

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF HEALTH SERVICES  
Administration Branch

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

No. HAD/12M-36-09/A 1685

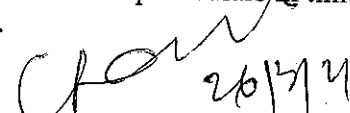
Dated, Kolkata, the 26.03.2021

**CIRCULAR**

In order to fill up the vacant posts of all Head Clerk, H.C.( Cashiers) and H.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 UDC ( except typist/clerk cum typist) and he / she is requested to **send the following particulars** in respect of **U.D.C.** only ( except typist / clerk cum typist ) who are working under his/her administrative control upto the Serial No. **200** ( for General ) and upto the Serial No. **245** ( for SC/ST ) as per Revised Final Gradation List vide. this Directorate Order No. HAD/10M-20-11/A1295 dated 15.03.21 only to the Additional Director ( Personnel), Directorate of Health Services in the dedicated email id estb2020@gmail.com in pdf format. The subject of the email shall be **"Particulars for promotion to the post of HC"** and it should be mailed within **20<sup>th</sup> April' 2021** positively.

- I. **Annual Performance Report (from 1<sup>st</sup> April to 31<sup>st</sup> March)** for 2018-19, 2019-20, 2020-21 (separately).
- II. Duly filled up **Proforma Annexure A** (enclosed herewith).
- III. A declaration expressing unwillingness of promotion to H.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 Head Clerk with present effect.**
- V. **The applicants who had applied previously as per Circular No. HAD/12M-36-09/A1605 dated 04.06.2020 need not apply again. They should only send the APR for 2020-21 & receipt of Asset declaration as stood on 01.01.2021.**
- VI. Vacancy position with Institution-wise break up in r/o of all clerical staff working under his / her control in details 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.**
  - The incumbent may be entrusted to cash/accounts related function (as HC -Cashier/HC - Accountant) if required.
  - APR and relevant papers in respect of incumbents who have joined as **Typist/Clerk-cum-Typist** should not be sent as the concerned incumbents are not eligible for promotion to HC. 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. HAD/12M-36-09/A 1685 /1(150)  
Copy forwarded for information and necessary action to the: -

Dated, Kolkata, the 26.03.2021

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

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

Sub: **Application for the post of Head Clerk ( Regional ) through proper channel.**

Sir ,

In response to your Circular **HAD/12M-36-09/A** \_\_\_\_\_ Dated. \_\_\_\_\_,  
I beg to apply for promotion to the post of **Head 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. Contact No. \_\_\_\_\_

03. Designation: \_\_\_\_\_

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

05. Previous places of posting with tenure since joining:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

06. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

07. Present Address: \_\_\_\_\_

\_\_\_\_\_

08. Date of Birth: \_\_\_\_\_

(relevant pages of Service Book duly attested should be furnished).

09. Qualification: \_\_\_\_\_

10. 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).

11. Date of Joining as LDC : \_\_\_\_\_

(relevant pages of Service Book duly attested should be furnished).

12. Date of confirmation as LDC /eqv. allied post.(write specific allied post ): \_\_\_\_\_

(relevant pages of Service Book duly attested should be furnished ).

13. Date of Joining as UDC: \_\_\_\_\_

(relevant pages of Service Book duly attested should be furnished).

14. Whether promotion order for H. C or any not been complied with before: \_\_\_\_\_

(if yes, give details about that)

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

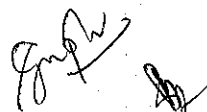
16. Documentary evidence about submission of declaration of Assets as they stood on **01.01.2021**.

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)

**ANNEXURE-B**

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 Head Clerk ( Regional) through proper channel.**

Sir,

In response to DHS's Circular No. HAD/12M-36-09/A \_\_\_\_\_ Dated. \_\_\_\_\_, I do hereby express my unwillingness for promotion to the post of H.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. Date of Joining as UDC : \_\_\_\_\_
9. Whether promotion order for H.C. or any not been complied with before: \_\_\_\_\_  
(if yes, give details about that.)
10. Whether any vigilance case / court case / disciplinary action is taken earlier / is pending / under suspension etc. : \_\_\_\_\_
11. Reason for unwillingness: \_\_\_\_\_  
\_\_\_\_\_

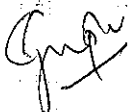
Date:-

\_\_\_\_\_  
( 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)



**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