

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
Administration Branch

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

No. HPT/4D-02-07/Pl.I/A 2605

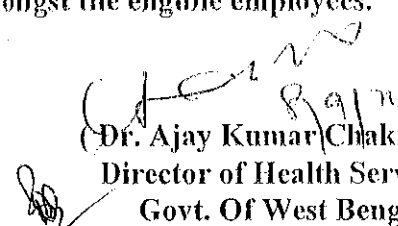
Dated, Kolkata, the 08/09/2020

CIRCULAR

In order to fill up the vacant posts of all Upper Division Clerk, U.D.C.(Cashiers) and U.D.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 under his/her administrative control presently holding the post of LDC (except typist/clerk cum typist) and he / she is requested to send the following particulars in respect of L.D.C. upto the Serial No. 100 (for General) and upto the Serial No. 200 (for SC/ST) as per Revised Final Gradation List vide this Directorate Order No. HAD/10M-40-09/A6406 dated 05.11.19 only to the Additional Director (Personnel), Directorate of Health Services in the dedicated email id estb2020@gmail.com. The subject of the email shall be "Particulars for promotion to the post of UDC" and it should be mailed within 25th September 2020 positively.

- I. Annual Performance Report (from 1st April to 31st March) for 2017-18, 2018-19, 2019-20 (separately).
- II. Duly filled up Proforma Annexure A (enclosed herewith).
- III. A declaration expressing unwillingness of promotion to U.D.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 Upper Division Clerk with present effect.
- V. The incumbent without confirmation as LDC as per rule will not be considered for promotion.
- VI. Vacancy position with Institution-wise break up in r/o of all clerical staff working under his / her control in details should be sent to the office of the undersigned within 25th September, 2020 positively 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.
 - 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

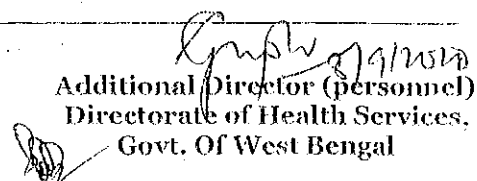

(Dr. Ajay Kumar Chakraborty)
Director of Health Services
Govt. Of West Bengal

No. HPT/4D-02-07/Pl.I/A 2605/1(150)

Dated, Kolkata, the 08/09/2020

Copy forwarded for information and necessary action to the:-

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 U.D.C.(Regional) through proper channel.**

Sir,
In response to your Circular **HPT/4D-02-07/Pt.I/A** Dated, _____,
I beg to apply for promotion to the post of **Upper Division 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. Whether promotion order for U.D.C. or any not been complied with before: _____

(if yes, give details about that)

14. Whether any vigilance case / court case / disciplinary action is taken earlier / is pending / under suspension etc. : _____

15. Documentary evidence about submission of declaration of Assets as they stood on **01.01.2020**.

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)



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 U.D.C (Regional) through proper channel.

Sir,

In response to DHS's Circular No. HPT/4D-02-07/Pt.I/A _____ Dated. _____, I do hereby express my unwillingness for promotion to the post of U.D.C. (Regional offices) under Dte. of Health Services due _____ and not to be claimed in future for promotion to the Post of UDC 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. Whether promotion order for U.D.C. or any not been complied with before: _____
(if yes, give details about that.)
9. Whether any vigilance case / court case / disciplinary action is taken earlier / is pending / under suspension etc. : _____
10. 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)

[Handwritten signatures and dates]

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)

(Signature of the Controlling Officer)
 with office seal

Date :

Handwritten signature and date: 17/9/2023