

**Government of West Bengal**  
**Department of Health & Family Welfare**  
**AYUSH Branch**  
**Swasthya Bhawan, GN-29, Sector-V**  
**Salt Lake City, Kolkata-700091**

No. HFW-34099/4/2018/243/AYUSH

Dated, Kolkata, 2<sup>nd</sup> May, 2023

**NOTIFICATION**

In terms of Finance Department's Memo No. 2748-F (P2) dated 27.04.2018, the Governor is hereby pleased to specifically empower the authorities mentioned in the corresponding entries in columns 3,4 and 5 in the schedule appended hereunder as "Reporting" "Reviewing" and "Accepting" Officers respectively, in respect of Officers holding the posts under AYUSH section of this Department mentioned in column (2) below for the purpose in connection with the reporting, reviewing and accepting of Annual Confidential Reports/ Self Appraisal Reports in respect of Group-A employees under this Department w.e.f. 01.04.2023

**SCHEDULE**

| Sl No. | Post   | Reporting Officer  | Reviewing Officer                           | Accepting Officer                           | Custodian                                  |
|--------|--|--|---|---|--|
| 1.     | Director of Ayurveda   | Joint Secretary / Special Secretary (AYUSH)  | DG(AYUSH)                                   | Principal Secretary                         | Joint Secretary /Special Secretary (AYUSH) |
| 2.     | Asstt. Director/ Special Officer / Director SPLPIM /Director of ISM Drug Control / Director of Medicinal Plant Board | Director of Ayurveda/ Homoeopathy in case of Asst. Dir. Homoeopathy.                   | Joint Secretary / Special Secretary (AYUSH) | DG (AYUSH)                                  | Director of Ayurveda.                      |
| 3.     | Principal/Principal Superintendent/Superintendent cum Ex-Officio Professor and Visiting Physician                    | Director of Ayurveda   | Joint Secretary / Special Secretary (AYUSH) | DG (AYUSH)                                  | Director of Ayurveda/ Homoeopathy          |
| 4.     | Superintendent/Dy. Superintendent/RMO/RP/ Lecturer/Professor/Reader/ Apothecary-in-charge etc.                       | Principal/Principal-in-charge/ Superintendent/ Superintendent cum Ex-officio Professor | Director of Ayurveda/ Homoeopathy           | Joint Secretary / Special Secretary (AYUSH) | Director of Ayurveda/ Homoeopathy          |
| 5.     | Inspector of Ayurveda/ Homoeopathy   | Director of Ayurveda/ Homoeopathy  | Director of Ayurveda/ Homoeopathy           | Joint Secretary /Special Secretary (AYUSH)  | Director of Ayurveda/ Homoeopathy          |
| 6.     | Inspector of ISM Drug Control  | Director, ISM Drug Control   | Director of Ayurveda                        | Joint Secretary /Special Secretary (AYUSH)  | Director of Ayurveda.                      |
| 7.     | DMO(AYUSH)   | CMOH   | Director of Ayurveda/ Homoeopathy           | Joint Secretary / Special Secretary (AYUSH) | Director of Ayurveda/ Homoeopathy          |

Contd. 2

| Sl No. | Post  | Reporting Officer  | Reviewing Officer                 | Accepting Officer                          | Custodian                         |
|--------|---|--|-----------------------------------|--|-----------------------------------|
| 8.     | SAMO/HMO/Unani Medical Officer                | i) DMO (AYUSH)<br>ii) CMOH ( in absence of DMO, AYUSH)<br>iii) Director of Ayurveda/ Homoeopathy | Director of Ayurveda/ Homoeopathy | Joint Secretary /Special Secretary (AYUSH) | Director of Ayurveda/ Homoeopathy |
| 9.     | Administrative Officer, Ayurveda /Homoeopathy | Director of Ayurveda/ Homoeopathy  | Director of Ayurveda/ Homoeopathy | Joint Secretary /Special Secretary (AYUSH) | Director of Ayurveda/ Homoeopathy |

Nodal officer for all the cases mentioned above will be Administrative Officer (AYURVEDA) and the Administrative Officer (HOMOEOPATHY) according to the Directorate.

The Governor is further pleased to direct that the existing Reporting Officer/ Reviewing Officer/ Accepting Officer in a Particular post is/ are authorized to write/ review / accept Annual Confidential Reports/ Self Appraisal Reports on the basis of available records which his/ her predecessor(s) has/ have not written/reviewed/accepted.

*Sedeh*  
02.05.23  
Special Secretary (AYUSH)  
Government of West Bengal

No. HFW-34099/4/2018/243 /AYUSH/1 (11)  
Copy forwarded for information to the :

Dated, Kolkata, 2<sup>nd</sup> May, 2023

1. Director of Ayurveda & Homoeopathy, Swasthya Bhawan.
2. All Chief Medical Officer of Health.
3. Principal/Principal-in-charge/ Superintendent \_\_\_\_\_
4. Director SPLPIM, Kalyani
5. Director ISM Drug Control \_\_\_\_\_
6. Director Medicinal Plant Board
7. All District Medical Officer AYUSH.
8. PA to Secretary & DG (AYUSH)
9. Arnab Das Adhikary, UDA, Ayush Branch.
10. Office Copy.
11. IT Cell of this Department with a request to upload the same in Departmental website.

*Sedeh*  
02.05.23  
Special Secretary (AYUSH)  
Government of West Bengal