



Government of West Bengal  
Department of Health and Family Welfare  
Swasthya Bhawan, 'A' Wing, 4<sup>th</sup> Floor, GN 29, Sector - V  
Salt Lake City, Kolkata 700 091

Memo No. HFW-26099/12/2023/141

Date: 03-02-2023

**ORDER**

For providing promotive, preventive and curative Oral Health Care in effective and efficient manner and for optimal utilization of man power in every facility throughout the State, quality of service of the Dental Surgeons (both under WBDS Cadre and NOHP) appears to be the most essential factor.

Hence, in order to achieve the above said goal and to monitor the performance of the Dental Surgeons (both under WBDS Cadre and NOHP) posted in the three-tier Health System in our State which includes RH/BPHC/SDH/SGH/SSH/DH/GMC&H in all the 27 Districts, a single revised proforma of monthly performance report has been prepared (**Annexure – I**).

From now on, all the Dental Surgeons (both under WBDS Cadre and NOHP) are hereby directed to fill up the said proforma with correct, well documented input and submit the monthly performance report to their appropriate higher authority within 3<sup>rd</sup> day of every month positively so that the compiled monthly performance report from each District can be sent to the designated **email id: [reportsadhsdental2023@gmail.com](mailto:reportsadhsdental2023@gmail.com)** within 5<sup>th</sup> day of every month in excel sheet format.

The revised proforma for collecting data regarding status of human resources (i.e. Dental Surgeon, Dental Hygienist, Dental Assistant and Dental Technician) along with equipments and consumables in every facilities has also been prepared (**Annexure – II**) which is to be submitted at 6 monthly interval i.e. in the month of January and July of every year.

CMOHs are instructed to review the status of the Oral Health Care Service including NOHP as a whole at least quarterly with the Dy. CMOH IV, TE, ATE and District Consultants of NCD.

All concerned are being informed hereby.

Director of Medical Education,  
Govt. of West Bengal

Director of Health Services,  
Govt. of West Bengal

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Copy forwarded for information and necessary action to the:

1. Special Secretary (Dental), Dept. of H&FW, Govt. of WB
2. Joint Secretary (Dental), Dept. of H&FW, Govt. of WB
3. Deputy Secretary (Dental), Dept. of H&FW, Govt. of WB
4. DDHS (Admin.), Dept. of H&FW, Govt. of WB
5. ADHS (Dental), Dept. of H&FW, Govt. of WB
6. M.S.V.P, All Districts including Health Districts
7. CMOH, All Districts including Health Districts
8. Dy. CMOH-IV, All Districts including Health Districts
9. Sr. PA to the Principal Secretary, Dept. of H&FW, Govt. of WB
10. In Charge, IT Cell for publication in the Health Website
11. Office Copy

Director of Medical Education,  
Govt. of West Bengal

Director of Health Services,  
Govt. of West Bengal



