



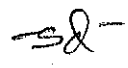
Government of West Bengal
Department of Health & Family Welfare
M.A. Branch
"Swasthya Bhawan"
GN - 29, Sector - V, Salt Lake City, Kolkata - 700 091

No. HF/O/MA/769/2018

Dated, Kolkata the 20th, July, 2018

As advised by Principal Secretary, attention in draw to Finance Department, Govt. of West Bengal, Memo No. FS-73/2018 dated 09/07/2018 for taking necessary action as per the said memo of Finance Department in respect of Creation/ Filling up of posts and for Contractual engagement. This is for information to all concerned.

Encl: As stated.



**Joint Secretary to the
Government of West Bengal**

No. HF/O/MA/769/2018/1(25)

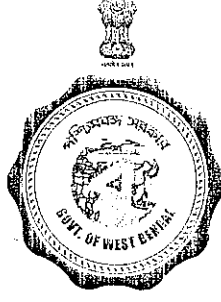
Dated, Kolkata the 20th, July, 2018

Copy forwarded for information & necessary action to the:-

- 1 Director of Health Services, West Bengal.
- 2 Director of Medical Education, West Bengal.
- 3-4 Special Secretary (MERT/GA), West Bengal.
- 5-7 Joint Secretary (MS/Nursing/PHP), West Bengal.
- 8 Director (Ayush), West Bengal.
- 9 Deputy Secretary (Dental), West Bengal.
- 10-13 P.A. to Secretary (SPSRC/MS/Dental), West Bengal.
- 14 P.A. to Secretary (PHP) & M.D (NHM), West Bengal.
- 15-17 P.A. to Secretary (WBMSCL/TDE/IT), West Bengal.
- 18 P.A to Commissioner (FSS), West Bengal.
- 19-20 P.A to Project Director cum Secretary (WBSAP&CS/Nursing), West Bengal.
- 21
- 22-23 P.A. to the Commissioner (MA/IT) of this Department.
- 24 Co-ordinator, IT Cell, of this Department; to post the order at department website.
- 25 Guard File.


**Joint Secretary to the
Government of West Bengal**

H.K. Dwivedi, IAS
অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার
Additional Chief Secretary
Finance Department
Government of West Bengal



পশ্চিমবঙ্গ সরকার
নবান্ন
হাওড়া-৭১১ ১০২
GOVERNMENT OF WEST BENGAL
NABANNA
325, Sarat Chatterjee Road
Howrah-711 102
☎ : 2214 3695, Fax : 2214 1391
e-mail : fs-wb@nic.in

No.FS-73/2018.

9th July, 2018

To
The Additional Chief Secretary/Principal Secretary/Secretary,
_____ Department,
Government of West Bengal.

Sub :	State Level Committee on Rationalization and Optimal Utilization of Human Resources – submission of Summary Sheet along with each proposal for creation/filling up of posts.
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Sir/Madam,

I am to draw your kind attention to this Department's No. 4175-F(P2) dated 29-06-2018 under which the above-mentioned Committee has been constituted and its role and responsibilities have been delineated and to request you to furnish Summary Sheet A, B, C and D (copy enclosed) whichever is applicable along with each proposal whether sent in e-office mode or offline for creation/filling up of posts and for contractual engagement, so as to enable the Committee to take a quick look over the contents of the proposal. In e-office mode, a scanned copy of the Summary Sheet, duly filled in and signed, may be sent in your attached file.

Enclo. : As stated.

Yours faithfully,

(H. K. Dwivedi)

SUMMARY SHEET - A

FORMAT FOR CREATION OF NEW POSTS

(Posts which are not in existence in the sanctioned staff pattern)

1. Name of Cadre Controlling Department / Authority : _____

2. Name of Office / Unit where new posts are proposed for creation with detailed particulars as per TABLE below : _____

Name/nomenclature of new post(s) to be created & its nature (Regular/Project based)	Category of post [Group : A/B/C/D]	No. of new post(s) proposed to be created	Proposed Pay Band & Scale with Grade Pay/ Consolidated remuneration [for Col.(3)]	Financial Involvement (Rs. in lakh)	Justification for creation
(1)	(2)	(3)	(4)	(5)	(6)

3. Whether Administrative Deptt. intends to surrender any post. If so, details may be given.

4. Whether approval of Hon'ble MIC/MOS concerned has been taken : Yes / No,

Date :

Signature of Addl. Chief Secretary / Pr. Secretary / Secretary
of the Administrative Department

FORMAT FOR CREATION OF POSTS (ADDITIONAL)

[Creation of posts in addition to the sanctioned posts in the staff pattern,
i.e., to increase the number of existing post(s)]

1. Name of Cadre Controlling Department / Authority : _____
2. Name of Office / Unit for which posts are to be created with detailed particulars as per TABLE below : _____

Detailed particulars / data as per HRMS (Sanctioned strength sub-module)									
Name of Cadre	Name of Post & nature of post (Regular/ Project based)	Category of post [Group : A/B/C/D]	Sanctioned strength (Up-to-date) / Admissible Strength	Men in position (Up-to-date)	Number of Posts lying vacant [Col.(4) minus Col.(5)]	No. of post(s) proposed to be created	Pay Band & Scale with Grade Pay/ Consolidated remuneration	Financial Involvement (Rs. in lakh)	Justification for creation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

3. Whether Administrative Deptt. intends to surrender any post. If so, details may be given.
4. Whether approval of Hon'ble MIC/MOS concerned has been taken : Yes / No,

Date :

Signature of Addl. Chief Secretary / Pr. Secretary / Secretary
of the Administrative Department

FORMAT FOR FILLING UP OF POSTS

[Filling up of vacant posts of the sanctioned posts]

1. Name of Cadre Controlling Department / Authority : _____
2. Name of Office / Unit for which posts are to be filled up with detailed particulars as per TABLE below : _____

Detailed particulars / data as per HRMS (Sanctioned strength sub-module)									
Name of Cadre	Name of Post & nature of post (Regular / Project based)	Category of post [Group : A/B/C/D]	Sanctioned strength (Up-to-date)	Men in position (Up-to-date)	Number of Posts lying vacant [Col.(4) minus Col.(5)]	No. of post(s) proposed to be filled up	Pay Band & Scale with Grade Pay/ Consolidated remuneration	Financial Involvement (Rs. in lakh)	Justification for filling up
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

3. Whether Administrative Deptt. intends to surrender any post. If so, details may be given.
4. Whether approval of Hon'ble MIC/MOS concerned has been taken : Yes / No,

Date :

Signature of Addl. Chief Secretary / Pr. Secretary / Secretary
of the Administrative Department

FORMAT FOR CONTRACTUAL ENGAGEMENT

(against sanctioned vacant posts / additional engagement)

1. Name of Cadre Controlling Department / Authority : _____
2. Name of Office / Unit for which contractual engagement against sanctioned vacant posts / additional engagement are to be considered with detailed particulars as per TABLE below : _____

Nomenclature of Post (under Regular / Project-based establishment)	No. of contractual employee proposed to be engaged against Regular / Project-based post	Contractual Men in position (Up-to-date)	Number of Posts lying vacant out of sanctioned strength	Consolidated remuneration Proposed for contractual engagement	Duration of the proposed contractual engagement	Financial Involvement (Rs. in lakh)	Justification for contractual engagement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

3. Whether Administrative Deptt. intends to surrender any post. If so, details may be given.
4. Whether approval of Hon'ble MIC/MOS concerned has been taken : Yes / No,

Date :

Signature of Addl. Chief Secretary / P. Secretary / Secretary
of the Administrative Department