

Government of West Bengal  
Department of Health and Family Welfare  
Directorate of Health Services  
Administration Branch  
Wing-B, 2nd Floor, Swasthya Bhawan,  
GN 29, Sector V, Salt Lake, Kolkata 700091

Memo. No. HFW-43011(11)/176/2021/A 1729

Dated 22/02/2023

NOTICE

It has been brought under notice of this Directorate that:

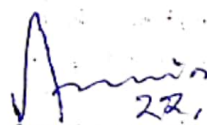
1. The Medical Officers of WBHS and Officers of WBPHAS, who have joined in service recently on fresh recruitment, have not yet registered and uploaded their service particulars in "KNOW YOUR DOCTOR" portal of this Department.
2. The Medical Officers of WBHS and Officers of WBPHAS, who have been recently transferred and joined at their new place of posting, have not yet updated their new place of posting in "KNOW YOUR DOCTOR" portal of this Department.
3. Some Medical Officers of WBHS and Officers of WBPHAS have not updated their service particulars including designation, post graduate qualification with discipline, present place of posting, posting details etc. after initial registration in "KNOW YOUR DOCTOR" portal of this Department.

Such activities from the part of aforesaid Medical Officers of WBHS and Officers of WBPHAS are creating hindrance to this Department to assess the actual in position status as well as health facility wise in position status of Medical Officers of WBHS and Officers of WBPHAS in the state. Thus this Department is facing difficulties in respect of posting of GDMO & Specialist MO under WBHS and Officers of WBPHAS in rational way throughout the state.

Whereas it is the responsibility of the Medical Officers of WBHS and Officers of WBPHAS themselves to register and update their service particulars immediately on the event of change of any service related matter of those Officers in "KNOW YOUR DOCTOR" portal of this Department with assistance from the Head of the Office/ Drawing and Disbursing Officers in respect of those Officers, if required.


Hence, all such Medical Officers of WBHS and Officers of WBPHAS are instructed to register and update their service particulars in "KNOW YOUR DOCTOR" portal of this Department immediately and this exercise should be completed by 27.02.2023 positively. The Head of the Office/ Drawing and Disbursing Officers in respect of such Officers are also instructed to keep strict vigilance over the process so that it should be completed within the stipulated period.

For any technical assistance or queries, IT Cell of this Department may be contacted over phone during office hours ( Mr Nilkanta Barik, 8697993823).

  
22.02.23  
Director of Health Services  
West Bengal

Copy forwarded for information to:-

1. The Director of Medical Education, West Bengal,
2. The Sr Special Secretary (HS) to Govt. of West Bengal,
3. The Principal/ Director, All Medical Colleges/ Teaching Institutions with request to keep strict vigilance over the process and to ensure that all such officers under their jurisdiction complete the process within stipulated time.
4. The CMOH, All Districts including Health Districts with request to keep strict vigilance over the process and to ensure that all such officers under their jurisdiction complete the process within stipulated time.
5. The MSVP, All MCHs/ Teaching Institutions with request to keep strict vigilance over the process and to ensure that all such officers under their jurisdiction complete the process within stipulated time.
6. The Superintendent, All DHs/ SDHs/ SGHs/ Decentralized Hospitals/ MSS Hospitals/ Other Hospitals/ Specialized Hospitals with request to keep strict vigilance over the process and to ensure that all such officers under their jurisdiction complete the process within stipulated time.
7. The ACOH, All subdivision with request to keep strict vigilance over the process and to ensure that all such officers under their jurisdiction complete the process within stipulated time.
8. The BMOH, All RHs/ BPHCs with request to keep strict vigilance over the process and to ensure that all such officers under their jurisdiction complete the process within stipulated time.
9. The System Co-ordinator, IT Cell with request for posting of one copy of this Notice in Departmental website
10. Mr Nilkanta Barik, Software Developer, IT Cell of this Department,

  
22/2/23  
DDHS (Admin)  
West Bengal