



Government of West Bengal
Health & Family Welfare Department
Swasthya Bhavan
GN-29 , Sector – V , Salt Lake City , Kolkata -700 091

File No. HFW-40099/102/2021-HA/40

Date –16/11/2021

To,

The Principles, all MCHs
The CMOH, all District and Health Districts
The Superintendents, All decentralized hospitals

Subject - Updating and rectification of data related to Medical Officers

For rational distribution of Human resources and to provide speciality health care services at all appropriate level dynamic human resource mapping is required. For this , human resource database needs to be updated urgently . Database of medical officers , as available from different sources has been uploaded in the portal.

In this respect, all head of the office / DDOs are hereby instructed to update and rectify the medical officer database in portal within 26th November, 2021 from their end positively, failing which respective DDOs will be held responsible.

Data of all MOs including contractual, NRHM, Dental, AYUSH and SR bonds under control of respective head of the office / DDOs to be updated or rectified as per pay bill / consolidated remuneration bill drawn for the month of November, 2021.

Necessary addition or deletion of the names of medical officers to be completed. In case of detailment posting data base of the respective doctor to be updated by respective DDO of original place of posting.

After completion of the process respective DDO / head of the office will submit a certificate in annexed format to his/her controlling officer. Completion certificate from all MSVPs / CMOHs / Superintendents of decentralized hospital must reach respective unit of Swasthya Bhavan by 30th November, 2021.

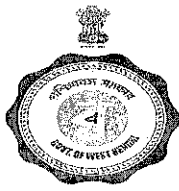
All concern are hereby informed accordingly

[Handwritten Signature]
16/11/2021

Directorate of Medical Education
West Bengal

[Handwritten Signature]
16/11/21

Directorate of Health Services
West Bengal



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Copy forwarded for Information and necessary action to –

1. Joint Secretary (MA) . Dept. Of Health and Family Welfare , Govt. Of West Bengal
2. Joint Secretary (ME) , Dept. Of Health and Family Welfare , Govt. Of West Bengal
3. Director / Principal _____
4. MSVP _____
5. Deputy DHS (Admin) , Dept. Of Health and Family Welfare , Govt. Of West Bengal
6. Deputy DHS (E & S) , Dept. Of Health & Family Welfare , Govt. Of West Bengal
7. CHO , KMUHO
8. Asst. DHS (P & E) , Dept. Of Health & Family Welfare , Govt. of West Bengal
9. CMOH _____
10. Superintendent _____
11. ACMOH _____
12. BMOH _____
13. P.A to MD (NHM)
14. P.A to Secretary (HS)
15. Co-ordinator , IT Cell of this department to post the order at departmental website
16. Guard file

OSD & Jt. Director of Health Services
Hospital Administration
West Bengal

Annexure

(To be submitted in respective office letter head)

1. Certificate formats for DDOs / Superintendents of Decentralized hospitals

It's hereby certified by the undersigned that database of all medical officers' contractual, NRHM, Dental, AYUSH and SR bonds under control of this office / drawing salary / remuneration from this office is complete and updated as on ___th day of November, 2021.

Date

Singed on _____ by _____(DDO)

2. Certificate format for Principes

I do hereby certify that database of doctors successfully updated and rectified by all the units under control of the office of the Principal, ___ MCH.

Date

Signed by Principal of _____ MCH

3. . Certificate format for CMOHs

I do hereby certify that database of doctors successfully updated and rectified by all the units under jurisdictions / control of the undersigned.

Date

Signed by CMOH of _____ District /HDs

(File No. HFW-40099/102/2021-HA/40 , Date -16/11/2021)