

**Government of West Bengal
Directorate of Health Services
Nursing Branch, Wing-A, 1st Floor,
GN-29, Sector-V, Salt Lake,
Kolkata - 700091**

CIRCULAR

Sub: Information related to Community Health Officer

- **Designation:** Community Health Officer.
- **About uniform:**
 - During training period the uniform of trainees may be **Rust** coloured '**Kameez**' with **Cream** coloured '**Salwar**' and '**Dopatta**' / or same coloured **Sharee** with **Cream** coloured '**Blouse**'.
 - After completion of training, when they will be posted as CHO at Health & Wellness Centres, their uniform may remain the same as in training mentioning name and designation.
 - Black shoes with back belt.
- **Pay-Scale:** When they will be posted as CHO, they will draw salary as per existing pay in their last existing post with incentive @20% of basic pay (Band Pay + Grade Pay) per month. In addition, they may also draw a maximum incentive upto Rs. 5000/- per month based on sound assessment system as allowed by Government of India under the project. This entitlement shall cease after CHOs revert back to their parent posting or to any other posting.
- **Transfer Policy:** They will be eligible for transfer as CHO after one year as per availability of vacancy.
- **Leave details:**
 - a. As Trainee, during training period Sunday will be the off day and Saturday will be ½ day off. Leave may be allowed only on Medical ground but not more than 5 days.
 - b. As CHO, they may enjoy leave as leave list published from Department of Health and Family Welfare for all nursing personnel.

- **Duty Hours as CHO:** As CHO duty hours will be from 9 a.m. to 4 p.m. for 6 days in a week (i.e. 7 hours per day x 6 days = 42 hours).
- **Trainee Reserve:** Trainee Reserve (TR) will not be offered during the 6 months training period. The training period will be treated as **Spent** on Duty. After completion of mandatory service period of 3 (three) years as CHO, they will be eligible for further higher education on TR. It may also be proposed that they can return back to previous post only after completion of 3 (three) years bond period, if they so desire.


4/6/18
D.H.S., WB