), Burdwan excluding the hospitals (other than SHC/PHC/RH) falling under CMDA area as well as Barasat S.D.H (24-Pgs (N)	7/5 years
Zone – A	Calcutta and Howrah Municipal areas and all hospitals (other than SHC/ PHC/RH falling	Total 15/12 years (inclusive of non-teaching

under CMDA area as well as Barasat  
S.D.Hospital  
(24-Pgs .N)

posts in Teaching  
Hospital)

12. Tier – I – SHS / PHC / RH including BPHC (at least 3 year)  
Application Intermediate tier (Training tier)  
For 3(three) to 5 (five) years in the Teaching and  
Special Category Hospitals.
- Tier – II St.Gen.Hospitals / Sub-divisional Hospital / Dist.  
Hospital  
Posting of Tier – II each of 5 (five) years can be in  
the Zone B,C,D depending on the vacancy (read  
with clause 20)
13. Apart from the principal of transfer based on Geographical zones, transfer shall be on the principles of difficult tiers. (a) The transfer of the intermediate tier is to enable M.O. to update his knowledge so as to enable him to prepare for Higher Studies if he so desires and is also meant for these M.O.s who have joined service after acquiring appropriate P.C. qualifications need further practical training under appropriate guidelines and supervision. After completion of the stipulated period of service in this intermediate tier, M.O.s shall be transferred back accordingly to the principles stated herein.
- (b) M.O.s in tier-II now posted in S.D., S.G.H. & D.H. has to complete scheduled periods of services in different zone before they are posted in zone-A.
- (c) M.O.s. in the tier-II posted in S.D, S.G.H and D.H. will be automatically considered for transfer in other zone as per schedule specified here, on the basis of service already rendered and availability of vacancy and administrative need.
- (d) M.O.s in tier-II after completing scheduled year of services as specified in a particular zone, may apply for transfer to tier-I or tier-II of the same and different zone or for the training tier.
- (e) Priority will be consider on the basis of services in a difficult area and the period of service rendered thereof.
14. M.O.s having post doctorate/P.G. degree or Diploma shall receive no relaxation from the above scheme of transfer and posting.

15(a) If both husband and wife belong to W.B.H.S, posting in the same station as near as possible shall be considered for them if they are similarly placed in regard to zone & Tier of hospital subject to availability of vacancy.

( b) Lady Doctors may not be posted in the SHC

16. No leave application or extension of leave already admitted will be entertained for the M.O.s who are under order of transfer.

17. At present posting at Calcutta / Howrah Municipal areas as well as at hospitals (other than SHC/PHC/RH) within CMDA areas materials after at least 15/12 years of services. M.O.s who occupy various posts in the various hospitals of Calcutta/ Howrah Municipal area as well as at Hospitals mentioned above having 15/12 years of experience in non-CMDA areas shall be staggered to complete their respective tenures, so that other M.O.s who has completed 15 years experience in non-CMDA areas may obtain a posting at hospitals following zone 'A'.

18. Final posting in Zone 'A' will depend on entire scoring which will depend on  
a) Total period of non-CMDA experience  
b) Total period served in different PHC/ SHC/RH and also in difficult districts.  
c) Availability of vacancy.

19. Persons in Basic teaching posts in different disciplines, after completion of their tenure if not selected as a Lecturer, has to join W.B.H.S in tier-II after a specified period.

20. In the exigencies of public interest and also for administrative reasons the Govt. resume the right to transfer a Medical Officer posted any where to a different post.

Sd/-Illegible  
Join Secretary.

Text of GO. No. Health/MA/661/JS-10/91 Dt. 20.03.1991; Sub: Guidelines for posting and transfer of Medical Officers of the WBHS

Government of West Bengal  
Department of Health and Family Welfare  
M.A. Branch.

No.Health/MA/661/JS-10/91

Dated, Calcutta the 20<sup>th</sup> March, 1991

From: The Joint Secretary to the Government of West Bengal.

To: The Director of Health Services, West Bengal.

Sub: Guidelines for posting and transfer of Medical Officers of the WBHS.

MEMORANDUM

The undersigned is directed to refer to this Department's Memo No.H/MA/2343/JS-26/90 dated 10.8.1990 laying down therein the principles and guidelines for posting and transfer of the Medical Officers belonging to the unified cadre of the West Bengal Health Services and to say that the said Government order shall come into effect from the 1<sup>st</sup> April, 1991 for implementation of the principles/guidelines prescribed therein.

2. All concerned are being informed.

Sd/-Illegible  
Joint secretary

No. Health/MA/661/JS-10/91/1(28)

Copy forwarded to the:-

1. Deputy Director of Health Services (Admn), West Bengal;
2. Assistant Director of Health Services (P & E), West Bengal;
3. Assistant Director of Health Services (MERT), West Bengal;
4. Chief Medical Officers of Health, .....
5. P.S. to M.I.C, Department of Health & Family Welfare Samity, West Bengal;
6. P.A to the Secretary, Department of Health & Family Welfare, West Bengal;
7. M.S. Branch of this Department;
8. F. W. Branch of this Department;

For information and necessary action.

Calcutta, the 20<sup>th</sup> March,1991.

Sd/- Illegible  
Joint Secretary.

Text of GO. No. HF/O/MA/1M-89/96/A6847 Dt. 04.09.1996; Sub: Power of CMOH  
of Health to transfer and detailment of MO within District

Government of West Bengal  
Directorate of Health Services  
Writers, Buildings, Calcutta.

No. HF/O/MA/1M-89/96/A6847

Dated, the 4<sup>th</sup> September, 1996.

O R D E R

It has been brought to the notice of this Directorate that Chief Medical Officer of Health of several districts are transferring Medical Officers within his / her district. It is to be noted that they have no such authority under the existing rules.

Being aggrieved by such action of C.M.O.H. many of the medical officers are moving to Hon'ble Court for justice and thereby causing legal complications in Health Administration.

In order to avoid such complications the Chief Medical Officers of Health of the districts are hereby directed not to transfer and to post any Medical Officer to any place under his control.

On the occasion of extreme emergency they can detail any Medical Officer under his / her control any place within his / her district to combat crisis.

It is to be borne in mind that before such detailment exigency of the situation should be judged very carefully to avoid any complication and to inform the Directorate.

Sd/- Illegible  
Director of Health Services  
West Bengal

Text of GO. No. H/MA/MES/1891/1M-77/96 Dt. 18.11.1996; Sub: transfer posting guidelines for WBMES cadre

Government of West Bengal  
Department of Health & Family Welfare  
M.A Branch

No. H/MA/MES/1891/1M-77/96,

Calcutta, the 18th November, 1996.

MEMORANDUM

The undersigned is directed to refer to this Department Memo No. H/ MA/ 1095/ 1M-62/84 dt.20.2.1984 prescribing the guidelines for posting and transfer to Medical Officers and Teachers of the erstwhile West Bengal Health Service and to say that since the time of bifurcation of the erstwhile West Bengal Health Service in to WBMES and WBHS on 24.5.1990 there was no transfer posting guidelines for WBMES cadre. For some time post the matter has been under review of the Government.

After careful; consideration the Governor has since been pleased to prescribed in super session of all previous orders on the subject, the following guidelines and general principles to be followed in respect of the officers belonging to the West Bengal Medical Education Service.

1. Transfer in WBMES shall not be a routine procedure. Posting and transfer of WBMES teachers shall be effected to run the academic, Medical and related needs of the Medical Teaching Institutions in an efficient manner. Such Institutions are located in different areas of West Bengal. These institutions have different Departments with different specializations. Transfers shall be normally effected after considering the actual need arising out of such phenomena among other considerations.

2. For the purpose of transfer and posting the present teaching institutions shall be categories as follows:

- (i) Zone-I- All MES institutions located in Calcutta.
- (ii) Zone-II- Burdwan Medical College, Burdwan.
- (iii) Zone-III- Bankura Sannilani Medical College, Bankura.
- (iv) Zone-IV- North Bangal Medical College, Shurutnagar.

3. During first posting as a teacher (Basic teacher and teachers) one may be allowed preference of posting in institutions located in Zones II, II and IV unless it is not possible due to administrative reasons.

4. All WBMES teachers during the entire period of his/her service in WBMES shall be required to work for a period of 8 to 10 years in institutions outside Zone I, of which at least 3 years shall be at Zone-III and IV. Teachers posted in Zone-I, can be transferred in other institutions of that Zone as per necessity.

5. Existing WBMES teachers who have not served in teaching institutions outside Calcutta shall be transferred to such institutions. Identification of such transfers shall be made on the basis of quantum of moffussil service rendered in WBHS capacity and also on the basis of seniority of stay at Calcutta.

### **Exception**

(a) Zonal preference in posting can be made for Officers of former WBHS who have served more than 8 years in non- CMDA areas, or, more than 15 years in non- CMDA areas including service for 3 years in Zone-D of WBHS (Coochbehar, Jalpaiguri, Darjeeling, North & South Dinajpur and Maldah District).

(b) Officers of former WBHS who have served more than 15 years in non-CMDA area without service in Zone-D of WBHS are required to serve in Zone-III/IV for 2 to 3 years.

6. Period served as teacher in WBHS capacity in different Zones shall be taken as equivalent to same period of service in the same Zone in WBMES capacity.

7. Normally the applications for transfer as per prescribed promotion annexed herewith, should reach the Director of Medical Education, between 1<sup>st</sup> November and 31<sup>st</sup> December every year. Application beyond this year will not be normally considered. Orders of transfer shall ordinarily be issued by the end of March of the Next year, so that the transferred employee can join their new post by the end of April.

8. Any choice of posting indicated by a teacher of WBMES from one Zone to another Zone during the last 3 years before superannuation shall normally be given due consideration.

9. If both the husband and wife belong WBMES posting in the same Zone may be considered for them subject to availability of vacancy.

10. A teacher posted in any institution/ department that renders post-graduate training may be transferred and posted in an institution/department rendering only under-graduate teaching.

11. Leave applied for, by a teacher who is under order of transfer in no case by entertained. Any officer on leave already sanctioned by a competent authority

from before issue of the order of his transfer, shall not be allowed extension of leave and he will be released for joining new post soon after his resuming duties on the expiry of the sanctioned leave. Those applying for leave or extension of leave on medical ground would be granted the leave after recommendation for the same by a medical board to whom the case would be referred by the Head of the Institution.

12. Any order of transfer shall have to be given effect to by all concerned, under local arrangement, within 1 month of the date of issue of the order of transfer, if the substitute does not join in the meantime.

13. Notwithstanding anything contained in the foregoing paragraphs, the Government may post and / or transfer any teacher within WBMES cadre from any Medical Institution to another Medical Institution in West Bengal in West Bengal in the interest of public service.

Sd/- Illegible

Calcutta:  
The 18<sup>th</sup> November, 1997.

Deputy Secretary to the  
Government of West Bengal

No. H/MA/ MES/1891/1M-77/96/1(3)

Copy forwarded for information and necessary action to the:-

1. Director of Health Services & EO, Secretary.
2. PS to Minister-in-charge, H & FW.
3. PS to MOS, H & FW, West Bengal.
4. Dy. DHS (MERT), West Bengal
5. PA to Principal Secretary, H & FW.
6. IDME, West Bengal.
7. ADHS (MERT).

Sd/- Illegible

Calcutta:  
The 18<sup>th</sup> November, 1997.

Deputy Secretary to the  
Government of West Bengal



**SPECIMEN PROFORMA**

(It is a specimen of the standard proforma. The space in respect of each item may be spread out in separate typed sheet to accommodate the required information during filling up the same)

Application for transfer and posting of the teachers of the institution under WBMES from one Zone to another Zone as per G.O. No. H/MA/ MES/1891/1M-77/96 dt.8.11.96

(To be sent through proper channel)

1. Name of the applicant (in Block letter) : .....
2. Present designation (mentioning the name of the discipline and institution)  
: .....
3. Permanent address : .....
4. Date of birth : .....
5. Date of joining the service :  
 (a) WBHS (i) Ad-hoc. :  
 (ii) PSC : .....
- (b) WBMES : .....
6. Place of postings in chronological order Since joining the service : .....

Sl. No.	Designation		Place of posting	From	To
---------	-------------	--	------------------	------	----

7. Statement of Leave (other than CL & EOL ) taken during last 3 years :
8. Whether leave has been sanctioned by the appropriate authority, if not reasons :
9. Statement of extraordinary leave (if availed) duration of leave is to be mentioned and whether that leave is sanctioned by the Government or not) :
10. Choice of posting mentioning the name of the

Zone (this does not entail  
the petitioner for any claim  
for such posting)

11. Ground for which transfer :  
is sought

I do here by declare that the above particulars furnished by me are true to the best of  
my knowledge.

Date;

Postal Address:

.....  
*Signature of the applicant  
with designation*

12. Specific remarks of the Head of the  
Department regarding the attendance,  
leave and performance of the applicant:

.....  
*Signature with Seal of the  
Head of the Department.*

13. Remarks and recommendation of the  
Head of the Institution. :

.....  
*Signature with Seal of the  
Head of the Institution.*

Text of GO. No. H/SFWB-FW/300-4/14R-1/97 Dt. 15.12.1997; Sub: Power of CMOH of transfer of sub-centre health centre personnel

Government of West Bengal  
Directorate of Health Services  
State Family Welfare Bureau

Memo No. H/SFWB-FW/300-4/14R-1/97

Dated, the 15th, December 1997.

ORDER

In recent years Morbidity Prevalence Rate, Annual Morbidity Rate, Maternal Mortality Rate, Infant Mortality Rate, Health condition of the girl Children and Mothers have become matters of serious concern. At the National level Development of educational and health standard along with the basic requirements for a family has become an important component for overall development. As such planning for health care and fertility control has been decided to be taken up from the sub-centre and Gram Panchayet level. With a view to strengthen the functioning of the sub-centre various aspects are to be carefully assessed, planned and implemented. During recent assessment at the State level it was observed that sub-centre personnel specially female component have been shifted to other places in many districts keeping the sub-centre vacant. This was not desirable. So also Medical Officers of the Health Centres were also being shifted to various hospitals keeping the Health Centre vacant.

Therefore, it is being directed to the Chief Medical Officers of Health of each district to ensure that sub-centre and health centre personnels are not shifted to other centre without prior permission from the Director of Health Services.

If any A. N.M. ( R) are irregularly placed other than her place of working, she must be placed at her original place of posting within a month. The report of this action and the present status of sub-centres should be communicated to the undersigned within 15th December, 1997 without fail.

Sd/- Illegible  
Director of Health Services  
Govt. of West Bengal

Memo No. H/SFWB-FW/3004/1(40)/14R-1/97

Dated, the 15th, December 1997

Copy forwarded to the:-

1. P.S. to Minister of State, Dept. of Health F.W, Govt. of W.B., Writers' Buildings, Kolkata-1.

2. P.S. to Minister –in-Charge, Dept. of Health F.W, Govt. of W.B., Writers’ Buildings, Kolkata-1.
3. Commissioner(FW) & Special Secretary, Dept. of Health & F.W., Govt. of W.B., Writers’ Buildings, Kolkata-1
4. State Family Welfare Officer & Jt. D.H.S.(FW), S.F.W.B., West Bengal
5. Dy. D.H.S.(Nursing), Govt. of West Bengal.
- 6-22. Chief Medical Officer of Health, .....
- 23-40. Dy. Chief Medical Officer of Health-III/IV.....

Sd/- Illegible  
Director of Health Services  
Govt. of West Bengal

Text of GO. No. HF/O/GA/522/1E-05/99 Dt. 08.03.1999; Sub: Power of CMOH of Health to transfer of Group A personnel including MO within District

Government of West Bengal  
Deptt. of Health & Family Welfare  
G.A.Branch.

No.HF/O/GA/522/1E-05/99

Calcutta, the 8<sup>th</sup> March, 1999.

RESOLUTION

In keeping with State Government's Policy of decentralization and empowerment of Panchayati Raj Institutions, the Department of Health & Family Welfare has constituted District Health Committee and vested them with different powers and responsibilities from time to time. It has been felt that centralised authority with regard to the administration of the establishment of the Health Directorate has given rise to a number of deficiencies. Although a revised staffing pattern was sanctioned vide this Department Memo No.H/MS/293/1H-18/87 dated 20.2.91, satisfactory staffing pattern is yet to be implemented in the field. It has also been observed that the present arrangement often give rise to a number of other administrative deficiencies which have an adverse impact on the provisions of Health Services.

2. Having taken these factors into consideration and having taken the view that the situation can be substantially improved if decentralization of authority with regard to health administration with particular reference to the health establishment is undertaken, the Governor is pleased to order in partial modification of this Department Memo No.H/MA/2343/JS-26/90 dated 10.8.90 that Chief Medical Officer of Health is hereby authorized to issue transfer orders for all categories of Group A personnel including Medical Officers posted in any district under Health & Family Welfare Department to any other station within that district in the interest of public service under intimation to the Government. Such orders will be issued by the C.M.O.H. on the authorization of the District Health Committee. The District Health Committee may consider in this regard the recommendation of a Sub Committee to be constituted for the purpose, which may consist of –

- i) C.M.O.H. - Convenor
- ii) Concerned Dy. C.M.O.H. / A.C.M.O.H.
- iii) Karmadhyakha / Executive Councillor Health, D.G.H.C.

3. The Sub-Committee will assess the vacancy position in each nit with reference to workload and location and recommended transfer of personnel from one unit to another within the district. The principles laid down in Memo No.H/MA/2343/JS-

26/90 dated 10.8.90 and administrative exigencies in the interest of public service may also be considered. Recommendation for transfer to a station outside the district may be forwarded through the District Health Committee to Competent State Level authority.

4. This order will have immediate effect and be applicable to all districts except Calcutta and will apply mutatis mutandis the Hill areas of Darjeeling District and Siliguri Sub-Division.

5. The Governor is further pleased to order that the resolution be published in the Official Gazette and copies be sent to all Departments of this Government.

By Order of the Governor,  
Sd/-(N.K.S. Jhala)  
Principal Secretary.

Text of GO. No. A 7021/ 1(7) Dt. 03.08.1999; Sub: Guidelines for allowing of a staff to act in a higher post

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF HEALTH SERVICES  
WRITERS' BUILDINGS  
CALCUTTA

No.A 7021/ 1(7)

Dated, Cal 3.8.1999

ADMINISTRATION INSTRUCTIONS OF THE DHS,W.B.(No.1 3.8.of 1999)

Govt. employees in different offices attached to the Dte. of Health Services in different posts are performing their duties against specific scales of Pay as admissible under Rules. It has been noticed in the recent past that in many offices, the Heads of the Institutions very often are utilizing the services of some staff in certain posts higher than they belong in order to alleviate problems consequent on creation of vacancies on death / retirement / transfer of the concerned staff during the intermediate session of subsequent filling up. In many cases such allowances continue for a considerable period of time without any approval of the higher authority.

Such allowing of a staff to act in a higher post very often out of knowledge of the higher authority. Such lapses on the part of local administration in allowing a lower category staff to a higher post without concurrence of higher authority in as much as it is related to allowance of financial benefit, allure the concerned staff to seek the shelter of Court of Law for protection of their pay-structure commensurate to the load work scheduled for a staff of higher category. In fact a good number of cases in the Court of Law has been able to get the verdict of Hon'ble Court in favour of such staff.

In the context of above, directives are hereby issued to the concerned authorities that henceforth no such detailment / posting of a staff to his / her post be allowed without prior approval of the higher authority. In the event of violation of this instructions the concerned Officials will be liable for proceedings as well as imposition of penalty on recovery of amount, payable to such a staff of concern category performing the duties of higher category. While making allotment of duties the Heads of the Officers may kindly take into consideration the fact of designation and Pay Scales of the Staff.

In case if any staff is performing the duties of higher post at present he/she may be relieved of from the said post and allowed to work in a post befitting to his / her scale of pay.

A report on the present schedule of work staff pattern may be furnished within 15 days from the date of issue of this instruction.

Sd/- Illegible

Director of Health Services,  
West Bengal



Text of GO. No. Health/MA/3953/MES/JS.118/2001 Dt. 26.11.2001; Sub: Guidelines for posting and transfer of Medical. Officers of the West Bengal Health Service

Government of West Bengal  
Department of Health and Family Welfare  
M. A. BRANCH

No. Health/MA/3953/MES/JS.118/2001

Kolkata, the 26th November, 2001

From: The Dy. Secy. to the Govt. of West Bengal.

To: The Director of Health Services, West Bengal. .

Sub: Guidelines for posting and transfer of Medical. Officers of the West Bengal Health Service.

MEMORANDUM

The undersigned is directed to refer to this Deptt. Memo. No. H/MA/2343/JS-26/90 dated 10th August 1990, prescribing the guidelines for posting and transfer of Medical Officers of the West Bengal Health Service and to say that the matter has been under review of Government for sometime past. After careful consideration, the Governor has since been pleased to prescribe, in supersession of all previous orders on the subject, the following guidelines and general principles to be followed in the matter of posting and transfer of Medical Officers belonging to the Cadre of the West Bengal Health Service :

1. The State of West Bengal be divided into 3 (three) Zones for the purpose of posting and transfer of Medical Officers of the West Bengal Health Service :
  - i. Zone 'A'-All the districts of South Bengal, except the districts of Purulia and Murshidabad and riverine belt of South 24-parganas and North 24-parganas ;
  - ii. Zone 'B'-All the districts of North Bengal and the districts of Purulia and Murshidabad and riverine belt of the districts of South 24-parganas and North 24-Parganas;
  - iii. Zone 'C'-C.M.DA Area.
2. All the Medical Officers will be posted in the PHCs/ BPHCs/ Rural Hospitals at the time of their initial appointment and they will have to serve there for at least 4 (four) Years in Zone 'A' or Zone 'B'.
3. After serving in the PHCs/ BPHCs/ Rural Hospitals located in either Zone 'A' or 'B' for 4 (four) years the Medical Officers will be transferred and posted in the PHCs/

BPHCs/ Rural Hospitals located in the other Zone 'B' or 'A'. Such Medical Officers will have to serve there for at least another 4 (four) years.

4. After serving in the PHCs/ BPHCs/ Rural Hospitals, as in paras 2 and 3 above the Medical Officers will be transferred to the Sub-Divisional Hospitals/State General Hospitals/District/ Specialized Hospitals outside C.M.D. A. Area and the Medical Officers will have to serve there for at least 8 to 10 years. Out of the said tenure, the officers will have to serve for at least 4 (four) years in each of the Zone 'N and Zone 'B'.

5. After completion of the tenure of service for at least 16 to 18 years in paras 2 to 4 above, the Medical Officers may be considered for posting in the Hospitals/Non-Teaching Institutions within the C.M.D.A. Areas (Zone-'C'). . .

6. However, after serving in the PHCs/ BPHCs/ Rural Hospitals for at least 8 (eight) years as in paras 2 and 3 above, the Medical Officers may be considered for posting in the Teaching Institutions (W.B.M.E.S.), irrespective of location of the said Institution, for a maximum period of 5 (five) years. The tenure of service of the Medical Officers in any such Institution may be treated as "Senior Residents".

After completion of the said maximum period of 5 (five) years, such Medical Officers will be posted in the sub-Divisional Hospitals/State General Hospitals/District Hospitals outside C.M.D.A Area for a period of at least 5 to 7 years, the Zone to be considered depending on the location of the particular Teaching Institution (W.B.M.E.S.) in which they have already served.

7. Specialist Medical Officers will be posted in the, 'Specialist' posts according to seniority, following the above norms.

8. Medical Officers having qualification in Super-specialty may be considered for posting in the respective Super-specialty Department of the aforesaid Teaching Institutions (W.B.M.E.S.), following the above norms.

9. Efforts will be made for posting of Spouse either in the same place of posting or any nearest place of posting.

10. All the transfer/posting will be made subject to availability of vacancies in the respective tier and the above policy does not entail any Medical Officer for any claim for such transfer/posting.

11. No Medical Officer will be transferred within the period of 2(two) years before the date of his retirement from service on superannuation.

The prayer of such an Officer for his transfer to a nearest place of this residence may, however, be considered by Govt., subject to availability of vacancy in the concerned tier.

Nevertheless, any Medical Officer may be transferred by Govt. at any time at any place on the administrative ground in exigency.

Sd/ Illegible  
Deputy Secretary.

Text of GO. No. HF/O/AUH/10/3H-133/01 Dt. 07.01.2002; Sub: Guidelines for postings and transfers of Homoeopathic Medical Officers and Senior Ayurvedic Medical Officers of the West Bengal general Service

Government of West Bengal  
Department of Health & Family Welfare  
I.S.M. & H. Branch

No.HF/O/AUH/10/3H-133/01

Dated, Kolkata, the 7<sup>th</sup> January, 2002

From : The Joint Secretary to the Govt. of West Bengal

To: (1) The Director of Homoeopathy, West Bengal, 10 Camac Street, Kolkata –17.  
(2) The Director of Ayurveda, West Bengal, P-16, India Exchange Place Extn., C.I.T.Building, Kolkata – 700073.

Sub: Guidelines for postings and transfers of Homoeopathic Medical Officers and Senior Ayurvedic Medical Officers of the West Bengal general Service.

M e m o r a n d u m

The undersigned is directed to say that the matter of postings and transfers of Homoeopathic Medical Officers and Senior Ayurvedic Medical Officers of the West Bengal General Service has been under review of Government for some time past. After careful consideration, the Governor has since been pleased to prescribe, in supersession of all previous orders on the subject, the following broad guidelines in the matter of postings and transfers of Homoeopathic Medical Officers (HMOs) and Senior Ayurvedic Medical Officers (SAMOs) of the West Bengal General Services subject to the conditions that the proposals may be modified according to the exigencies of the circumstances and also in the interest of public service.

(1) For the purpose of postings and transfers, the State will be divided into 3 (Three) Zones as indicated below where the Homoeopathic Medical Officers (HMOs) and Senior Ayurvedic Medical Officers (SAMOs) are required to serve:

- (i) Zone – ‘A’ : Darjeeling, Coochbehar, Jalpaiguri, Dinajpur (Uttar and Dakshin),  
Island areas of 24-Parganas (North and South), Malda,  
Murshidabad, Purulia
- (ii) Zone – ‘B’ : Bankura, Midnapore (East and West), Birbhum, Burdwan, Nadia,  
Howrah, Hooghly and Rest areas of 24-Parganas (North and South) excluding KMDA area
- (iii) Zone – ‘C’ : KMDA area

2.(i) Officers on first appointment will not be posted in any Zone other than 'A'. Appointment will begin from Zone 'A' and after the vacancy / vacancies in that Zone is / are filled up, the process may spill over to Zone 'B' and 'C'. The transfer from Zone 'A' considered first after completion of at least 5(five) years of service in the zone. Similar transfer from Zone 'B' and onwards after serving 5 (five) years at least on each of Zone and 'A' will be considered. Under special circumstances in specific cases with the approval of the Secretary of the Department, the zonal restrictions may be deviated from the guidelines prescribed above.

(ii) Officers who have served in a particular Zone for the prescribed period may be transferred to another place in the same Zone if necessary.

(iii) Homoeopathic Medical Officers and Senior Ayurvedic Medical Officers posted in difficult areas may be considered for transfer to a similar post within the same Zone considering the merit of the case and period of service rendered with the approval of the Secretary of the Department.

3. A prayer for transfer is subject to availability of vacancy and administrative needs. Thus it may not be considered as a matter of right.

4. The Transfer should normally be made towards the end of an academic year. However, transfers in mid-session may only be considered in the interest of public service and in the cases on humanitarian grounds with the express approval of the Secretary of the Department. Normally, the proposal for transfer may be submitted by the Director of Homoeopathy and Ayurveda to the I.S.M. & H.Branch of the Department by 30<sup>th</sup> November every year so that Orders can be issued / implemented by 15<sup>th</sup> March of the respective year at the latest.

5. If both the Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer and his / her wife / husband belong to Health and Family Welfare Department, posting in the same station / as near as possible may be considered considering their service period and subject to availability of vacancy.

6. Normally, no Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer may be transferred in the last 2 (Two) years of his service unless administrative grounds necessitate such transfer.

7. In the exigencies of Public interest and for administrative reasons, the Government reserve the right to transfer any Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer posted anywhere to a different place as may be required.

8. No Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer may be posted in his / her Home district without express approval of the Secretary of the

Department. Posting in the Home district and / or nearer to his / her permanent address may be considered during last three years of service period subject to availability of vacancy.

9. These guidelines will be preserved in the Office of Directorate of Homoeopathy and Ayurveda for a ready reference in making transfer proposal of Homoeopathic Medical Officers / Senior Ayurvedic Medical Officers.

10. The guidelines above will have immediate effect.

Sd/- P Pramanik  
Joint Secretary

Text of GO. No. HF/O/MA/171/Z-15/02 Dt. 01.02.2002; Sub: powers on the DHS,  
W.B. & Ex officio Secretary to decide on the proposals for transfer and posting

Government of West Bengal  
Department of Health and Family Welfare  
M.A. Branch.

No.HF/O/MA/171/Z-15/02

Dated: 01.02.2002

NOTIFICATION

The Governor is pleased to delegate the administrative powers on the Director of Health Service, W.B. & Ex officio Secretary that he will decide on the proposals for transfer and posting in respect of the officers of the West Bengal health Services below the rank of district level officers.

This will be effective from the date of issue of this notification.

By order of the Governor

Sd/-A. Barman  
Secretary  
To the Govt. of West Bengal

No.HF/O/MA/171/Z-15/02/1 (25)

Kolkata. The 01.02.02

Copy forwarded for information to:-

1. The Principal A.G. (A&E), West Bengal;
2. The A.G. (Audit-I), W.B.
3. The A.G. (Audit-II), W.B.
4. The Pay & Accounts Officer, Kolkata pay & Accounts Office,  
81/2/2, Phears Lane, Kolkata-12;
- 5-7. The Treasury Officer \_\_\_\_\_.
8. Finance Department, Group 'P' (Services), W.B.

Sd/- Illegible  
Deputy Secretary

Text of GO. No. HF/O/GA (Ng.)/41/HNG/1N-2/2001 Dt. 01.02.2002; Sub:  
Guidelines for posting and transfer of Gr.II & I (ii) and Gr. I (i)a & Gr. I (i)b nursing  
personnel of the West Bengal Nursing Service

Government of West Bengal  
Department of Health & Family Welfare  
G.A (Ng.) Branch

No. HF/O/GA (Ng.)/41/HNG/1N-2/2001

Dated, Kolkata, the 1<sup>st</sup> Feb., 2002

From: The Asstt. Secretary to the Govt. of West Bengal

To: The Director of Health Services, West Bengal

Sub: Guidelines for posting and transfer of Gr.II & I (ii) and Gr. I (i)a & Gr. I (i)b nursing personnel of the West Bengal Nursing Service.

M E M O

The undersigned is directed by order of the Governor to say that the Governor has been pleased to prescribe in supersession of all previous orders on the subject mentioned above the following guidelines and general principles to be followed in the matter of posting and transfer of the nursing personnel belonging to the West Bengal Nursing Service.

2. The State of West Bengal shall be divided into two Zones for the purposes of posting and transfer of Gr.II Gr.I(ii) and Gr.I(i)a and Gr. I(i)b nursing personnel of the West Bengal Nursing Service:-

i) Zone A – All the districts of South Bengal , except the districts of purulia and Murshidabad and riverine belt of South 24- Parganas and North 24- Parganas;

ii) Zone B – All the districts of North Bengal and the districts of Purulia and Murshidabad and riverine belt of the districts of South 24-Parganas and North 24-Parganas.

3. All the Cadre II & (ii) nursing personnel will be posted in the Primary Health Centres / Block Primary Health Centres / Rural Hospitals (as the case may be) at the time of their initial appointment and they will have to serve there for at least 5 (five) years in Zone A or Zone B for the next 5 (five) years.

4. The Grade II & I (ii) nursing personnel will have the option to stay in Zone B for another five years. Those nurses who seek transfer from Zone B to Zone A after



having served in Zone B for five years will be considered for transfer to Zone A (subject to availability of vacancies).

5. After serving in the PHCs / BPHCs / Rural Hospitals, as in paras 2 & 3 above, the Grade II & I (ii) nursing personnel will be transferred to the Sub-Divisional Hospitals / State General Hospitals / District / Specialised Hospitals outside CMDA Area (subject to availability of vacancies) and the Grade II & I (ii) nursing personnel will have to serve there for at least 10 years.

6. After completion of the tenure of service for at least 20 years in paras – 2-4 above, the Grade II & I (ii) nursing personnel may be considered for posting in the hospitals / non-teaching institutions within the CMDA Areas (subject to availability of vacancies).

However, in view of the special requirements of some critical units (as described in the Annexure) in the tertiary hospitals and also to ensure a proper age-mix, these nurses who have shown good performance for at least 10 years of any of the tiers mentioned between 2-4 and who had topped (were amongst the first ten (the last degree examination of nursing may be brought on to specialized units meant for critical care in these hospitals (subject to availability of vacancies). The nursing staff once absorbed in a specialized unit will be transferred only to specialized unit of the same nature.

7. Grade I (i)b will be posted at all SG / SD / District and other tertiary hospitals after considering the previous place of posting. But grade I (i)a can only be posted in 107 hospitals as mentioned in G.O.No. Health / GA(Ng.) / 29/HNG/9M-341-92/ Pt.II dated the 20<sup>th</sup> March 1995.

The Grade I(i)a post in the teaching hospital will be filled up only after considering their educational qualifications and previous experience.

8. When the nursing personnel has only four years of service left she may be given a preferential choice of posting (subject to availability of vacancies) where she may continue till she attain superannuation.

9. The last posting before retirement of the nurses should be at least for a period of two years, unless it is a case of promotion or on representation.

10. All the transfer and posting will be made in the public interest (subject to availability of vacancies). Nevertheless, any nurses may be transferred by Govt. at any time at any place on administrative grounds.

11. In the transfer order, 'who will move first' be explicitly mentioned.

12. As far as practicable, husband and wife who are employed under the Govt. will be posted near to each other's station (subject to availability of vacancies).
13. Sickness of self, husband and children, supported by Medical Certificate can be considered.
14. Staff from physically handicapped category will receive special consideration.
15. Mutual transfers will be continued provided they fulfill the norms of mutual transfer.
16. First appointment should be outside the home district.
17. This order will take effect from 1st April, 2002.

Sd/- Illegible  
Assistant Secretary

Text of GO. No. HF/O/AUH/10/3H-133/01 Dt. 07.01.2002; Sub: Guidelines for posting and transfer of Homoeopathy Medical Officers and Senior Ayurvedic Medical Officers

Government of West Bengal  
Department of Health and Family Welfare  
I.S.M. & H. Branch

No.HF/O/AUH/10/3H-133/01

Dated, Kolkata, the 7<sup>th</sup> January, 2002.

From : The Joint Secretary to the Govt. of West Bengal.

To : (1) The Director of Homoeopathy, West Bengal, 10 Camac Street, Kolkata-700017.  
(2) The Director of Ayurveda, West Bengal, P-16, India Exchange Place Extn., C.I.T. Buildings, Kolkata – 700073.

Sub: Guidelines for posting and transfers of Homoeopathy Medical Officers and Senior Ayurvedic Medical Officers of the West Bengal General Services.

MEMORANDUM

The undersigned is directed to say that the matter of postings and transfers of Homoeopathic Medical Officers and Senior Ayurvedic Medical Officers of the West Bengal General Service has been under review of Government for some time past. After careful consideration, the Governor has since been pleased to prescribe, in supersession of all previous orders on the subject, the following broad guidelines in the matter of postings and transfers of Homoeopathic Medical Officers (HMOs) and Senior Ayurvedic Medical Officers (SAMOs) of the West Bengal General Service subject to the conditions that the proposals may be modified according to the exigencies of the circumstances and also in the interest of public service.

(1) For the purpose of postings and transfers, the State will be divided into 3 (Three) Zones as indicated below where the Homoeopathic Medical Officers (HMOs) and Senior Ayurvedic Medical Officers (SAMOs) are required to serve:

(i)	Zone – ‘A’	:	Darjeeling, Coochbehar, Jalpaiguri, Dinajpur (Uttar and Dakshin), Island areas of 24-Parganas (North and South), Malda, Murshidabad, Purulia.
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(ii)	Zone – ‘B’	:	Bankura, Midnapore (East and West), Birbhum, Burdwan, Nadia, Howrah, Hooghly and Rest areas of 24-Parganas (North and South) excluding KMDA area.
(iii)	Zone – ‘C’	:	KMDA area.

(2)(i) Officers on first appointment will not be posted in any Zone other than ‘A’. Appointment will begin from Zone ‘A’ and after the vacancy / vacancies in that Zone is / are filled up, the process may spill over to Zone ‘B’ and ‘C’. The transfer from Zone ‘A’ considered first after completion of at least 5(five) years of service in the Zone. Since transfers from Zone ‘B’ and onwards after serving 5 (five) years at least in each of Zone ‘B’ and ‘A’ will be considered. Under special circumstances in specific cases with the approval of the Secretary of the Department, the zonal restrictions may be deviated from the guidelines prescribed above.

(ii) Officers who have served in a particular Zone for the prescribed period may be transferred to another place in the same Zone if necessary.

(iii) Homoeopathic medical Officers an Senior Ayurvedic Medical Officers posted in difficult areas may be considered for transfer to a similar post within the same Zone considering the merit of the case and period of service rendered with the approval of the Secretary of the Department.

(3) A prayer for transfer is subject to availability of vacancy and administrative needs. Thus it may not be considered as a matter of right.

(4) The transfers should normally be made towards the end of an academic year. However, transfers in mid-session may only be considered in the interest of public service and in the cases on humanitarian grounds with the express approval of the Secretary of the Department. Normally, the proposal for transfer may be submitted by the Director of Homoeopathy and Ayurveda to the I.S.M. & H. Branch of the Department by 30<sup>th</sup> November every year so that Orders can be issued / implemented by 15<sup>th</sup> March of the respective year at the latest.

(5) If both the Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer and his / her wife / husband belong to Health and Family Welfare Department, posting in the same station / as near as possible may be considered considering their service period and subject to availability of vacancy.

(6) Normally, no Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer may be transferred in the last 2 (two) years of his service unless administrative grounds necessitate such transfer.

(7) In the exigencies of Public interest and for administrative reasons, the Government reserve the right to transfer any Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer posted anywhere to a different place as may be required.

(8) No Homoeopathic Medical Officer / Senior Ayurvedic Medical Officer may be posted in his / her Home district without express approval of the Secretary of the Department. Posting in the Home district and / or nearer to his / her permanent address may be considered during last three years of service period subject to availability of vacancy.

(9) These guidelines will be preserved in the Office of Directorate of Homoeopathy and Ayurveda for a ready reference in making transfer proposal of Homoeopathic Medical Officers / Senior Ayurvedic Medical Officers.

(10) The guidelines above will have immediate effect.

Sd/- P Pramanik  
**Joint Secretary**

Text of GO. No. HF/MA/326/HAD/12M-55/2001 Dt. 28.02.2002; Sub: Guidelines for posting and transfer of all Group 'B', 'C' and 'D' employees

Government of West Bengal  
Department of Health & Family Welfare  
M.A.Branch

No.HF/MA/326/HAD/12M-55/2001

Dated,Kolkata,the 28<sup>th</sup> February,2002.

From: The Secretary to the Government of West Bengal

To : (i) The Director of Health Services, West Bengal.  
(ii) The Director of Ayurveda, West Bengal.  
(iii)The Director of Homoeopathy, West Bengal.

### MEMORANDUM

The undersigned is directed, by order of the Governor, to say that the Governor has been pleased to lay down the following guidelines for observance by all transferring authorities in the Department of Health and Family Welfare, in the matter of posting and transfer of all Group 'B', 'C' and 'D' employees employed in offices subordinate to the Department.

I. Guidelines for Group 'B' and 'C' employees:

- i) Each employee shall be liable for transfer as a routine after five years' service in a particular institution / station;
- ii) Not more than 20% of the employees of a particular category of an institution / zone / circle / district shall be transferred each year to another institution / zone / circle / district;
- iii) Efforts should be made to give the employees a chance to serve in their respective home districts as far as practicable;
- iv) Mutual transfer will be allowed at any time provided that in applying for such transfer, a person does not seek posting at a place where he / she had occasion to serve during the preceding 5 (five) years;
- v) If both husband and wife are Government Employees, efforts should be made to keep them in the same place as far as practicable or in places where they may serve without living separately;
- vi) Deputation to foreign bodies should be reviewed every three years as provided in the existing orders;
- vii) 3 (three) years before the retirement of a Government servant, his / her posting should be in a station where he / she intends to settle after retirement or near about as far as practicable;
- viii) Chief Medical Officer of Health may take transfer within their respective districts. As regards other employees including those who are

under the Directorates of Ayurveda and Homoeopathy and in the event of inter-district transfers, the Director of Health Services, West Bengal, the Director of Ayurveda, West Bengal and the Director of Homoeopathy, West Bengal, as the case may be, will be the appropriate authority.

II. Guidelines for Group 'D' employees:

- i) In respect of Group 'D' employees, the Chief Medical Officers of Health in the districts and Superintendents and other heads of institutions being appointing authorities are empowered to transfer within respective districts / departments of institutions. In case of inter-district / inter-institution transfer and in respect of Group 'D' employees of the headquarters, the Director of Health Services, West Bengal, will take the decision and issue necessary orders.
  - ii) In respect of Group 'D' employees under the Directorate of Ayurveda Directorate of Homoeopathy and Institutions, the respective Director will be the transferring authority.
  - iii) In all cases of transfers of Group 'D' employees the postings should be restricted within 20 (twenty) kilometers radius from his / her normal place of residence.
- III. Lists of persons due for transfer in a particular year shall be finalized before the Puja holidays of that year. The list should be drawn up on the basis of "Longest Stay" at a station.
- IV. Transfer orders should normally be issued in the month of January and February so that the persons concerned may join their new places of posting at the end of March or in the beginning of April.
- V. This Memorandum cancels all the previous circulars relating to policy of transfer and posting of Group 'B', 'C' and 'D' employees of Health and Family Welfare Department issued from time to time.
- VI. The State Government / Appointing Authority reserves the right of transfer of any Group 'B', 'C' and 'D' employees to any place at any time on administrative ground or otherwise without showing any reasons whatsoever.

Sd/- Illegible  
Secretary

Text of GO. No. HF/O/MA/459/Z-37/02 Dt. 19.03.2002; Sub: State Level Committee for transfer and postings of Group 'B', 'C' and 'D'

Government of West Bengal  
Department of Health & Family Welfare  
M.A. Branch.

No.HF/O/MA/459/Z-37/02

Dated: 19/03/02

NOTIFICATION

With a view to implementing transfer and postings of Group 'B', 'C' and 'D' Categories of employees in the offices subordinate to the Department of Health & Family Welfare following the guidelines as formulated under the Departments Memorandum No. H/MA/326/HAD/12M-55/2001 dt.28-2-2002, The Governor has been pleased to constitute a State Level Committee with the following officers:-

- 1) Mr. P. Pramanik Jt. Secretary, Health & FW Deptt. - Chairman,
- 2) Dr. B.R. Manna, Jt. D.H.S. (Admn.), W.B - Member-convenor
- 3) Dr. Indrajit Saha, Deputy Secy., MES Br - Member
- 4) Dr. S.N. Maity, Deputy Secy., M.A. Br. - Member

2. The governor has also been pleased to constitute one Committee at each district to implement the transfers and postings of Group 'B', 'C' & 'D' category of staff at the district level following the guidelines stipulated in the said Memorandum dated 28.2.2002 with the following officers:-

1. One Officer not below the rank of D.D.H.S., W.B, to be nominated by the D.H.S., W.B.
2. C.M.O.H of the concerned District, - Member convenor.
3. One Dy. C.M.O.H selected by the C.M.O.H - Member
4. A..C.M.O.H of the Sub-Divisions (all) - Members

3. Functions of the State Level Committee:

i) The committee shall examine all the cases of transfers and postings of 'B', 'C' & 'D' Group employees in Kolkata Corporation area in terms of the above said Memorandum-dated 28.2.2002 and recommend the eligible cases to D.H.S. for issuance of orders.



ii) The committee will examine such cases in respect of the Medical Colleges and Hospitals and other institutions within the jurisdiction of the Kolkata Corporation only.

iii) The cases of inter –district transfer(s) recommended by the District Level Committee(s) should be routed through the State Level Committee for issuance of orders by the D.H.S.

iv). The Committee will also examine such intra-district transfer cases which may be forwarded to it by the District Level Committee(s) when such Committee(s) is/are unable to take any decision on such cases and seek(s) advice.

v) The committee will perform such other function(s) as may be entrusted upon it from time to time.

4. The District Level Committee(s) shall perform the following functions.

i) Examine all the cases of transfers and postings of ‘B, ‘C’ and ‘D’ Group employees in the entire jurisdiction of the district excluding Kolkata Corporation area, if any, and recommend the eligible cases for transfers within the district concerned for implementation by the C.M.O.H. concerned.

ii) Recommend the cases of inter-district transfers, if any, to the State Level Committee.

iii) May seek advice from State Level Committee on the critical cases of intra-district transfers where the District Level Committee is unable to take any decision.

iv). other work as may be entrusted upon the Committee from time to time.

5. The Notification takes immediate effect.

By Order of the Governor,

Sd/- Illegible  
Secretary to the Govt. of West Bengal.

Text of GO. No. HF/O/MA/460/Z-37/02 Dt. 19.03.2002; Sub: Committee for transfer of Superintendents of different Government Hospitals

Government of West Bengal  
Department of Health & Family Welfare  
MA Branch

No.HF/O/MA/460/Z-37/02

19<sup>th</sup> March, 2002

MEMORANDUM

With a view to recommend a proposal for transfer of Superintendents of different Government Hospitals, within the overall policy frame work relating to transfer of Medical Officers of the West Bengal Health Service, as laid down in Memorandum No.Health/MA/3953/MES/JS-118/2001,dated 26<sup>th</sup> November 2001, the Governor has been pleased to constitute a Committee with the following Officers:-

1. Sri Rajeev Dube, IAS, Joint Secretary (Project), SHSDP-II - Chairman
2. Dr. S.N.Maity, Deputy Secretary, M.A.Branch – Member Convenor
3. Sri Alok Kumar Mukherjee, Additional D.H.S., West Bengal, S.B.H.I – Member
4. Dr. B.R.Manna, Joint D.H.S.(Admn.), West Bengal – Member

While finalizing its recommendations the Committee shall also take into consideration the quality assurance indicators reflecting the performance of the hospitals as well as performance of hospitals in running pay clinics and collection of Hospital Charges.

The Committee shall submit its recommendations to Secretary, Health and Family Welfare Department, Government of West Bengal by 7<sup>th</sup> April, 2002.

By order of the Governor  
Sd/- Illegible  
Secretary to the Government of W.Bengal

No.HF/O/MA/460/Z-37/02/1(100)

Copy forwarded for information and necessary action to :-

1. D.H.S., West Bengal
2. Joint D.H.S.(Admn.), West Bengal
3. A.D.H.S.(P&E), West Bengal
4. C.M.O.Hs .....
5. Superintendent .....

Kolkata

Dated: 19.03.02

Deputy Secretary

Text of GO. No. H/MA/587/HPT/5A-11-91 Dt. 10.04.2002; Sub: Transfer and Posting Committee in respect of the Medical officers of the WBHS

Government of West Bengal  
Department of Health and Family Welfare  
M.A. Branch.

No.H/MA/587/HPT/5A-11-91,

Dated, Kolkata, the 10<sup>th</sup> April, 2002

RESOLUTION

With a view to implementing transfer and posting policy in respect of the Medical officers of the West Bengal Health Service as formulated in this Deptt. Order No.H/MA/3953/MES/JS-118/2001 DT. 26.11.01, the Governor has been pleased to constitute a Committee under the nomenclature "Transfer and Posting Committee" with the following officers:-

- |                              |                   |
|------------------------------|-------------------|
| (1) Dy Secy. M.A. Branch     | - Chairman        |
| (2) Asst. Secy., M.A. Branch | - Member Convenor |
| (3) Jt.D.H.S. (Admn.), W.B.  | - Member          |
| (4) A.D.H.S. (P&E), W.B.     | - Member          |
| (5) D. A.D.H.S. (P&E), W.B   | - Member          |

2. The above Committee shall examine all proposals for transfer and postings of the Medical Officers of the W.B.H.S. in a joint meeting and submit their recommendation to the D.H.S. & Ex-officio Secretary and Secretary (H) of this Deptt. for approval.

3. This order will come into force immediately.

4. This order issues in supercession of all previous orders relating to the matter.

By the order of the Governor  
Sd/- Illegible  
Secy. to the Govt. of West Bengal.

Text of GO. No. HF/O/MA/677/1M-39/2002 Dt. 30.04.2002; Sub: Posting of Group 'D' staff of NMTP Cadre in different vacancies in the districts by posting LR staff, now attached to different offices and by withdrawing deputed staff

Government of West Bengal  
Department of Health & Family Welfare  
Writers' Building, Kolkata – 700 001

No.HF/O/MA/677/1M-39/2002

Dated, Kolkata, the 30<sup>th</sup> April, 2002.

From: The Secretary to the GovWest Bengal.

To: The Director of Health Services, West Bengal

Sub: Posting of Group 'D' staff of NMTP Cadre in different vacancies in the districts by posting LR staff, now attached to different offices and by withdrawing deputed staff.

### ORDER

Amongst the different activities of the Govt. in the Deptt. of Health & F.W. apart from rendering treatment to the ailing people and promoting the different sectors of medical science in education, diagnosis, treatment, research for the well-being of the public in general, programmes on mass involvement and awareness are considered to be an effective and integral part of the medical administration. For this purpose different public health programmes have been launched and appropriate posts, inter-alia, have been created particularly in the NMTP Cadre of the Directorate of Health Services, West Bengal. The essence of creation of these posts and their training for which the appointments are made is purely associated with the concerned people of the area, where the units, with these posts, are supposed to serve. In Memo.No.HCR-Tech/41C-5-61/1227 dated 14.6.61 of the D.H.S., W.B. allotment of L.R.posts admissible in the different Group of Cadre of the W.B. Sub-ordinate Health Services (Non-Medical Technical personnel) has been made. The said allotment on visages allotment of many LR posts Group 'B' of the cadre attached to the offices of the then Dy. D.H.S.(I.B.D), Dy. D.H.S (PH), A.D.H.S (Lep) and A.D.H.S (TB) – since upgraded and in other districts and institutions. No. of such L.R. posts has been increased consequent on creation of new posts afterwards. Since sometime past appointment of new entrants has been restricted. Consequent on super annuation, death, voluntary retirement, transfer etc. very often the posts in the concerned units fall vacant, filling of which is not being done immediately for different reasons. This vacuum falls upon the public health of the concerned locality and public sentiment on administration automatically begins to change from good to worse. A trend of utilizing the services of a particular staff, ordered for transfer either in terms of

transfer policy or for promotion, in particular unit is being noticed by posting the staff again in the previous units by a deputation order. Such deputation, whatever considered necessary, directly stands in the way of normal and efficient functioning of the unit where the staff was proposed to be transferred and the vacancy there continues to persist. This problem was being examined by the Government for sometime past and it has since been decided that the existing vacancies in the Group 'D' of NMTP Cadre in the public health units be filled in immediately by transferring the LR staff, being attached to different offices viz. in the Dte. of Health Services, Head Quarter, office of CMOH & different institutions and by withdrawing the deputed staff.

2. In pursuance of the above decision the undersigned is directed by order of the Governor to say that the Governor has been pleased to withdraw the L.R. and deputed staff of Group 'D' of NMTP Cadre at present posted in different offices (viz. Dte. of Health Services Head Quarter, different offices and institutions in Kolkata and districts) and post them in the existing vacancies.

3. The concerned district authorities may fill in the vacancies of the district. In case, all such staff cannot be transferred and posted in the district, the D.H.S., W.B. be approached with a list of such staff for decision.

4. The D.H.S., W.B. will look in to the issue in respect of staff posted in the Dist. Head Quarter and other offices in Kolkata.

5. As the services of NMTP Cadre personnel are required during emergency consequent on flood, drought, a list of such staff may also be prepared and kept in the office by the concerned authority so that their services may be called for as and when necessary.

6. The order will be effective with effect from 1.6.2002

7. The concerned Treasury Officer and other concerned are being informed.

By order of the Governor,  
Sd/- A.Barman  
Secretary.

Text of GO. No. H/MA/2015/HPT/5A-11-91 Dt. 25.10.2002; Sub: Inclusion of SFWO, Jt. DHS (PH&CD), Jt. D.H.S.(Admn.) as Co-Opt. members in the 'Transfer & Posting Committee

Government of West Bengal  
Deptt. of Health & Family Welfare  
M.A.Branch.

No.H/MA/2015/HPT/5A-11-91

Kol.25/10/02

RESOLUTION

In continuation of the resolution contained in this Deptt. order No.H/MA/587/HPT/5A-11-91, dt. 10.04.02, the Governor has been pleased to include the Officers like SFWO, Jt. DHS (PH&CD) , W.B., Jt. D.H.S.(Admn.), W.B. etc. being the Chiefs of the Programmes in their respective concern as Co-Opt. members in the 'Transfer & Posting Committee to examine the proposals for transfer and posting in respect of all programme officers like D.T.O., Dy. C.M.O.H.-II & III, D.T.O. etc. under the W.B.H.S. as the case may be.

This order will come into force with immediate effect.

By Order of the Governor

Sd/- Illegible  
Principal Secretary

Text of GO. No. H/MA/149/HAD/D/2001 Dt. 20.01.2003; Sub: Transfer & Posting  
of Group D employees

Government of West Bengal  
Deptt. of Health & Family Welfare  
WRITERS' BUILDINGS, KOLKATA-700001.

NO. H/MA/149/HAD/D/2001

Dated: Kolkata, the 20<sup>th</sup> January, 2003

ORDER

It has been necessary in the interest of Public service that the Group D employees under the Chief Medical Officers of Health in different districts of this state and under the Superintendents of different decentralized hospitals / Institutions under Medical Superintendents / Principals / Directorates including 17 (Seventeen) Teaching Institutions under the Directorate of Medical Education are required to be transferred from one place to another.

2. To facilitate such transfers for making administration of the Hospitals and other Institution smoother, the followings are hereby ordered in partial modifications of different orders on vogue in this regard:

I. For the Districts.

- i) The Chief Medical Officers of Health in the different districts should immediately take steps for transferring the Group D employees under his control throughout his district following the Government policy of transfer of Group D employees. They may recommend inter- district transfers of Group D, if necessary, in exceptional cases.
- ii) At present at least 40 % of the Group D staff under the control of CMOH should be transferred by 31<sup>st</sup> March, 2003 by each CMOH in the district in consultation with the Monitoring Committee formed under Notification No. HF/O.MA.-459/02-37 DT 19.3.2002
- iii) It is also specifically ordered that there should be no leave Reserve for Group D staff at any stage in different tiers. The Monitoring Committee formed under the above said notification should regularly and intensively see that the transfers of Group D staff in the districts are implemented immediately.
- iv) The proposals of inter-district transfers in respect of Group D, if Necessary, should be sent to the Directorate of Health Services or to the Chairman of the Committee constituted for transfer of B.C & D Group employees under this Department.

II. For the Decentralised Hospitals / Institutions under the Superintendents/ Medical Superintendents / Principals / Directorates including 17 Teaching Institutions under the Directorate of Medical Education.

i) It is also ordered that the transfers of Group D staff of all the Decentralised Hospitals / Institutions under Superintendents / Medical Superintendents / Principals / Directorates as mentioned above should immediately be undertaken following the norms of transfer policy of Group D employees of the State Government. A list of all such Hospitals / Institutions is enlisted in Annexure 'A'.

ii) As enclosed in Memo No. Esrr(IV)/ 5002/45-7/71 dt. 20.11.1972 it is reiterated that the Director of Health Services, West Bengal shall be competent to transfer all the Group D staff of the above said Decentralised Hospitals / Institutions under the Directorate of Medical Education Service / the Directorate of Health Services. The transfers shall be made by the Director of Health Services following the norms of transfer of Group D Government employees.

iii) It is also ordered that at least 40 % of Group D staff of these Hospitals / Institutions in Annexure –'A' should be transferred by 31<sup>st</sup> March, 2003.

iv) It is further ordered that there should be no Leave Reserve anywhere in the category of Group D staff.

v) (a) The Governor is further pleased to direct that an incumbent concerned transferred from one Hospital / Institution to other Hospital/ institution will continue to be borne in the establishment of his parent office/ establishment.

(b) The Graduation list will be maintained and all other benefits be effected by the concerned Appointing Authority of his parent office.

(c) It is also ordered that the salary of any Group 'D' employee transferred to a Hospital/ Institution will be drawn by the Superintendent / DDO concerned of that Hospital where the person is transferred and posted. The salary of such an employee will be what it would have been had he continued in the institution from which he has been transferred.

vi) The director of Health Services should see that the total number of Group D staff posted at a particular Hospital/ Institution does not exceed the total sanctioned strength of Group D staff of that Hospital / Institution.

3. The order will take with immediate effect.

Sd/- Asim Barman



Enclo:- 2(Two Sheets)

Principal Secretary

***1. Decentralised Hospitals and Institutions under the Directorate of Health Services  
in Kolkata and other Districts.***

**KOLKATA**

1. North Sub urban Hospital, Coosipore, Kolkata ;
2. Abinash Dutta Maternity Home, Kolkata ;
3. Indira Matri-O-Sishukalyan, Kolkata ;
4. Lady Duftrin Victoria Hospital, Kolkata ;
5. District Family Welfare Bureau, Kolkata ;
6. Pasure Institution,
7. I. B. T. M. I. H., Kolkata (Formaly Central Blood Bank) Kolata ;
8. Central Combined Laboratory, Kolkata ; .
9. B.C.Roy Diagonistic Research Laboratory, Kolkata ;
11. Family Welfare Training Centre, Kolkata ;
12. Sambhunath Pandit Hospital, Kolkata ; .
13. Vidyasagar Hospital, Kolkata ;
14. Ramrikdas Horolalka Hospital, Bhawanipur, Kolkata ;
15. Bijoygarh State General Hospital, Jadavpur, Kolkata
16. Moor Avenue Polyclinic, Kolkata ;
17. K.S.Roy T.B. Hospital, Jadavpur, Kolkata ;
18. Superintendent, M.R. Bangur Hospital, Tollygunge, Kolkata ;
19. Kolkata Pavlov Hospital;
20. Lumbinipark Mental Hospital, Kolkata ;

**NADIA**

1. J.N.M. Hospital, Kalyani, Nadia;
2. N.S.S., Kalyani, Nadia;
3. Dr. B.C.Roy Chest Sanatorium, Dhubulia, Nadia;
4. Institute of Pharmacy, Kalyani;
5. Rural Training Centre, Kalyani;
6. F.W. Training Centre, Kalyani.

**DARJEELING**

1. S.B.Dey Sanitorium, Kerseang, Darjeeling ;

**JALPAIGURI**

1. Institute of Pharmacy, Jalpaiguri

**BURDWAN**

1. Rural Training Centre, Burdwan ;

**BANKURA**

1. Gouripur Leprosy Hospital, Gouripur, Bankura ;
2. Institute of Pharmacy, Bankura ;

PASCHIM MEDINIPUR.

1. M.R.Bangur Sanatorium, Dighri, Midnapore ;

HOOGLY

2. Gourhati T.B. Hospital, Serampur, Hooghly.

There is no such Hospitals/Institutions in the Districts of  
(1) NORTH-24-PARGANAS, (2) SOUTH-24-PARGANAS, (3) HOWRAH, (4)  
MURSHIDABAD, (5) MALDA, (6) UTTAR DINAJPUR, (7) DAKSHIN  
DINAJPUR, (8) PURBA MEDINIPUR; (9) COOCH BEHAR, (10) BIRBHUM,  
& (11) PURULIA

***II. The list of 17 (seventeen) institutions under the Directorate of Medical  
Education in West Bengal***

Sl . No.

Name

1. Calcutta Medical College & Hospital, Kolkata
2. Nilratan Sircar Medical College & Hospital, Kolkata
- 3 R.G. Kar Medical College & Hospital, Kolkata
4. Calcutta National Medical College & Hospital, Kolkata
5. Burdwan Medical College & Hospital, Burdwan
6. Bankura Sammilini Medical College & Hospital, Bankura
7. North Bengal Medical College & Hospital, Darjeeling
8. I.P.G.M.E & R and S.S.K. Hospital, Kolkata
9. Bangur Institution of Neurology, Kolkata
10. Chittaranjan Seva Sadan, Kolkata
11. School of Tropical Medicine & its Hospital, Kolkata
12. I.D. & B.G Hospitals, Kolkata
13. Dr. B.C. Roy Children Hospital & B.C.Roy Pollio Clinic for Crippled Children,  
Kolkata
14. Gandhi Memorial Hospital, Kalyani, Nadia
15. Dr. R. Ahmed Dental College and Hospital, Kolkata
16. North Bengal Dental College, Sushrutnagar, Darjeeling
17. College of Nursing, S.S.K.M. Hospital, Kolkata.

Text of GO. No. HF/N/PHP/87/2L-4/2003 Dt. 20.02.2003; Sub: Transfer of Vertical staff engaged in different Leprosy Centre to other establishments

Government of West Bengal  
Department of health & Family Welfare  
PHP Branch

No. HF/N/PHP/87/2L-4/2003

Dated, Kolkata, the 20<sup>th</sup> February, 2003

From: The Joint Secretary to the Government of West Bengal

To: The Director of Health services, West Bengal

Sub: Transfer of Vertical staff engaged in different Leprosy Centre to other establishments.

MEMO

The undersigned is directed to say that different Leprosy Centres i.e. Modified leprosy Control Units, Leprosy Control Units. Urban Leprosy centres, Zonal Leprosy Unit, SET Centres, leprosy Training Centres etc. were set up in this State from time to time during different plan periods, for the treatment of Leprosy patients under the National Leprosy Eradication Programme according to the target and allocation fixed by the Government of India. All these units are being maintained at present from the Non-Plan Budget of the state Government. Recently in a letter No. T11018/29/99-Lep (C-Ordn) dated the 11<sup>th</sup> December, 2002, the Government of India has instructed the State Government to reduce regular vertical staff of such Units throughout the State from April, 2003 in view of the integration of Leprosy Services with general health care services as per decision taken in the mid term review meeting of the 2<sup>nd</sup> National Leprosy Eradication Programme by the World Bank. Accordingly the State Government in the department of Health and Family Welfare has decided to abide by the decision taken by the Government of India to reduce the vertical Leprosy staff throughout the State.

2. In accordance with this decision, it has now been decided by the Government to transfer all Vertical Leprosy staff of different Leprosy Units, throughout the State except in District Leprosy officer, to other health establishments against existing vacancies of the same cadres in the District.

3. In pursuance of the above decision, the undersigned is directed to request him to issue necessary instructions to all concerned so that all the regular vertical staff engaged in different Leprosy Units/ centres except in District Leprosy Office in this state, are transferred to other establishments against existing and available vacancies of same Cadres/ categories, immediately. The transfer process should be completed by

31.03.2003 positively and a report on compliance may kindly be sent to this department by 15.04.2003 for information and further necessary action.

A statement on District wise staff position is enclosed for necessary action.

4. All concerned are being informed.

Sd/- Illegible  
Joint Secretary

Text of GO. No. H/MA/2625/HAD/D/2001 Dt. 19.09.2003; Sub: Transfer and postings of all categories of staff in the Decentralised Hospitals/Institution under DHS and DME

Government of West Bengal  
Department of Health & Family Welfare  
M.A. Branch.

No.H/MA/2625/HAD/D/2001

Dated, Kolkata, the 19<sup>th</sup> September. 2003

O R D E R

In partial modifications of order issued under Memo No.H/MA/3452/HAD/D/2001 dated 04-09-2001of the M.A. Branch and subsequent order issued by the Directorate of Health Services under Memo No. HAD/D/2001 Pt.1/A7958 dated 05-10-2001; it is hereby ordered that the transfer and postings of all categories of staff in the Decentralised Hospitals/Institution throughout the State, a list of which is enclosed in Annexure A, should henceforth be made by the Directorate of Health Services, West Bengal.

Provided that in 17(seventeen) Institutions under the Director of Medical Education in West Bengal as Detailed in part II of the Annexure A, the transfers and postings of Teaching Personnel would be done by the Director of Medical Education, as usual.

2. The order will take immediate effect.

Sd/- Asim Barman  
Principal Secretary

Annexure-‘A’

- I. Decentralised Hospitals and Institution under the Directorate of Health Services in Kolkata & other Districts

KOLKATA

- | Sl. No. | Name   |
|---------|--|
| 1.      | North Subarban Hospital, Cossipore, Kolkata. |
| 2.      | Abinash Dutta Maternity Home, Kolkata.       |
| 3.      | Indra Matri-O-Sisu Kalyan, Kolkata.          |
| 4.      | Lady Duffin Victoria Hospital, Kolkata.      |
| 5.      | District family Welfare Bureau, Kolkata.     |
| 6.      | Pastuer Institution.                         |

7. I.B.T.M.I.H., Kolkata (Formally Central Blood Bank), Kolkata;
8. Central Combined Laboratory, Kolkata.
9. B.C. Roy Diagnostic Research Laboratory, Kolkata.
10. Family Welfare Training Centre, Kolkata.
11. Sambunath Pandit Hospital, Kolkata.
12. Bhabanipur Mental Observation Ward, Kolkata.
13. Vidyasagar Hospital, Kolkata.
14. Ramrikdas Haralalka Hospital, Bhawanipur, Kolkata.
15. Bijoygarh State General Hospital, Jadavpur, Kolkata.
16. Moor Avenue Polyclinic, Kolkata.
17. K.S. Roy T.B. Hospital Jadevpur, Kolkata.
18. M.R. Bangur Hospital, Tollygunje Kolkata.
19. Kolkata Pavlov Hospital.
20. Lumbini Park Mental Hospital, Kolkata.

#### NADIA

1. J.N.M. Hospital, Kalyani, Nadia.
2. N.S.S. kalyani, Nadia.
3. Dr. B.C. Roy Chest Sanatorium, Dhubulia, Nadia.
4. Institute of Pharmacy, kalyani.
5. Rural Training Centre, Kalyani.
6. F.W. Training Centre, Kalyani.

#### DARJEELING

1. S.B. Dey Sanatorium, Kerseang, Darjeeling

#### JALPAIGURI

1. Institute of Pharmacy, Jalpaiguri.

#### BURDWAN

1. Rural Training Centre, Burdwan.

#### BANKURA

1. Gouripur Leprosy Hospital, Gouripur Bankura.
2. Institute of Pharmacy, Bankura.

#### PASCHIM MEDINIPUR

1. M.R. Bangur Sanatorium, Dighri, Paschim Medinipur.

## HOOGLY

1. Gourhati T.B. Hospital, Seerampur, Hooghly.

### There is no such Hospitals / Institutions in the Districts of

- (1) North 24-Parganas, (2) South 24-Parganas, (3) Howrah, (4) Murshidabad, (5) Malda, (6) Uttar Dinajpur, (7) Dakshin Dinajpur, (8) Purba Medinipur, (9) Cooch Behar, (10) Birbhum & (11) Purulia.

## Part-II

### The list of 17 (Seventeen) Institutions under the Directorate of Medical Education in West Bengal

Sl. No.	Name
1.	Calcutta Medical College & Hospital, Kolkata.
2.	Nilratan Sirkar Medical College & Hospital, Kolkata.
3.	R.G. Kar Medical College & Hospital, Kolkata.
4.	Calcutta National Medical College & Hospital, Kolkata.
5.	Burdwan Medical College & Hospital, Burdwan.
6.	Bankura Sammilani Medical College & Hospital, Bankura.
7.	North Bengal Medical College & Hospital, Darjeeling.
8.	I.P.G.M.E. & R and S.S. K.M Hospital, Kolkata.
9.	Bangur Institute of Neurology, Kolkata.
10.	Chittaranjan Seva Sadan, Kolkata.
11.	School of Tropical Medicine & its Hospital, Kolkata
12.	I.D. & B.G. Hospital, Kolkata.
13.	Dr. B. C. Roy Children Hospital & B.C. Roy Pollio Clinic for Crippled Children, Kolkata.
14.	Gandhi Memorial Hospital, Kalyani, Nadia.
15.	Dr. R. Ahmed Dental College and Hospital, Kolkata.
16.	North Bengal Dental College, Sushrutnagar, Darjeeling.
17.	College of Nursing, S.S.K.M. Hospital, Kolkata.
18.	Midnapore Medical College and Hospital.
19.	IPGME & R Medical Education and Research, Kolkata.



Text of GO. No. H/MA/2639/HPT/5A-11-91 Dt. 22.09.2003; Sub: Transfer and Posting Committee in respect of the Medical officers of the WBHS

Government of West Bengal  
Department of Health and Family Welfare  
M.A. Branch.

No.H/MA/2639/HPT/5A-11-91

Dated, Kolkata, the 22<sup>nd</sup> September, 2003.

Resolution

With a view to implementing transfer and posting policy in respect of the Medical Officers of the West Bengal Health Service as formulated in this department order No. H/MA/3953/MES/JS-118/2001 dt. 26.11.2001, the Governor has been pleased to constitute a Committee under the nomenclature "Transfer and Posting Committee" with the following officers:-

- |                              |                   |
|------------------------------|-------------------|
| 1) Commissioner (F.W)        | - Chairman        |
| 2) Joint Secretary (M.A)     | - Member          |
| 3) Deputy Secretary (MES)    | - Member          |
| 4) Assistant Secretary (M.A) | - Member-Convenor |
| 5) Deputy D.H.S. (Admn.)     | - Member          |
| 6) Assistant D.H.S. (P&E)    | - Member          |
| 7) Deputy A.D.H.S (P&E)      | - Member          |

AND

S.F.W.O  
Jt. D.H.S (PH&CD)  
Jt. D.H.S (AIDS)

As Co-opt. members and other  
State Programme Officers  
as and when necessary

2. The above Committee shall examine all proposals for transfer and postings of the Medical offices of the W.B.H.S. in a joint meeting submit their recommendations to the D.H.S., E.O. Secretary and Principal Secretary (H) of this department for approval.
3. This order will come into force immediately.
4. This order is issued in supercession of all previous orders relating to the matter.

By order of the Governor  
Sd/- Illegible  
Principal Secretary to the  
Government of West Bengal.

Text of GO. No. HF/O/GA/2784/W-12/2004 Dt. 25.02.2004; Sub: Guidelines of posting and transfer of physically or mentally handicapped

Government of West Bengal  
Department of Health and Family Welfare  
Swasthya Bhawan, GN-29, Sector-V  
Bidhan Nagar, Kolkata-700 091.

No. HF/O/GA/2784/W-12/2004

Dated, Kolkata, the 25<sup>th</sup> February, 2004

ORDER

In pursuance of memo No.AB/14017/41/90-Esst. (RHQ) dated 10.05.1990 and AB-15/17/41/90 (PR) Dated 15.02.1991 from Government of India. Ministry of Personnel Public Grievance & Pension Department of Personnel and Training and the Government of West Bengal, Women & Child Development and Social Welfare Department's endorsement to all Department's Government of West Bengal with the request to make sustainable departmental order, the Health & Family Welfare Department, Government of West Bengal has decided to issue the under mentioned order.

The posting and transfer of the following employees under the administrative control of the Health & Family Welfare Department, Government of West Bengal will be made to the working place nearest to the respective family at the choice of the employee concerned provided there is any scope for the purpose.

- i) Parent of dependant physically or mentally handicapped offspring belonging to moderate or above categories.
- ii) Legal Guardian of the dependant physically or mentally handicapped persons belonging to moderate or above categories in case the latter's parent are not alive.
- iii) Working handicapped employees belonging to moderate or above categories.

Henceforth, this order should be implemented with utmost care.

Sd/-Asim Barman  
Principal Secretary to the  
Government of West Bengal  
Department of Health and family Welfare

Text of GO. No. HF/O/ISMH/444/M-03/2004 Dt. 04.08.2004; Sub: Transfer \* Posting  
Committee of Homoeopathic Medical Officers and Senior Ayurvedic Medical  
Officers

Government of West Bengal  
Department of Health & Family Welfare  
ISM & H Branch  
Swasthya Bhavan,  
GN-29, Sector – V  
Salt Lake City, Kolkata – 700 091

No.HF/O/ISMH/444/M-03/2004

Dated, Kolkata, the 4<sup>th</sup> August, 2004.

R E S O L U T I O N

With a view to implementing transfers and postings policy in respect of the Homoeopathic Medical Officers and Senior Ayurvedic Medical Officers under the Indian System of Medicine and Homoeopathy and formulated in this Department Order No.HF/O/AUH/10/3H-133/01 dated 07.01.2002, the Governor has been pleased to constitute a Committee under the nomenclature “TRANSFER AND POSTING COMMITTEE” consisting of the following Officers:

1. Joint Secretary (ISM & H) : Chairman
2. Deputy Secretary (ISM & H) : Member – Convenor
3. Director of Homoeopathy & Special officer (Unani) : Member
4. Director of Ayurveda : Member

2. The above Committee shall examine all proposals for transfers and postings of the Homoeopathic Medical Officers (HMOs) and Senior Ayurvedic Medical Officers (SAMOs) in a joint meeting and submit their recommendations to the Principal Secretary of this Department for approval.

3. This order is issued in supercession of all previous orders in this respect.

4. This order will come into force with immediate effect.

By order of the Governor,  
Sd/- R.Dube  
Special Secretary to the  
Government of West Bengal.

Text of GO. No. HF/O/MA/599/1M-08/05 Dt. 23.03.2005; Sub: Release of Medical Officers of the West Bengal Health Services under transfer

Government of West Bengal  
Department of Health and Family Welfare  
M.A. Branch.  
Swasthya Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata-700 091

No.HF/O/MA/599/1M-08/05

Dated, Kolkata, the 23rd March, 2005

ORDER

It may be noted that good number of Medical Officers of the West Bengal Health Services were transferred during the years 2003-2004. But it is reported that, in some cases the Medical Officers under order or transfer during last two years have not yet been released by the concerned local authority on various grounds.

In view of the above and in the interest order of public service, the heads of institutions i.e. the Chief Medical Officer of health Services / Medical Superintendent cum Vice Principals of the teaching institutions / Superintendents of the District and Sub-Divisional and State General Hospitals / Decentralized hospitals are directed to comply the following:-

- 1) Such Medical officers who are under order of transfer in different orders issued from this Department during the year 2003 but not yet released from the present place of posting need to be released within 15th April, 2005 positively to enable them to join their placed of posting. This however will not cover where there is any specific restraining order or where any specific reasoned order given by the Director of Health Services.
- 2) The Medical Officers who are under order of transfer in different orders issued from this department during the year, 2004 need to be released within 30th April, 2005 positively to enable them to join their placed of posting. This however will not cover where there is any specific restraining order or where any specific reasoned order given by the Director of Health Services.
- 3) It is clarified that pay of the incumbents mentioned above should not be drawn beyond April, 2005 from the erstwhile place of posting. Concerned Treasury officers are also being informed separately.
- 4) Cases where there is any specific restraining order be referred to the Commissioner of Family Welfare alongwith authenticated copies of Hon'ble Court's Order keeping the Treasury Officers informed.

5) After action being taken according to the instructions mentioned above, the latest position be intimated to Commissioner of Family Welfare by 1st week of May positively.

Sd/- Samir Kumar Sengupta  
Deputy Secretary

Text of GO. No. Health/MA/675/1N-515-95 Dt. 31.03.2005; Sub: prayers for  
Voluntary retirement of MO on transfer or otherwise

Government of West Bengal  
Department of Health & Family Welfare  
M.A. Branch  
Swasthya Bhawan, G N-29, Seetor - V, Salt lake City, Kolkata - 700 091.

No.Health/MA/675/1N-515-95

Dated Kolkata, the 31st March, 2005

CIRCULAR.

It has been brought to the notice of the Government that sometimes members of West Bengal Health Service, when transferred or posted elsewhere and sometimes for other reasons submit their prayers for Voluntary retirement from the Government service and proceed on long unauthorized leave. It has also been found that some Medical Officers, after submitting their prayers for Voluntary retirement, relinquish their charges even without waiting for acceptance of their Voluntary Retirement applications and decision of the Govt. in this regard. It has also been painfully observed that the 'Local authorities' and 'Head of the Offices' release them, by taking over their charges, from their assigned duties and obligations or without making any arrangement.

In order to streamline the process it has been decided that henceforth after receiving the application for Voluntary retirement the Head of the office should invariably sent the same to Director of Health Services without any further delay with their comments and a report in the following 'PROFORMA' :

1. D.O.B.:                    } [Page 3 & 4 of the Service Book of incumbent Medical Officer  
                                      } will have to be enclosed with the application as supportive
2. D.O.J                     } documents for point 1 & 2 ]  
(Date of Joining):
3. Date of Retirement:
4. Date from which Voluntary Retirement prayed.for:
5. Whether anything is due from the incumbent:
6. Places of Posting from Joining to Date:
7. Leave position/Leave in credit: [Leave Statement (invariably mentioning 'Dies-Non', 'Break in Service', 'Unregularised Leave', if any) must have to be enclosed with the application]

8. Any objection from Vigilance point of view:

9. Reasons for prayer for V,R. :

The concerned section should deal with the paper within 15 days and seek clearance from Vigilance Cell of the Department and Vigilance Commission so that decision can be taken within the Notice period.

The above instruction need to be scrupulously followed.

Sd/- Samir Kumar Sengupta  
Deputy Secretary

Text of GO. No. HF/GA(Ng)/155/HNG/8D-I/2005 Pt.I Dt. 19.10.2005; Sub: Posting of PHNs, (Grade-II) of the WBNS

Government of West Bengal  
Department of Health & Family Welfare  
Swasthya Bhawan  
GN-29, Sector-V, Salt Lake City

No. HF/GA(Ng)/155/HNG/8D-I/2005 Pt.I

Dated 19.10.2005

Order

After careful consideration it has been decided that PHNs, (Grade-II) of the WBNS be posted at Block level. They will also look after the Sub-centres of Gram Panchayat located at the Block Head Quarter, in addition to their own duties.

This order shall take immediate effect and continue until further orders.

Sd/- Illegible  
Commissioner, Family Welfare &  
Special Secretary



Text of GO. No. HF/O/MA/541/1A-11/05/Pt.-I Dt. 19.02.2007; Sub: Guidelines for posting of M.O.(Specialist) in Rural Hospital and upper tiers through direct recruitment / existing M.O.with P.G. qualification with declaration of Specialist in W.B.H.S

Government of West Bengal  
Department of Health & Family Welfare  
MA Branch  
Swasthya Bhavan, Block GN-29, Sector – V  
Salt Lake City, Kolkata – 700 091

No.HF/O/MA/541/1A-11/05/Pt.-I

Dated, Kolkata, the 19<sup>th</sup> February, 2007.

From: The Deputy Secretary to the Government of West Bengal.

To: The Director of Health Services, W.B.

Sub: Guidelines for posting of M.O.(Specialist) in Rural Hospital and upper tiers through direct recruitment / existing M.O.with P.G. qualification with declaration of Specialist in W.B.H.S.

#### M E M O

The undersigned is directed by order of the Governor to say that in terms of para 2(B) of this Department Memorandum No.H/MA/1139/1A-11/05, dt. 29.05.06 the Medical Officers of the W.B.H.S. having Post Graduate diploma in G. & O. were not allowed to be declared as M.O.(Specialist).

The matter has subsequently been reviewed by this Department.

After careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased to allow in partial modification of this Department Memo under reference the Medical Officers of the W.B.H.S. having diploma in G. & O. may be declared as M.O.(Specialist) on the basis of their prayers and in that case such M.O.(Specialist) may be posted in Rural Hospitals and S.G.Hospitals of the Districts but not above the tier of S.G.Hospitals.

The same procedure will be applicable for the candidates with D.G.O.qualification recommended by the P.S.C., West Bengal for their recruitment as M.O.(Specialist) in G.&O.

Sd/-  
Samir Kumar Sengupta  
Deputy Secretary

Text of GO. No. H/MA/985/1M-07/09 Dt. 13.03.2009; Sub: Re-construction of  
Transfer & Posting Committee

Government of West Bengal  
Department of Health and Family Welfare  
MA Branch

No. H/MA/985/1M-07/09

Dated, Kolkata, the 13<sup>th</sup> March, 2009

From: The Joint Secretary to the Government of West Bengal  
To: The Director of Health Services, West Bengal  
Subject: Re-construction of Transfer & Posting Committee

The undersigned is directed to say that the files after being initiated at Health Directorate with the proposals for transfer & posting in respect of West Bengal health Services upto the tier of Deputy Chief medical Officer of Health to be submitted through Deputy Director of Health Services (Administration) to the concerned Officers of Medical Administration Branch of this Department.

After scrutiny of the said proposals, concerned officers of the Department will place the file before the Transfer & Posting Committee for examination and recommendation.

After recommendation of Transfer & Posting Committee the files should be placed before the Director of Health Services & Ex-officio Secretary for final approval after which Medical Administration Branch will issue orders in this regard.

If necessary, the file after approval of Director of Health Services & Ex-officio Secretary may be placed before the Principal Secretary by the Medical Administration Branch of this Department.

The proposals for promotion, transfer and posting of the Officers of West Bengal Public health-cum-Administrative Services to and in the rank of Assistant Director of Health Services/ Chief Medical Officer of health and their promotion from that tier to upwards should be placed before the Principal Secretary for final approval, by the Medical Administration Branch of this Department. The concerned files with such cases should be initiated by Director of Health Services, West Bengal/the department.

In view of the above the undersigned has been pleased to construct the Transfer & Posting Committee with the Officers as follows:-

- |  |                   |
|--|-------------------|
| 1) Special Secretary (MA)  | - Chairman        |
| 2) Joint Secretary (MA)  | - Member          |
| 3) Deputy Secretary (MA)   | - Member Convenor |
| 4) Deputy Director of Health Services (Administration)               | - Member          |
| 5) Assistant Director of Health Services (Personnel & Establishment) | - Member          |
| 6) Deputy Assistant Director of Health Services (P & E)              | - Member          |

This order is issued in supersession of all Government Order/orders issued by the Health Directorate/ health Department in this regard.

Sd/- Samir Kumar Sengupta  
Joint Secretary

Text of GO. No. HF/O/MA/3431/1M-01/11 Dt. 09.11.2011; Sub: Transfer-posting  
policy of Medical officers of WBHS

Government of West Bengal  
Health & Family Welfare Department  
Swasthya Bhawan, GN-29, Sector-V,  
Bidhannagar, Kolkata- 700 091  
Medical Administration Branch

No. HF/O/MA/3431/1M-01/11

Date: 09.11.2011

MEMORANDUM

The Government of West Bengal is committed to the provision of adequate, easy accessible, patient-friendly and prompt health care through out the state. A well-considered and well-structured human resources (HR) policy is a critical and basic ingredient in the efforts to achieve this objective. In turn, a rational transfer policy for Medical Officer is a key determinant of any HR policy.

2. The existing Transfer Policy has been in vogue since 2001. Serious concerns about the efficacy, utility and fairness of the policy have been voiced from time to time.
3. The Government is of the opinion that the existing Transfer Policy should be recast as set out in the paragraphs 4 to 7 below.
4. Transfers of Medical Officer will be broadly governed by the following considerations in order of priority-
  - (i) need to provide assured, quality health services throughout the State,
  - (ii) particular emphasis to the fullest possible manning in underserved (difficult) areas and with a paucity of alternate health service providers,
  - (iii) preference to local Medical Officers,
  - (iv) pressing individual considerations, i.e. co-location of spouse, obligations arising out of imminent retirement, etc.
5. Accordingly, I am directed by the order of the Governor to say that the Governor is pleased to set out a new Transfer Policy as follows.

**A. New categorization of areas-**

**Category A** – All the six districts of North Bengal, Purulia, all PHCs within the district of Murshidabad, all BPHCs/ RHs within Jangipur Subdivision of Murshidabad, Blocks within Jhargram Sub-division of Paschim Medinipur, Blocks within Khatra Sub-division of Bankura district, Gosaba, Bansanti, Sagar &

Patharpratima Blocks of South 24 Parganas, Sandeshkhali Block of North 24 Parganas and Sandelerbill BPHC, Jogeshganj & Sahebkhali PHCs under Hingalgunj Block of North 24 Parganas. Areas covered under this category shall be treated as “difficult” for Medical Officers hailing from areas belonging to other two categories.

**Category B** – All other health institutions outside the KMDA areas.

**Category C**- Health institutions within KMDA areas.

### **B. For Medical Officers on General Duty (GDMO)**

Subject to the conditions in the paragraph 4 above.

(i) Medical Officers on appointment shall be posted, so far as practicable, in the RH/BPHC/PHC in their local areas subject to the requirements of para (iii), vacancy position and their relative position in the category wise merit list.

(ii) Any Medical Officer on appointment shall be posted in places where vacancies are available, if he/she cannot be accommodated in his/her local place.

(iii) Any Medical Officer who has been appointed in his local block/ district, no matter which category it belongs, shall have to move out immediately after three (3) years to such area of another category with the exception as is mentioned in the para (iv) (b). Such section of category shall be like this- A to C, C to A, B to A. However, a Medical Officer may go from A to B on his/her request.

(iv) (a) All Medical Officer shall be liable for transfer from Category C to Category A after a period three (3) years.

(b) Medical Officers working in category A areas may continue to serve the same area for another period three (3) years if they so desire and apply accordingly so as to reach MA Branch of this department and the DHS immediately after completion of two years of service at the existing place. However, Medical Officer opting to remain in Category A areas may be allowed to work in Category A areas beyond six years subject to the condition that posting shall be made in some other place in the same zone as may be convenient to him/her provided he/she submits such option in writing completion of five years.

(v) Medical Officers who have put in at least six (6) years of service shall be posted in upper tier hospitals, viz., State General Hospitals and Sub-divisional Hospitals. However, on introduction of this new policy there shall be Medical Officers at present who did not work in satisfaction of the policy as laid down in (i), (ii), (iii) and (iv) above. It shall be mandatory for them to serve in second tier hospitals within the above categorized areas. However, since we have de-categorized some areas from A to B in respect of Murshidabad district, such Officers who worked previously in those areas now de-categorized shall be considered to have served in category A area for the period they actually worked. Posting in such places for all the Medical Officers shall be for five (5) years and not more in any category depending on the category of previous posting. Such Medical Officers shall transferred again to another upper tier hospital after five (5) years in another category area in the same way as in (B) (iii), i.e., A to C, C to A, B to A.

**Clarification** –All PHCs, BPHCs and Rural Hospitals belong to first tier hospitals. All State General Hospitals and Sub Divisional Hospitals belong to second tier hospitals. All District Hospitals, Medical College-Hospitals and other Super Specialty Hospitals belong to third tier hospitals.

(vi) After sixteen (16) years of services all Medical Officers shall be considered for posting in District Hospitals, Medical College-Hospitals and other De-centralized Super Specialty Hospitals. Their posting in such hospitals shall be for a period of five (5) years at any place of posting. Here also conditions for transfer from one category to another, i.e., A to C, C to A, B to A shall apply.

(vii) Any Medical Officer who has less than three (3) years of service left may have the option of working in any place of his/her choice subject to availability of vacancy.

(viii) Any Medical Officer who had been absent from his/ her place of duty for a long time and is allowed to resume his/her duties after such a long gap shall be treated as a fresh recruit and shall have start again in Category A area irrespective of his/her local area.

**C. For Specialist Medical Officers-**

(i) Medical Officers appointed under this category shall be posted generally in upper tier hospitals except in Medical College-Hospitals in terms of the categories as defined above in the same process except that their posting period for each area shall be for five (5) years. However, given the rising demand for Gynaecologists, Pediatricians and Anesthesiologists at RH/BPHC/ levels, Specialists with such Post-Graduate Degree/ Diploma shall be posted in RH/BPHC wherever such Specialist posts exist.

(ii) In case of those Specialists who are appointed in some RH/BPHCs in the interest of the Hospital Management, their posting for that RH/BPHC shall be limited to three (3) years only.

**D. For GDMOs who become Specialists after joining -**

If any Medical Officer who has been appointed as GDMO and later declared as Specialist by the Department on the basis of Post-Graduate Degree/ Diploma, he/she shall be posted as Specialist Medical Officer in the same manner as noted at C above. However, his previous assignments as Medical Officer in places of different categories shall be taken into account, at the time of posting.

**E. Restriction of posting in Medical College-Hospitals-**

Medical Officers (Specialists) will not be posted in Medical College-Hospitals.

F If any Medical Officer is allowed to resume his/her duties for more than three (3) months without prior sanction of any leave or any authorization, the guiding principle shall be as follows.

**(i) For Specialist Medical Officers resuming duties-**

Medical Officers who had been appointed as Specialists and has been absent from duties from the place of posting for more than three (3) months and are subsequently allowed to resume their duties, shall posted in the upper tier hospitals of Category A areas only.

**(ii) For General Duty Medical Officers resuming duties-**

GDMOs who had been absenting from duties from the place of posting for more than three (3) months and are allowed to resume their duties, shall generally be posted in the Category A areas. The same principle as laid down above for GDMOs shall apply.

**G. For Medical Officers of any category with spouse also working as Medical Officers-**

Both officers shall be posted together so far as practicable. But they shall undergo the same category of transfer/posting

Medical Officers with spouses working in different capacities under the control of the Department may also be considered for such benefit of posting.

Medical Officers with spouses working elsewhere will be accorded last priority.

**H. For Medical Officers returning from Trainee Reserve (TR)**

Such Medical Officer on return from TR on successful completion of PG Degree/ Diploma will be posted as Specialist and posted in upper tier hospitals excluding Medical College-Hospitals as fresh specialist subject to the condition that his or her last posting before TR shall be taken into consideration.

**I. For Physically Challenged Medical Officers-**

Medical Officers who are physically challenged any duly certified by a recognized Medical Board shall get due consideration for posting at places convenient to them.

**J. Transfer on mutual convenience-**

Application for mutual transfer between two Medical Officers shall be considered if such mutual transfer does not benefit a Medical Officer in getting posting in a place out of turn in contravention of the Policy as detailed above.

6. Same principles shall be applicable for the posting of Dental Surgeons. But their posting shall be restricted in the respective zone subject to the availability of Dental chair.

**7. Execution of Transfer Policy-**

(i) All Transfer Orders shall have a directive regarding movement, i.e., who has to move first. Release Orders shall have to be issued within a period of two (2) weeks from the date of receipt of the order.

- (ii) Transfer Orders shall be issued generally once in a year, preferably in the month of December every year.
- (iii) However, the State Government may issue any Transfer Order on administrative grounds and to meet emergencies as and when need arises or for public interest.
- (iv) For posting of Medical Officers/ Dental Surgeons who are already in service their previous postings in compliance of the previous transfer policy shall be taken into due consideration.

This order shall take immediate effect.

All concerned are being informed.

Sd/- Sanjoy Mitra  
Principal Secretary.