

Government of West Bengal
Health & Family Welfare Department
GA Branch
Swasthya Bhawan, GN-29, Sector-V,
Salt Lake City, Kolkata- 700091


No. HS-299/HF/O/GA/W-153/2011(Pt.)

Date: 26th February, 2018

ORDER

The Department of Health & Family Welfare vide its Memo. No. No. HF/O/GA/1936/W-153/11 dated 26.07.2011 had issued 'Standard Operating Procedure' formulating the scheduled hours of public services and duties of employees at the District/Sub-divisional/State General/Decentralized/Specialized Hospitals under the control of the State Government, as per the Schedules A & B to the order.

2. Clause 3(b) of the said Memorandum stipulates 'Such duty rosters will be prepared, if required, in consultation with the concerned employees. The roster will clearly mention the shift duties and on-call period for each specified day in the week applicable to each individual employee. While preparing the duty roster, the Superintendent will take into consideration the total shift duty hours of an employee which should not be less than 40 hours per week'.
3. Over a period of time it appears that the above provision has been mistook/misunderstood to mean that if an employee is locally present at the health facilities for two days in a week i.e. 48 hours, it would suffice to comply the provision of clause 3(b) as having met the stipulation of 40 hours per week.
4. Now, it is clarified to all concerned that the total shift duty rosters of an employee for not less than 48 hours per week means that the duty shall be mandatorily for six days physical presence at the health facilities and within such six days the rosters may be framed so as to provide not less than 48 hours of active duty in shifts(excluding on-call) covering all six days.
5. This is for immediate compliance.


Principal Secretary to the
Government of West Bengal

Contd.....p/2

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Copy forwarded for information and necessary action to :-

1. The D.M.E. & E.O. Secretary, West Bengal.
2. The D.H.S., West Bengal.
3. The Director of Homeopathy, West Bengal.

4. The Director of Ayurveda, West Bengal.
5. The Commissioner(IT) – for posting on the website.
6. The Sabhadhipati, All Zilla Parishad / Mahakuma Parishad.
7. The District Magistrate, All Districts.
8. The Chief Medical Officer of Health, All Districts including Health Districts.
9. The Superintendent, All DH/SDH/SGH/Decentralized/Specialized Hospitals.
10. The P.S. to Hon'ble Chief Minister and M.I.C. of the Department.
11. The P.S. to the Hon'ble M.O.S. of the Department.
12. Sr. P.A. to principal Secretary of this Department.
13. Sr. P.A. to D.G.(AYUSH) & E.O. Secretary of this Department.
14. Sr. P.A. to Secretary, Ayush.
15. Sr. P.A. to Secretary, MS Branch.
16. Sr. P.A. to Commissioner, Family Welfare & MD, NHM.
17. Sr. P.A. to Special Secretary, GA Branch.
18. Guard File.


20/2/18.
Special Secretary to the
Government of West Bengal