

Government of West Bengal
Directorate of Health Services
SwasthyaBhavan, Sector-V, G.N.29,
Bidhan Nagar, Kolkata-91

No. HRMS/DHS-01-2017 /A4911

Dated, Kol, the 7th Sep'2017

ORDER

In pursuance with the Memorandum vide No. 3130-F(Y) dated 19.05.2017 & Memorandum vide G.O. No. 3712-F(Y) dated 13.06.2017 of the Audit Branch, Finance Department, Govt. of WB and an order vide No. HF/O/GA/2314/3C-17/2015 dated 24.07.2017 of the GA Branch, Deptt. of H & FW, all the government employees have to apply for Loan, Leave, TA/DA, LTC/HTC/TC, etc through online in HRMS module.

In view of the above, the following Officers will act as Delegated Appointment Authorities (DAA) and will act as an approver of the following function as mentioned against their name :-

	Name of the DAA	Module/Functions
1	Addl. Director(AA&V)	1. LOAN of all Cadres, 2. Leave, TA/DA of all employees (other than Group A Officers) posted in AA&V Branch
2	Jt.DHS(Personnel)	Leave, TA/DA of all employees (other than Group A Officers) posted in Administration Branch
3	Jt.DHS(Nursing)	Leave, TA/DA of all employees (other than Group A Officers) posted in Nursing Branch,
4	Dy.DHS(Admn.)	Leave, TA/DA of i) all MOTR & MO on Supy Duty under this Dte. belonging to WBHS/WBPHAS Cadre , ii) Head of all the Decentralized Institute/Office directly under the control of DHS, WB
5	Jt.DHS(Accounts)	Leave, TA/DA of all employees (other than Group A Officers) posted in Account Section
6	Jt.DHS(IEC) & SMEIO	Leave of all employees (other than Group A Officers) posted in IEC Branch
7	JT.DHS(IBD)	Leave of all employees (other than Group A Officers) posted in IBD Branch
8	Jt.DHS(SFWB)	Leave of all employees (other than Group A Officers) posted in SFWB Branch
9	Dy.DHS(TB)	Leave of all employees (other than Group A Officers) posted in TB Branch
10	Jt.DHS(PH&CD)	Leave of all employees (other than Group A Officers) posted in PH&CD Branch
11	Jt.DHS(P&D)	Leave of all employees (other than Group A Officers) posted in P&D Branch
12	Dy.DHS(Hospital Administration)	Leave of all employees (other than Group A Officers) posted in Hospital Administration Branch
13	Dy.DHS(SBHI)	Leave of all employees (other than Group A Officers) posted in SBHI Branch

The Modules **Leave & TA/DA** of all officers belong to WBPHAS Cadre posted at Swasthya Bhawan, all CMOHs, Jt.DHS(North Bengal Zone), Jt.DHS(Transport), Dy.DHS(KMUHO), Dy.DHS(CMS), and all other Group A Officers under HQ will be initiated by DDHS(Admn.) and will finally be **approved** by the **DHS, WB**.

The DHS, WB will approve the **LTC/HTC/TC** module of all employees under the Dte. of Health Services, (HQ).

All concerned are being informed.


Director of Health Services
Govt. of West Bengal

No. HRMS/DHS-01-2017/A4911/1(15)

Dated, Kol, the 7th Sep'2017

Copy forwarded for necessary information & necessary action to :-

1. The Director of Medical Education, Govt. of West Bengal, Swasthya Bhawan, Kol-91.
2. The Addl. DHS(AA&V), Dte. of Health Services, Kolkata – 91.
3. The Addl. DHS(Admn.), Dte. of Health Services, Kolkata – 91.
4. The Addl. DHS(TB), Dte. of Health Services, Kolkata – 91.
5. The Jt.DHS(Accounts), Dte. of Health Services, Kolkata – 91.
6. The Jt.DHS(FW & SFWO), Dte. of Health Services, Kolkata – 91.
7. The Jt.DHS(Personnel), Dte. of Health Services, Kolkata – 91.
8. The Jt.DHS(Nursing), Dte. of Health Services, Kolkata – 91.
9. The Jt.DHS(IEC), Dte. of Health Services, Kolkata – 91.
10. The Jt.DHS(IBD), Dte. of Health Services, Kolkata – 91.
11. The Jt.DHS(PH&CD), Dte. of Health Services, Kolkata – 91.
12. The Jt.DHS(P&D), Dte. of Health Services, Kolkata – 91.
13. Dy.DHS(Hospital Administration), Dte. of Health Services, Kolkata – 91.
14. Dy.DHS(SBHI), Dte. of Health Services, Kolkata – 91.
- ✓15. The In-charge IT Cell, Swasthya Bhawan for web posting.


Director of Health Services
Govt. of West Bengal