



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**HEALTH SERVICES (MEDICAL ADMINISTRATION) BRANCH**  
**SWASTHYA BHAWAN, SECTOR-V, GN-29,**  
**SALT LAKE CITY, KOLKATA-700 091**

**NOTIFICATION**

No. HF/O/HS(MA)/992/ HFW-25099/49/2022-MA

Dated, Kolkata the 06<sup>th</sup> May, 2022

In terms of order no. HF/O/HS(MA)/810-812/MA/8S-01/2014 dated 21/03/2022, **Dr. Shyamal Kumar Chakraborty, Dr. Asit Kumar Biswas** and **Dr. Siddhartha Niyogi** have taken charges as Director, Family Welfare & Additional Mission Director; Director, Public Health Program and Director, Hospital Administration and Planning, West Bengal respectively.

The job descriptions of the said Directors are stated below.

**Job description of Director, FW & AMD-NHM, West Bengal**

**A) RMNCHA+N Themes (inclusive of any future addition)**

1. Maternal Health components including MDRSR, Skill Lab etc.
2. Child Health components including CDRSR, RBSK, NRC etc.
3. Routine Immunization and other vaccinations
4. Adolescent Health activities including RKSK, MHS, WIFS, JJH, etc.
5. Family Planning (Population Stabilization) components including Comprehensive Abortion Care, etc.
6. PC&PNDT Act and its implementation and other relevant Acts related to MCH
7. Nutritional activities like National Deworming Day, Vit A supplementation, Anaemia Control Programme etc:
8. National Iodine Deficiency Disorders Control Programme (NIDDCP) (though presently it is not looked after by the SFWB).

**B) Supervise and monitoring of HWC in respect of four packages of RMNCHA+N under CPHC.**

**C) Financial responsibilities as bestowed upon.**

**D) All training activities under SFWB.**

**E) Functions of AMD in respect of NHM as entrusted.**

**F) Will maintain liaison with relevant wings of Health Directorate/ Secretariat regarding infrastructure and human resources and other important issues.**

**G) Any other activities as entrusted by the competent authorities.**

# **Job description of Director, Public Health Program, West Bengal**

## **A) NTEP**

1. Implementation as per NHM RoP (TB free Bengal)
2. NTEP related Training, Quality Control, Monitoring & Supervision of Labs

## **B) PH & CD**

1. Filariasis - Implement as per NHM RoP to eliminate Filariasis
2. Kala-azar - Implement as per NHM RoP to eliminate Kala-azar
3. Epidemiology - Implement as per NHM RoP. Eradication of Malaria Zero category
4. Entomology - Dengue Surveillance, Environmental Management
5. Dengue Epidemiological Surveillance and Case Management
6. EC, NC & ES - Looking jobs as mentioned in name, Flood, Heat Wave, Mella
7. Rabies Control Program
8. Arsenicosis, Fluorosis
9. Snake Bite control Program
10. IDSP and IHR

## **C) NACP**

1. Blood Bank Procurement, Voluntary blood donation promotion, supervision of blood centers
2. STI, HIV sentinel Surveillance
3. Overall functioning. Supervision of Blood Centers

## **D) NCD**

1. NPCDCS, NPHCE, NTCP, Palliative Care, CPHC (HWC)
2. NMHP, NPCP&VI, NPPCD, Blindness Control, MPPCE, NTCP, NIDDCP
3. Food Safety

## **E) NLEP**

## **F) NVHCP**



# **Job description of Director, Hospital Administration and Planning, West Bengal**

## **A) Hospital Performance**

1. Monitoring of duties of Doctors and other staffs as per scheduled Roster
2. Monitoring of leave of Doctors and other staffs
3. Management and supervision of Referral Chain
4. Management of Records including that of IT
5. Optimal deployment of manpower
6. Monitoring of Key Performance Indicators including Su-Shri Services Key Performance Indicator, e.g. Percentage of referral of admitted patients out of total admissions; Surgical site infection rate; OPD per Doctor; Emergency call attended per Specialist per month; Number of patients who Left against Medical advice (LAMA) rate; Percentage of Caesarean Section out of total deliveries etc.

## **B) Hospital Development**

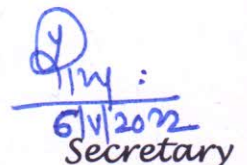
1. Development and Planning for infrastructure upgradation.
2. Equipment planning including provisioning and repair.
3. Manpower-equipment linkages to ensure optimal productivity.
4. Strategic Planning and Sector Reform Cell (SPSRC)
5. Safety and security status of infrastructure particularly Fire Safety Protocols.
6. Following of Su-Shri infrastructure protocols like preventing of water logging, vector breeding in open areas; maintenance of safety as far as electric wiring and fittings are concerned; etc.

## **C) Hospital Operations**

1. Management of supply of drugs and other consumables.
2. Planning for future provisioning of crisis management.
3. Source segregation of wastes and Biomedical Waste Management.
4. Issues of Security and Scavenging services.
5. State Bureau of Health Intelligence (SBHI)
6. Dietary issues

**All the three Directors will work under the Director of Health Service.**

This order is issued in the interest of Public Services.

  
6/11/2012  
Secretary

to the Department of Health & Family Welfare  
Government of West Bengal.

Copy forwarded for kind information and necessary action to ---

1. Principal Accountant General (A & E), West Bengal.
2. The Accountant General (Local Bodies Audit), West Bengal, C.G.O. Complex, Salt Lake;
3. The Director of Health Services, West Bengal;
4. The Director of Medical Education Services, West Bengal;
- 5-7. Additional Director of Health Services (Admn/ AA&V/ Accounts), West Bengal.
8. Dr. Shyamal Kumar Chakraborty, Director, Family Welfare & Additional Mission Director, N.H.M., West Bengal
9. Dr. Asit Kumar Biswas, Director, Public Health Program, West Bengal
10. Dr. Siddhartha Niyogi, Director, Hospital Administration and Planning, West Bengal
11. Deputy Director of Health Services (Admn), West Bengal.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office, 234/4, A J C Bose Road, Lala Lajpat Rai Sarani, Kolkata, West Bengal – 700 020.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office–III, Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> Floor, Plot no. 9, DF Block, Sector- I, Salt Lake City, Kolkata- 700064
14. \_\_\_\_\_
15. P.A. to Project Director, WBSAPCS, Director SPSRC & Secretary, Dept. of Health & FW
16. P.A. to MD (NHM), Commissioner (Family Welfare) & Secretary, Dept. of Health & FW
17. P.A. to AMD (NHM), Project Director, WBSAPCS, Member Secretary SBDC, Addl. Secretary, Dept. of Health & FW
18. Co-ordinator, IT Cell, of this Department; to post the order at department Website
19. Guard file.

*Sd/-*

*Senior Special Secretary,*  
to the Government of West Bengal.