



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**MEDICAL ADMINISTRATION BRANCH**  
**SWASTHYA BHAWAN, SECTOR-V, GN-29,**  
**SALT LAKE CITY, KOLKATA-700 091**

**MEMORANDUM**

No. HF/O/MA/318/9S-03/2018

Dated, Kolkata the 02nd April, 2018

The State Government has been considering a promotion policy for the officers belonging to **West Bengal Public Health-cum-Administrative Service (WBPHAS)** to ensure better cadre management and better delivery of health care Services.

The Governor is now pleased to adopt the policy as set out in paras (1) - (9) below for the promotion of WBPHAS Officers. The Governor is also pleased to order that this promotion policy shall supersede all previous orders.

1. The seniority position of all officers belonging to the cadre shall be made available at the official website of the department so that all officers may know their respective position in the seniority list.
2. Vacancy position in the posts, i.e., in the rank of ACMOH, Dy CMOH / DADHS, CMOH / ADHS, DDHS, Jt. DHS, Addl. DHS, Jt. Secretary (MA) and Dy. Secretary (MA) as assessed on 1st June and 1st December every year may be filled up twice in a year, i.e., in the months of June and December. Vacancy arising in between will be filled up according to merit list of candidates prepared in the month of July and January, respectively.
3. A three member Departmental Promotional Committee is constituted with the following officers to deal with the promotion cases.
  - a) Director of Health Services
  - b) Director of Medical Education
  - c) Secretary/ Additional Secretary/ Special Secretary/ Commissioner in charge of Medical Administration wing
4. Usual reservation policy as may be indicated by the State Government in this respect shall be applicable.
5. Criteria for promotion shall be as under :
  - a. Seniority will be based on West Bengal Determination of Seniority Rule, 1981.
  - b. Date of joining in regular service will be considered along with other mentioned criteria;
  - c. Seniority on promotion will be counted from the date of issuance of promotion order;

- d. In general, the period of service in the feeder post for at least one year shall be the primary condition for promotion to the next senior post. However, if the period of service in the feeder post is less than one year, but the post in higher tier remains vacant, then promotion may be considered in relaxation of norms "Service for one year in the feeder post".

6. Evaluation for the purpose of promotion shall be based on the following guideline. Total marks will be 100 (one hundred).

- a. Maximum **80 marks** will be allotted for evaluation based on following criteria:

| Sl. No.      | Criteria   | Maximum Marks (Ceiling) |
|--------------|--|-------------------------|
| 1            | Total length of service from date of regular joining as per GO [Scoring will be 1(one) mark for each completed 1(one) year of such service]  | 35                      |
| 2            | Length of service in Administrative Post, irrespective of continuous or not, on and from 03.03.1993 as per GO [Scoring will be 1(one) mark for each 1(one) completed year of serving such post in regular service]   | 30                      |
| 3            | Period of service in difficult post as per GO:   | 10                      |
|              | a) Period of service as BMOH - Scoring will be 1(one) mark for each completed 1(one) year of such service – maximum 3(three) marks   |                         |
|              | b) Period of service as Superintendent of SDH/ SGH [having bed strength more than 100 (hundred)]/ Multi Speciality Super Speciality Hospitals/ Decentralized Hospitals - Scoring will be 1(one) mark for each completed 1(one) year of such service – maximum 3(three) marks |                         |
|              | c) Period of service as Superintendent of DH/ CMOH - Scoring will be 2(two) marks for each completed 1(one) year of such service -- maximum 6(six) marks   |                         |
| 4            | Post Graduate qualification :  | 5                       |
|              | a) Recognized Degree in any discipline – 5(five) marks   |                         |
|              | b) Recognized Diploma in any discipline – 3(three) marks   |                         |
| <b>Total</b> |  | <b>80</b>               |

- b. Evaluation out of **20 marks** will be made on the basis of interview for promotion to any post above Basic Public Health-cum-Administrative Officer.

NB. (i) In case of a tie in total score, seniority in age will be considered. (ii) Adhoc service period in any capacity will not be counted in scoring.

7. Vigilance clearance is a must for consideration of promotion.


8. No weightage in score of ACR will be considered but Officers with adverse comments in ACR will not be considered for promotion.

9. Any application for promotion is not necessary.

*Sd./=*  
Sri Anil Verma, IAS  
Principal Secretary,  
to the Govt. of West Bengal

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

1. The Director of Health Services, West Bengal
2. The Director of Medical Education, West Bengal
3. Principal Accountant General (A & E), West Bengal.
4. Additional Director of Health Services (Admn), West Bengal.
5. Additional Director of Health Services (AA&V), West Bengal.
6. Joint Director of Health Services (Accounts), West Bengal
7. Principal, .....
8. MSVP, .....
9. Deputy Director of Health Services (Admn), West Bengal.
10. Assistant Director of Health Services (P&E), West Bengal.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata- 700012
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office- III, IB Market, Sector-III, Salt Lake, Kolkata- 700106
13. Chief Medical Officer of Health, .....
14. Superintendent, .....
15. BMOH, .....
16. Treasury Officer, .....
17. ....
18. P.A. to MD (NHM), Commissioner (Family Welfare) & Secretary, Dept. of Health & FW
19. P.A. to Project Director, WBSAPCS, Director SPSRC & Secretary, Dept. of Health & FW
20. P.A. to the Commissioner (MA) of this Department.
21. Co-ordinator, IT Cell, of this Department; to post the order at department Website
22. Dealing Assistant
23. Guard file.

  
Joint Secretary,  
to the Govt. of West Bengal