

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

URGENT

No- HF/O/Vig/ 461 / 9A-34/2023/MISCELLANEOUS

Kolkata, Dated 22/5/2023

From- The Joint Secretary to the Govt. of West Bengal

- To-
1. The Director of Health Services, WB  
Swasthya Bhawan, Salt-Lake, Kolkata-700091
  2. The Director of Medical Education  
Swasthya Bhawan, Salt-Lake, Kolkata-700091
  3. The Director, Directorate of Ayurveda  
Swasthya Bhawan, Salt-Lake, Kolkata-700091
  4. The Director, Directorate of Homoeopathy  
Swasthya Bhawan, Salt-Lake, Kolkata-700091
  5. The Director, Directorate of Drug Control  
P-16, India Exchange Place Extension, KIT Building, 5th Floor, Kol-73
  6. The DDHS Nursing, Directorate of Nursing  
Swasthya Bhawan, Salt-Lake, Kolkata-700091

**Sub:- Standardized Format for Self Declaration Statement for Female Group A Officials  
for Vigilance Clearance**

**MEMORANDUM**

WHEREAS it is observed at the time of according Vigilance Clearance that some female Officials have identical first-names but different surnames in Vigilance Database, some of them are having DP/Allegation against them;

AND WHEREAS it is often difficult to accord clearance due to non-availability of information with regards to surname/names used by them within their service tenure, after and before marriage.

Now, THEREFORE, the undersigned is directed to request the concerned authorities to furnish a standardized format (Annexed herewith) for Self Declaration from all the female Group A Officials seeking any sort of Vigilance Clearance along with all the documents with a request to circulate the format to their regional counterparts for any sort of Vigilance Clearance of all the female Group A Officials from the date of issuance of this memorandum.

This may please be treated as extremely urgent.

  
Joint Secretary  
to the Govt. of West Bengal

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Dated, Kolkata, 22/5/2023

Copy forwarded for information and necessary action to the:-

- 1) The Special Secretary, General Administration Branch.
- 2) The Senior Special Secretary, HS Branch.
- 3) The Special Secretary, AYUSH Branch.
- 4) The Special Secretary, Nursing Branch.
- 5) The Deputy Secretary, HS(MA) Branch, West Bengal.
- 6) The Deputy Secretary, HS(MS) Branch, West Bengal.
- 7) The Deputy Secretary, MES Branch, West Bengal
- 8) The Deputy Secretary, TDE Branch, West Bengal.
- 9) The Deputy Secretary, Dental Branch, West Bengal.
- 10) The Cooridator, IT Cell, H&FW Deptt. to post the order at Deptt website.
- 11) Guard file/ Record cell /Computer Cell of Vigilance Branch of this department.



**Joint Secretary**  
to the Govt. of West Bengal

**SELF DECLARATION FORMAT**

hereby declare for the purpose of Vigilance Clearance that:

**AM NOT MARRIED:**

I am ....., presently posted at .....  
As ..... (Present Designation). My maiden name is .....  
Daughter of ..... (Father's Name). I further declare that I had never  
used any other surname except ..... (Present Title)

I do hereby declare that the information stated above is true to the best of my knowledge.

**OR,**

**AM MARRIED:**

I am ....., presently posted at .....  
As ..... (Present Designation). My maiden name is .....  
Daughter of ..... (Father's Name). The name of my husband is  
..... After marriage I have been using the  
Surname..... I further declare that I had never  
used any other surname except ..... (Present Title/ Titles used by incumbent )

I do hereby declare that the information stated above is true to the best of my knowledge

Signature of incumbent

Name .....

Present Designation .....

Office .....

Registration Number.....

Employee ID.....

d: .....