

GOVERNMENT OF WEST BENGAL
Directorate of Health Services
ADMINISTRATION BRANCH
SWASTHYA BHAWAN : GN-29 : SALT LAKE : KOLKATA- 700 091.

No. HPT/8S-8-2000/A

314

Kolkata, Dated, the 02/2/2018.

To
The Medical Superintendent-cum-VicePrincipal
North Bengal Medical College & Hospital
P.O.- Sushrut Nagar, Dist.- Darjeeling.

Sub :- **Filling up of 2 (Two) vacant posts of Record Supplier** in the Pay Band scale of Rs. 5400/-
----- 25,200/- of PB-2 with Grade Pay of Rs. 1900/-of WBS (ROPA) Rules -2009
(prerevised scale of pay of Rs. 2850/----- 4680/- related to WBS (ROPA) Rules -1998.

In order to fill up the post of Record Supplier , you are requested to issue a CIRCULAR to all the Group-D employees (GDA, Orderly, Duftary , Jamadar) presently working under your administrative control asking them to submit options for promotion to the post of Record Supplier as per proforma given below. Ensure that all eligible employees have been informed so that no one can complain later.

PROFORMA FOR APPLICATION FOR PROMOTION TO THE POST OF RECORD SUPPLIER

1. Name of the Applicant / willing candidate :
2. Present Designation & Place of posting :
3. Date of Birth :
4. **Date of First appointment & the post** :
5. Date of confirmation :
6. Date of promotion to any higher grade / post/
C.A. Benefit with date of effect :
7. Present Pay Band **Scale of Pay & Grade Pay** :
8. Qualification (Must be able to read & write
Bengali /Nepali and English) :
9. Whether SC/ST/OBC
(Certificate to be produced) :
10. Any Disciplinary action is taken or pending :

Signature of the Applicant

- ▶ On receipt of all such applications and **subsequent verification of those particulars**, a panel of 10 senior most applicants in the ratio 1 Post : 5 applications should be prepared on seniority basis maintaining all particulars therein respectively. Anyone unwilling / not applied but senior to the 10th should submit his application expressing unwillingness to avoid future complication.
- ▶ The panel should be sent to the **Addl. Director (Personnel)** by Special Messenger within 09.02.2018. alongwith the Applications & Annual Performance Reports of the willing candidates.

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314/1(2)

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Copy forwarded for information and necessary action to the :-

- i. The Secretary, North Bengal Medical College & Hospital, P.O.- Sushrut Nagar, Dist.- Darjeeling.
- ii. In-Charge, IT Cell, Deptt. of Health & FW requesting for web posting at www.wbhealth.gov.in

Addl. Director (Personnel)
Directorate of Health Services
West Bengal.

02/2/18