

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
HEALTH SERVICES (MEDICAL ADMINISTRATION) BRANCH  
SWASTHYA BHAVAN  
GN-29, SECTOR-V, SALT LAKE CITY, KOLKATA-700 091.

No. HF/O/HS(MA)/1361/HFW-25099/11/2018-MA

Dated, Kolkata the 29th September, 2021

**CIRCULAR**

The Director/Principal/ MSVP/ CMOH/ Medical Superintendent/ Superintendent of all Institutes/ MCHs/ DHs/ SDHs/ SGHs & other decentralised Teaching Hospitals are requested to send the Bio-data of all the Assistant Superintendent (Non Medical) **Grade I** and **Grade II** posted at their Institution duly certified by the controlling authority as per the proforma annexed with this circular in **Annexure-A** and **Annexure-B** respectively. Also a pdf print-out of their updated KYO particulars indicating their previous postings should be enclosed with each candidate.

These documents are required for preparing the Seniority-cum-Gradation List of the officers of both the tiers of Assistant Superintendent (Non Medical) cadre.

The report should be sent in **scanned pdf format** to the following e-mail ID within 2 weeks of issuance of this circular

**asnm.promotion@gmail.com**

All concerned are informed accordingly.

Sd./=

*Secretary*

to the Government of West Bengal

No. HF/O/HS(MA)/1361/HFW-25099/11/2018-MA/1(15)

Dated, Kolkata the 29th September, 2021

Copy forwarded for information & necessary action to the---

1. Director of Health Services, West Bengal.
2. Director of Medical Education, West Bengal.
- 3-6. Director, IPGMER/ BIN/ STM/ RIO, Kolkata
7. Principal, All Medical College & Hospital and Decentralised teaching hospitals
8. MSVP, All Medical College & Hospital and Decentralised teaching hospitals
9. Deputy Director of Health Services (Admn), West Bengal.
10. CMOH. All Districts and Health Districts
11. Superintendent, all Decentralised Hospitals/DH/SSH/SDH/SGH.....
12. P.A. to the Secretary (Health), West Bengal.
13. \_\_\_\_\_
14. Co-ordinator IT Cell to post the circular in the Dept's website
15. Guard File

*Pushpendu Senapati -*

*Joint Secretary*

to the Government of West Bengal

1 Name (in Block Letters):

2 Gender: Male/ Female

3 Address:

Permanent Address:

Present Address:

4 Father's Name/ Husband's Name:

5 Contact Number:

6 Designation

7 Present Place of Posting:

8 Date of Birth:

9 Caste\*:

**\* Appropriate document in support of claim for reservation status has to be submitted**

10 Date of Joining in Service:

11 Date of Confirmation:

12 Entry in AS(NM) Grade-I tier (Fill up the field applicable)

Last Promotion Order with date	Date of Joining in AS(NM) Grade I	Mention GO of last published Seniority-cum-Gradation List for AS(NM) Grade-I/ Grade-II with date	Sl. No. in Seniority-cum-Gradation List

13 Date of joining in AS(NM) cadre (Enclose the GO):

14 Status of SAR

Sl. No.	Year	Check the box where SAR is Lying (as per HRMS portal of incumbent)			
		Reporting Officer	Reviewing Officer	Accepting Officer	Custodian
1	2018-2019				
2	2019-2020				
3	2020-2021				

15 Places of Postings in Chronological Order

Please enclose a pdf print-out of updated KYO information relating to previous postings

Click on PRINT tab on the right lower end of 'Employee Personnel Detail' screen and generate pdf

16 Date of completion of Ten (10) years Service tenure as Assistant Superintendent (NM), Grade-I: \_\_\_\_\_

17 i) Whether there is any break in service, if any (in details): \_\_\_\_\_

ii) Whether there is any leave period yet to be sanctioned/ regularized (in details): \_\_\_\_\_

iii) Whether there is any unauthorized absence period (in details): \_\_\_\_\_

iv) Whether there is any court case/ DP pending against him/ her: \_\_\_\_\_

18 Enclosed receipt of last Three years Asset Declaration of the incumbent, posted as AS(NM), Grade-I

19 Declaration by the incumbent: The particulars mentioned above by me are TRUE

Date

Signature of Assistant Superintendent (NM) Grade I

Certificate of Controlling Authority:

Information and particulars submitted by the applicant are verified from his/ her service book and are found to be correct.

Forwarded and recommended to Joint Secretary (Medical Administration) for record

Enclosed last Three years Annual Confidential Reports (duly signed by concerned authority at that particular period) of the incumbent, posted as Assistant Superintendent (NM), Grade-I.

Signature of the Controlling authority  
(Director/ MSVP/ Superintendent)

1 Name (in Block Letters):

2 Gender: Male/ Female

3 Address:

Permanent Address:

Present Address:

4 Father's Name/ Husband's Name:

5 Contact Number:

6 Designation

7 Present Place of Posting:

8 Date of Birth:

9 Caste\*:

**\* Appropriate document in support of claim for reservation status has to be submitted**

10 Entry in Service (Fill up the field applicable)

Entry in Service through PSC/ WBHRB	Date of Joining	G.O. No.	Dated

11 Date of Confirmation of Service (**Enclose the GO**):

12 Date of joining in AS(NM) cadre directly/ promotion from Facility Manager (**Enclose the GO**):

13 Status of SAR

Sl. No.	Year	Check the box where SAR is Lying (as per HRMS portal)			
		Reporting Officer	Reviewing Officer	Accepting Officer	Custodian
1	2018-2019				
2	2019-2020				
3	2020-2021				

14 Places of Postings in Chronological Order

Please enclose a pdf print-out of updated KYO information relating to previous postings

Click on PRINT tab on the right lower end of 'Employee Personnel Detail' screen and generate pdf

15 Date of completion of Five (5) years Service tenure as Assistant Superintendent (NM), Grade-II: \_\_\_\_\_

16 i) Whether there is any break in service, if any (in details): \_\_\_\_\_

ii) Whether there is any leave period yet to be sanctioned/ regularized (in details): \_\_\_\_\_

iii) Whether there is any unauthorized absence period (in details): \_\_\_\_\_

iv) Whether there is any court case/ DP pending against him/ her: \_\_\_\_\_

17 Enclosed receipt of last Three years Asset Declaration of the incumbent, posted as AS(NM), Grade-II

18 Declaration by the incumbent: The particulars mentioned above by me are TRUE

Date

Signature of Assistant Superintendent (NM) Grade II

Certificate of Controlling Authority:

Information and particulars submitted by the applicant are verified from his/ her service book and are found to be correct.

Forwarded and recommended to Joint Secretary (Medical Administration) for record

Enclosed last Three years Annual Confidential Reports (duly signed by concerned authority at that particular period) of the incumbent, posted as Assistant Superintendent (NM), Grade-II.

Signature of the Controlling authority  
(Director/ MSVP/ Superintendent)