

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF HEALTH SERVICES  
Administration Branch

SWASTHYA BHAVAN, GN-29, SECTOR-V, SALT LAKE, KOLKATA - 91

No. HPT/4D-02-07/Pt.I/A 1151

Dated, Kolkata, the 23/3/2018

CIRCULAR

In order to fill up the vacant posts of all Upper Division Clerk, U.D.C.( Cashiers) and U.D.C.(Accountants) in the regional Offices under the Directorate of Health Services, all Head(s) of Offices are requested to issue this CIRCULAR amongst the employees presently holding the post of LDC ( except typist/clerk cum typist) and he / she is requested to send the following particulars in respect of L.D.C. only ( except typist / clerk cum typist ) who are working under his/her administrative control and joined before 31.12.2012 ( for General ) and 31.03.2015 ( for SC/ST ) to the Additional Director ( Personnel), Directorate of Health Services, superscribing on the envelope "Particulars for promotion to the post of UDC" within 23<sup>rd</sup> April '2018 positively by Special Messenger.

I. Annual Performance Report (from 1<sup>st</sup> April to 31<sup>st</sup> March) for 2015-16, 2016-17, 2017-18 (separately).

II. Duly filled up Proforma Annexure A (enclosed herewith).

III. A declaration expressing unwillingness of promotion to U.D..C. as per Annexure B (enclosed herewith) from the incumbents who do not desire promotion.

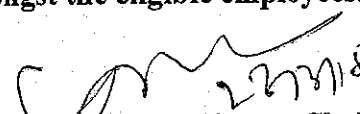
IV. In case any application is not received from eligible candidates within stipulated time period, he / she will be considered as unwilling and cannot claim in future for promotion to the Post of Upper Division Clerk with present effect.

V. The incumbent without confirmation as LDC will not be considered for promotion.


VI. Vacancy position with Institution-wise break up in r/o of all clerical staff working under his / her control in details should be sent to the office of the undersigned within 23<sup>rd</sup> April , 2018 positively as per Annexure C.

- It may be noted that in the interest of public service place of posting on promotion may be anywhere in the state as per vacancy, any prayer for choice of place would not be entertained.
- It will be the responsibility of the Authority to send Annual Performance Report & other particulars in time. This should be widely circulated amongst the eligible employees.

Encl: Annexure-A, B, C

  
(Dr. Ajay Kumar Chakraborty)  
Director of Health Services  
Govt. Of West Bengal


No. HPT/4D-02-07/Pt.I/A 1151/1(150)


  
22.03.18

Dated, Kolkata, the 23/3/2018

Copy forwarded for information and necessary action to the: -

Principal/Director /MSVP/CMOH/Principal-Superintendent/Medical- Superintendent/Superintendent/  
/CHO/Secretary/DFWO/BMOH /ZHO/ Website Copy /

  
Additional Director (personnel)  
Directorate of Health Services,  
Govt. Of West Bengal

  
22.03.18

The Director of Health Services  
Govt. of West Bengal  
Swasthya Bhawan, Salt Lake, Sector-V  
Kolkata - 700091

Sub: **Application for the post of U.D.C.( Regional ) through proper channel.**

Sir ,

In response to your Circular **HPT/4D-02-07/Pt.I/A** \_\_\_\_\_ Dated. \_\_\_\_\_,  
I beg to apply for promotion to the post of **Upper Division Clerk (Regional Offices)** under Directorate of  
Health Services.

Details of my service particulars are given below for your kind consideration.

01. NAME (BLOCK LETTERS): \_\_\_\_\_

02. Designation: \_\_\_\_\_

03. Present place of posting: \_\_\_\_\_

04. Previous places of posting with tenure since joining: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

05. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

06. Present Address: \_\_\_\_\_  
\_\_\_\_\_

07. Date of Birth: \_\_\_\_\_  
(relevant pages of Service Book duly attested should be furnished).

08. Qualification: \_\_\_\_\_

09. Whether belongs to SC/ST : \_\_\_\_\_  
(if yes, attested legible photocopy of Caste Certificate issued by competent authority and relevant pages  
of Service Book where information regarding Caste Certificate inserted duly attested should be  
furnished).

10. Date of Joining as LDC : \_\_\_\_\_  
(relevant pages of Service Book duly attested should be furnished).

11. Date of confirmation as LDC /eqv. allied post.(write specific allied post ) : \_\_\_\_\_  
(relevant pages of Service Book duly attested should be furnished ).

12. Whether promotion order for U.D.C. or any not been complied with before: \_\_\_\_\_  
(if yes, give details about that)

13. Whether any vigilance case / court case / disciplinary action is taken earlier / is pending / under  
suspension etc. : \_\_\_\_\_

14. Documentary evidence about submission of declaration of Assets as they stood on **01.01.2018**.

Date: \_\_\_\_\_ (Full Signature of the incumbent)

Certified that all information furnished above are verified with the Service Book of the  
incumbent concerned and found correct. No vigilance case / court case/ disciplinary proceeding is  
taken/ is pending against the above-named employee. (If yes, details are to be furnished).

Date: \_\_\_\_\_ (Signature of the Controlling Officer,  
(with office Seal)

*22-02-18*

*[Handwritten Signature]*

To  
The Director of Health Services  
Govt. of West Bengal  
Swasthya Bhawan, Salt Lake, Sector-V  
Kolkata - 700091

Sub: Application expressing unwillingness for the post of U.D.C ( Regional) through proper channel.

Sir,  
In response to DHS's Circular No. HPT/4D-02-07/Pt.I/A \_\_\_\_\_ Dated. \_\_\_\_\_, I do hereby  
express my unwillingness for promotion to the post of U.D.C. (Regional offices) under Dte. of Health Services  
due \_\_\_\_\_ and not to be claimed in future for promotion to  
the Post of Head Clerk with present effect.

**Details of my service particulars and other information:-**

1. Name (Block letters) & Designation: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Present place of posting: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
5. Whether belongs to SC/ST : \_\_\_\_\_
6. Date of Joining as LDC: \_\_\_\_\_
7. Date of confirmation as LDC / eqv. allied post.(write specific allied post ) : \_\_\_\_\_
8. Whether promotion order for U.D.C. or any not been complied with before: \_\_\_\_\_  
(if yes, give details about that.)
9. Whether any vigilance case / court case / disciplinary action is taken earlier / is pending /  
under suspension etc. : \_\_\_\_\_
10. Reason for unwillingness: \_\_\_\_\_  
\_\_\_\_\_

Date:-

\_\_\_\_\_  
( Full Signature of the incumbent )

Certified that all information furnished above are verified with the Service Book of the incumbent concerned and found correct. No vigilance case / court case/ disciplinary proceeding is taken/ is pending against the above-named employee. (If yes, details are to be furnished)

Date:

\_\_\_\_\_  
(Signature of the Controlling Officer)  
(with office Seal)

*AB*  
22.12.18

*Smr*  
25/13

**Vacancy Report of HC or UDC or LDC  
( Make separate sheet for HC, UDC and LDC)**

SL No.	Name of the Institution under CMOH / Director/MSVP/ Principal /or Other Institution Heads	Sanctioned Strength	Present position	Vacancy	Name of the incumbents as on date( HC or UDC or LDC)

Date : ( Signature of the Controlling Officer)  
with office seal

*(Handwritten signature)*  
22-02-18  
*(Handwritten signature)*  
13/3