

**Government of West Bengal**  
**Department of Health and Family Welfare**  
**Directorate of Health Services**  
**Swasthya Bhavan, GN-29, Sector-V**  
**Salt Lake City, Kolkata – 700091**

Memo No. HFW-43011(11)/18/2018-ADMIN SEC(DHS)(HFW)-Dept. of H&FW/A4107 Date- 02/8/18

ORDER

The job distribution of Dr. H. K. Chanda, OSD & e.o DDHS (Admin) and Dr. Dilip Kumar Mandal, DDHS (Admin) are appended here-as-under:

1. Dr. H. K. Chanda, OSD & e.o DDHS (Admin)
  - a. He will look after Clinical Establishment matters in respect of Kolkata district and also supervise implementation of Clinical Establishment acts and rules in the state of West Bengal.
  - b. He will arrange medical coverage of VIP and VVIP visits.
  - c. He will arrange medical teams for various purposes as and when necessary.
  - d. He will assist nodal officers to maintain data base/ registration under PCPNDT Act.
  - e. He will be in charge of disciplinary and vigilance cell under the Directorate.
  - f. He will arrange for conduction of enquiries related to allegation and violation of C.E. Acts and rules and PCPNDT Act and rules for Kolkata district.
  - g. He will supervise the function of ADHS(CE) and HA(D&V)
2. Dr. Dilip Kumar Mandal, DDHS (Admin)
  - a. He will look after all the establishment matters in respect of Medical Officers and maintain service book of all group A – employees including MO-Supy, MO-TR etc.
  - b. He will countersign ACRs initiated by CMOHs.
  - c. He will act as reporting officer of all officers whose service books are maintained by DDHS (Admn).
  - d. He will remain in-charge of the pay cell of this Directorate.
  - e. He will give permission for purchase of Rectified Spirit, Morphin, Pethidine etc in respect of Government & Non-Government organisations under Exise Act & Rules.
  - f. He will supervise court related matters looked after by ADHS (Cadre), ADHS (Admin), ADHS (P&E) and ADHS (Dental).
  - g. He will discharge following functions of DHS delegated to him.
    - i. Counter Signature of Group Insurance Scheme of employees.
    - ii. Approval of tour diary of officers up to the rank of ADHS.
    - iii. Cash equivalent of leave salary of all other group A officers upto the rank of ADHS.

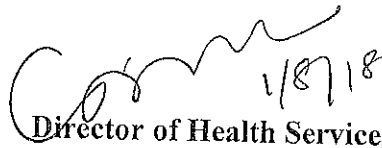
  
1/8/18

- h. He will monitor hospital performances of all primary and secondary tier hospitals under the assistance of hospital Administration Branch of this Directorate.
- i. He will arrange for conduction of enquiries of different Government Health Institutions.
- j. He will act as SPIO in relation to RTI Act.

Any other responsibility may be assigned to him by higher authority from time to time.

This order will come into effect immediately and will remain in force until further order.

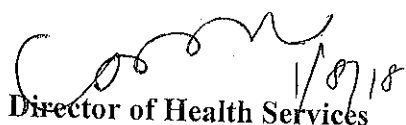
All concerned are being informed.

  
1/8/18  
**Director of Health Services**  
**Dept. of Health & Family Welfare**  
**Govt. of West Bengal**

Memo No. HFW-43011(11)/18/2018-ADMIN SEC(DHS)(HFW)-Dept. of H&FW/A4107/104 Date-02/8/18

Copy forwarded for information to:

1. Mission Director, NHM and Commissioner, Family Welfare, Govt. of West Bengal.
2. Special Secretary(GA), Govt. of West Bengal
3. Secretary (MS), H&FWD, Govt. of West Bengal.
4. Addl. DHS(Admin)/ Addl DHS(AA&V)/ Addl. DHS(TB)/ Addl. Director(P) /Addl. DHS (Accounts), Govt. of West Bengal
5. Commissioner (MA), Govt. of West Bengal
6. Joint Secretary (MA)/ Joint Secretary(Law), Govt. of West Bengal
7. Joint Secretary (SPSRC)/ Joint Director(P&D)/ Joint DHS (FW)/ Joint DHS(NCD)/ Joint DHS (Nutrition)/ Joint DHS(PH & CD), Govt. of West Bengal
8. OSD & e.o. Dy. DHS(Admin)/ Dy. DHS(Admin)/ Dy.DHS(HA)/ DDHS(Malaria)/ DDHS(Public health)
9. The CMOHs.....
10. All Superintendent, Decentralised Hospitals, Govt. of West Bengal
11. PA to Principal Secretary, Dept. of H & fw, Govt. of West Bengal
12. IT cell for Web Posting.

  
1/8/18  
**Director of Health Services**  
**Dept. of Health & Family Welfare**  
**Govt. of West Bengal**