



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE
HEALTH SERVICES (MEDICAL ADMINISTRATION) BRANCH
SWASTHYA BHAVAN, GN-29, SECTOR-V,
SALT LAKE, KOLKATA-700091

No. HF/O/MA/ 641/ HFW-25099/54/2021-MA

Dated, Kolkata the 06th April, 2021

ORDER

In order to streamline the establishment related matters between the Secretariat and Directorate of Health Service for facilitating and expediting various service related issues of incumbents, the Governor is pleased to state that regarding the files initiated by the officers as mentioned in column [C], relating to the issues as mentioned in the column [B], the approval authorities are mentioned against all the respective issues in the column [D] of the following table.

Sl. No.	Issues	Files initiated by	Approval Authority
[A]	[B]	[C]	[D]
1	Requisition to WBHRB in respect of some categories of staff of Directorate and that under control of MA branch	DDHS (Admin)/ MA branch	Secretary, Health & Family Welfare
2	MCAS-8, 16, 25 of WBHS & WBPHAS	DDHS (Admin)	Secretary (HS)
3	Confirmation of service of MOs and other Group A officers	DDHS (Admin)/ MA branch	Secretary (HS)
4	Pay Protection, Pay Fixation of some category of staffs as referred from other branches and those under control of MA branch	DDHS (Admin)/ MA branch	Secretary (HS)
5	Permission for Acquisition of Assets of M.Os of WBHS & WBPHAS and staffs under control of MA branch	DDHS (Admin)/ MA branch	Secretary (HS)
6	Reconstruction of Service Book of Medical Officers and other Group A officers	DDHS (Admin)/ MA branch	Secretary (HS)
7	Service matters of Asst. Supdt. (N.M.)	MA Branch	Secretary (HS)
8	Service matter of Physicist cum Radiation Safety Officer	MA Branch	Secretary (HS)
9	Confirmation of staffs under control of MA branch	MA Branch	Secretary (HS)
10	Leave Regularization of all category of staffs under control of Directorate	DDHS (Admin)	Secretary (HS)
11	Confirmation of staffs under control of Directorate	DDHS (Admin)	DHS
12	Resumption and late joining of Medical Officers	DDHS (Admin)	DHS
13	Counting of Past Service of staffs under control of Directorate	DDHS (Admin)	DHS
14	Declaration of Specialist Medical Officer	DDHS (Admin)	DHS

Sl. No.	Issues	Files initiated by	Approval Authority
[A]	[B]	[C]	[D]
15	Sanction of all Leave on requisition of particular cases from other branches of the Directorate	DDHS (Admin)	DHS
16	Matter related to admissible dues of M.O.s and other categories of staffs of the Directorate	DDHS (Admin)	DHS
17	N.O.C. for appearing in examination , interview for new jobs, lien of staffs under control of DHS	DDHS (Admin)	DHS
18	TR and study Leave issues in favour of Medical Officers under WBHS and WBPHAS	MERT branch of the Directorate	DHS

All concerned are informed.

By Order of the Governor

Sd./=

Secretary (HS)

to the Government of West Bengal.

No. HF/O/MA/641/ HFW-25099/54/2021-MA /1(17)

Dated, Kolkata the 06th April, 2021

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

1. The Director of Health Services, Government of West Bengal
2. The Director of Medical Education Services, Government of West Bengal
3. Additional Director of Health Services (Admn), West Bengal.
4. Additional Director of Health Services (Personnel), West Bengal.
5. Joint Secretary (Law), Dept. of H&FW, West Bengal
6. Joint Director (FW), West Bengal
7. Deputy Director of Health Services (Admn/ MERT), West Bengal.
8. Assistant Director of Health Services (P&E), West Bengal.
9. P.A. to the Secretary, Department of Health & FW
10. P.A. to Director SPSRC & Secretary (MS), Department of Health & FW
11. P.A. to Commissioner (GA), Department of Health & FW
12. P. A. to MD (NHM), Commissioner (Family Welfare) & Secretary, Department of Health and Family Welfare.
13. P.A. to AMD (NHM), Project Director, WBSAPCS, Member Secretary SBDC, Addl. Secretary, Dept. of Health & FW
14. _____
15. Co-ordinator I.T. Cell; to publish the order in the website along with the Annexure
16. Dealing Assistant
17. Guard file.

Pushpendu Sengupta

Joint Secretary

to the Government of West Bengal.