

**Government of West Bengal
Directorate of Health Services
Swasthya Bhavan (Ground Floor)
Block GN -29, Wing- 'B', Sector – V,
Salt Lake City, Kolkata – 700091.**

Memo No. HAV/7M-34-2018/181

Date : 20.07.2018

To

All CMOHs/Principals/MSVP/Secretary/Head of Office


It appears from the requisition submitted by different health units that the requirement of salary for the year 2018-2019 is exorbitantly higher than the actual expenditure made in the year 2017-2018 under salary head.

To assess the actual requirement of salary, all health units are requested to submit the scan copy of front page of salary bill for the month of July '18 wherein the gross amount of salary bill is mentioned so that there is no parking of fund under salary head.

Further to ascertain the requirement of fund for diet charges, following information may please be furnished :--

1. Number of sanctioned beds.
2. Number of monthly average intake of patient.
3. Diet charges per day per patient.
4. Monthly charges for diet.
5. Average annual charges for diet.
6. Last year expenditure.

Scanned copies of front page of salary bills and the required information may please be submitted through E.mail [I.D.No.addldiraav@gmail.com](mailto:addldiraav@gmail.com) at an early date.


Additional Director of Health Services
(A.A.&V.), West Bengal.