



Government of West Bengal  
Directorate of Health Services  
Swasthya Bhawan  
GN-29, Sector-V, Salt Lake City  
Kolkata – 700 091

O R D E R

Memo No. HFW-42011(99)/60/2022/520-P Dated, Kolkata, the 11/07/2022

In order to streamline the procedure on handling and disposal of legal matters & Court Cases relating to this Directorate, the following actions will be taken up :

1. Except for cases filed before the Hon'ble High Court at Calcutta, where the Ld. Government Pleader, High Court, engages State Advocates, in all other cases, DD(Legal) after receipt/service of notice /petition will initiate file for engagement of Ld. Advocate(s) and directly send the same to the competent authority, i.e., Additional Director(Personnel) and Special Secretary/ OSD & Dy. Director of Health Services (Administration)/ OSD(Nursing) as the case may be for preference of any State paneled advocate.

2. Once engagement of state paneled advocate is approved by the Ld. LR, WB, the concerned Administrative Branch will be asked to issue formal engagement letter in favour of the engaged State Advocate.

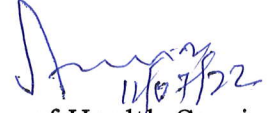
3. Parawise reply/statement of facts will be prepared by the said Administrative Branch in consultation with DD(Legal) for onward transmission of the same to the state paneled advocate.

4. **For cases filed before the Hon'ble High Court**, DD(Legal) with the assistance of law Officer assigned for this Directorate shall hand over all the documents/papers including parawise Statement / Statement of Fact to the State Advocate and shall keep in touch with the State advocate for preparation of affidavit etc. Where additional information is required, the concerned branch shall forthwith provide

the same to DD(Legal) for onward transmission to the same to the State Advocate.

5. In cases, where reasoned order is required to be passed after personal hearing to the petitioner by the DHS/any officer of this Directorate, DD(Legal) will be present at the timing of hearing.

6. In those cases where the competent authority prefers appeal before the higher court of law, the concerned branch shall give the fact of the case and on the basis of that DD(Legal) shall prepare grounds of appeal and keep liaison with the State Advocate for further action.



Director of Health Services.

West Bengal

Memo No. HFW-42011(99)/60/2022/520/1(5)-P Dated, Kolkata, the 11/07/2022

Copy forwarded for information and necessary action to :-

1. Joint Secretary(Law), Deptt. of H&FW., Swasthya Sathi, Kolkata - 91.
2. Dy. Director of Health Services(Administration), Swasthya Bhavan, Kolkata - 91.
3. OSD & Dy. Director of Health Services(Administration), Swasthya Bhavan, Kolkata - 91.
4. Dy. Director(Legal), Swasthi Sathi, Kolkata - 91.
5. OSD(Nursing), Swasthya Bhavan, Kolkata - 91.



Additional Director (Personnel)  
& Special Secretary  
West Bengal