

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 4597

Dated 15/09/2021

CIRCULAR

It has been observed that Medical Officers of regular services under WBHS & WBPHAS Cadres are submitting applications before this Directorate on different issues without submitting their requisite service particulars and documents. Such incomplete applications are also being forwarded by the competent authorities without proper verification. As a result, this Directorate is facing difficulties for further processing of such applications resulting in delayed outcome of these applications.


In the above view, after thorough examination and review of the matter stated above, this Directorate has assembled all available proforma for application on different issues and list of documents to be submitted with the application for each of the issues, which is annexed herewith in "ENCLOSURE".

Accordingly, all regular Medical Officers under WBHS & WBPHAS Cadres are hereby instructed that, henceforth, they should submit Service particulars, duly filled up requisite proforma and documents, as enclosed herewith, along with their application for each issue before this Directorate through proper channel, maintaining the hierarchy. Unless such application accompanies service particulars, duly filled up requisite proforma and documents, it will not be considered for further processing.

The Principal/ Director/ MSVP/ CMOH/ Superintendent/ ACMOH/ BMOH of all Health facilities/ Institutions of this department are also requested, that henceforth, before forwarding applications on any kind of such issues from any regular Medical Officers of WBHS & WBPHAS Cadres under their control, it should be ensured that such application should compulsorily accompany the Service particulars, duly filled up concerned proforma and requisite documents of the concerned officers, properly verified and authenticated by the competent authorities.

They are also requested to ensure that before forwarding application of Medical Officers of above Cadres for awarding CAS benefits (for 8/16/25 years completed service), the original ACR or Acknowledgement slip for submission of SAR, as the case may be, for the last 5 years prior to date of completion of 8/ 16/ 25 years of service, should accompany the application. In this regard, please refer also to the Govt. Circular bearing No. HF/O/HS/1785/HFW-43015(19)/9/2019-ADMIN, dated 16.12.2019 in connection with signing of ACR of MOs, by the Officer, who is the present custodian of Service Book of the MO.

All concerned are hereby informed.


15/9/21
Director of Health Services
West Bengal

Copy forwarded for information to:-

1. The Director of Medical Education, West Bengal,
2. The Secretary (HS) to Govt. of West Bengal,
3. The Addl. DHS (Admin), West Bengal,
4. The Addl. Director (Personnel), West Bengal,
5. The Principal/ Director, All Medical Colleges/ Teaching Institutions
6. The Jt Secretary (MA), West Bengal,
7. The ADHS (P&E), West Bengal,
8. The ADHS (Accounts), West Bengal,
9. The MSVP, All MCHs/ Teaching Institutions,
10. The CMOH, All Districts including Health Districts,
11. The DADHS (P&E), West Bengal,
12. The Superintendent, All DHs/ SDHs/ SGHs/ Decentralized Hospitals/ MSS Hospitals/ Other Hospitals/ Specialized Hospitals,
13. The BMOH, All RHs/ BPHCs,
14. The Sr PA to Secretary of this department,
15. The In-Charge, Pay Cell under Directorate of Health Services, West Bengal,
16. The In-Charge, Medical Establishment Cell under Directorate of Health Services, West Bengal,
17. The System Co-ordinator, IT Cell with request for posting of one copy of this circular in Dept. website

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15/9/21
DDHS (Admin)
West Bengal

**LIST OF DOCUMENTS AND PROFORMAS TO BE SUBMITTED BY MEDICAL OFFICERS OF WBHS/
WBPHAS CADRE FOR SUBMISSION OF APPLICATION ON DIFFERENT ISSUES**

A. APPLICATION: - Application to be submitted in plain paper, preferably typed, mentioning full name of the applicant in block letter, cadre, present designation, present place of posting, contact no. and also clearly and specifically stating the issue, for which applied for, with justification/ ground of such application.

B. DETAILED SERVICE PARTICULARS OF THE APPLICANT:- Service particulars to be furnished as mentioned in '*Doctors Personal Details*' of "KNOW YOUR DOCTOR" or in *Prescribed Format* enclosed in **Annexure I**.

C. OTHER REQUISITE DOCUMENTS:-

1. For confirmation of Service:-

- i) Duly filled up Proforma enclosed in **Annexure II**
- ii) Photo copy of Appointment Order
- iii) Photo copy of Joining letter with acceptance from competent authority
- iv) Photo copy of receipt for Submission of Assets Declaration for last 3 years
- v) Photo copy of receipt for Submission of ACR/ SAR for first 3 years
- vi) Attested Photo copy of Page 02, 03 & 04 of Service Book of the applicant

2. For resignation from Service:-

- i) Duly filled up Proforma enclosed in **Annexure III**
- ii) Photo copy of order for confirmation of service
- iii) Photo copy of receipt for submission of Assets Declaration for last 3 years
- iv) Photo copy of documents in support of reasons, if any, for which resignation has been sought
- v) Attested Photo copy of Page 02, 03 & 04 of Service Book of the applicant

3. For seeking permission for purchase of vehicle:-

- i) Duly filled up Proforma enclosed in **Annexure IV**
- ii) Photo copy of receipt for submission of Assets Declaration for last 3 years
- iii) Photo copy of Current Pay Slip
- iv) Photo copy of Proforma Invoice
- v) Documents in support of source of finance for purchase of the vehicle
 - a. Current Bank Statement for Salary Saving
 - b. GPF/ PPF current Statement and Loan sanctioned order for GPF/ PPF Loan
 - c. Loan sanctioned order from Bank for Bank Loan
 - d. Declaration in Stamp Paper of relatives for loan from relatives
- vi) Attested Photo copy of Page 02, 03 & 04 of Service Book of the applicant

4. For seeking permission for purchase/ sale of land/ house/ flat:-

- i) Duly filled up Proforma enclosed in **Annexure V**
- ii) Photo copy of receipt for submission of Assets Declaration for last 3 years
- iii) Photo copy of Current Pay Slip
- iv) Photo copy of Valuation Certificate
- v) Photo copy of Agreement Deed
- vi) Documents in support of source of finance for purchase of the Property
 - a. Current Bank Statement for Salary Saving
 - b. GPF/ PPF current Statement and Loan sanctioned order for GPF/ PPF Loan
 - c. Loan sanctioned order from Bank for Bank Loan
 - d. Declaration in Stamp Paper of relatives for loan from relatives
 - e. Loan sanctioned order for House Building Loan
- vii) Attested Photo copy of Page 02, 03 & 04 of Service Book of the applicant

5. For awarding benefit of CAS on completion of 8 years service:-

- i) Duly filled up Proforma enclosed in **Annexure VI**
 - ii) Photo copy of Appointment Letter
 - iii) Photo copy of Joining letter with acceptance
 - iv) Photo copy of regularisation of Adhoc service if initial appointment is on adhoc basis
 - v) Photo copy of Service confirmation Order
 - vi) Photo copy of receipt for submission of Assets Declaration for last 3 years
 - vii) Photo copy of order in respect of sanctioning EOL, if any
 - viii) Photo copy of order in respect of "Dies-non" or " Break-in-service", if any
 - ix) Photo copy of order in respect of pending DP, if any
 - x) Photo copy of receipt for submission of ACR/ SAR for last 5 years prior to date of completion of 8
- N.B. The Original completed ACR or Acknowledgement slip for submission of SAR, as the case may be, for last 5 years prior to date of completion of 8 years regular service in respect of the applicant have to be submitted with the application (in sealed cover in case of ACR). The required ACR/ SAR should be initiated from the part of the applicant and to be submitted to the Reporting Officer who subsequently should complete the respective part and forward it to the Reviewing Officer, who thereafter should forward it to the Accepting Authority after completion of his/ her part. The Reporting Officer and Reviewing Officer should be aware regarding their responsibilities for completion of ACR/ SAR of the Applicant.
- xi) Attested Photo copy of pages 02, 03 & 04 of Service Book of Applicant