



**Government of West Bengal**  
**Health & Family Welfare Department**  
**Swasthya Bhawan, GN-29, Sector-v, Bidhannagar, Kolkata-700091**  
**Medical Administration Branch**

**Memo No. HF/O/MA/1566**

**Date: 10/07/2013**

**From:** Joint Secretary (M.A)  
To the Govt. of West Bengal

**To**

1. The Principal Medical College & Hospital, All
2. The CMOH All

The Department of H & FW has decided to observe 'Paschim Banga Swasthya Dibas ' on 2<sup>nd</sup> August 2013 and as per desire of the Hon'ble Chief Minister, it has been decided to felicitate officers & staff of this Dept. on this day. It has been decided that one name from each category of staff/officers will be selected from the District & Medical College & Hospitals on the basis of some parameters given below. For this purpose a District Level Committee & MCH level Committee will have to be constituted as per guidelines given below:

**A. District:**

- CMOH- Chairperson
- Addl. Dist. Magistrate in-charge of Health- Member.
- One Dy.CMOH- Nominated by the CMOH- Member
- One ACMOH- Nominated by the CMOH- Member.
- DPHNO- Member.

**B. MCH:**

- Principal- Chairperson
- MSVP- Members
- Dy. Supdt.- Member.
- Senior most faculty member- Member.
- Nursing Superintendent- Member.

The District Committee will collect names of staffs from Blocks, Hospitals including T.B/ Leprocy/ Mental Hospital if any and select one awardee per category as per parameters laid down. The names of the nominees are to be sent to Jt.Secretary (M.A) at the State Head Quarter by 19<sup>th</sup> July 2013 through e-mail or Fax or by hand. The e-mail I.D is ds\_ma@wbhealth.gov.in and the Fax no. is 03323577935. This may be treated at extremely urgent. If no list of nominees are received within the stipulated date, it shall be presumed that the district concerned has no nominations to make. Candidates having history of suspension/ un-authorized absence/advances integrity report should not be selected.

O.S.D & e.o, J.T. Secretary (M.A)

To the Govt. of West Bengal

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Two meeting of the committee formed to suggest the categories and the parameters for selection of awards to be felicitated on 'Paschim Banga Swasthya Dibas' was held on 14.06.2003 & 18.06.2003 under the chairmanship of S.S.(M.A) at the Green Room of the Swasthya Bhawan. All the members were present & also were present were Dr. Himadri Sanyal, Dr. Suman Biswas as invitee members.

**The list of the members are given below:**

1. Dr. Himadri Sanyal, Jt.DHS (P & D), Member
2. Dr. Indrajit Saha, Joint Secretary, Medical Education, Member
3. Dr. Asish Kr. Mallik, Joint Secretary (MA), Member convenor.
4. Dr. Asit Mandal, Joint Director, SPSRC, Member.
5. Dr. P.S.Chowdhury, SPWO, Member.
6. Dr. Sachidananda Sarkar, Jt. Director (PH & CD) member
7. Smt. Santwana Kundu, Deputy Director Nursing, Member.
8. Dr. Samudra Sengupta, Technical Officer SPSRC, Member.
9. Dr. Suman Biswas TO SPSRC, Member.

*Handwritten signatures and notes:*  
Indrajit Saha  
20/6/13  
Anish  
Sachidananda Sarkar

**The minutes of the meeting are:**

1. **From each category of staff-** One per district including newly created, 7(seven) Health District & one from GTA- as listed in the attached sheet, will be selected on the basis of certain determined ~~depending on some~~ parameters.
2. **From each category of staff -** One from MCH & allied hospital will also be selected through pre-determined parameters.
3. **From these names-** A particular number of staff from each category will be finally selected at the State level for giving awards on the Swasthya Dibas.
4. **Parameters for selection of awardees-** Some parameters both objective & subjective in nature have been framed as detailed in annexed sheet.
5. It is suggested that committees will be formed at District & MCH level for selection of staffs for awards as stated below:

**A. District:**

- CMOH- Chairperson
- Addl. Dist. Magistrate in-charge of Health- Member.
- One Dy.CMOH- Nominated by the CMOH- Member.
- One ACMOH- Nominated by the CMOH- Member.
- DPHNO- Member.

**B. MCH :**

- Principal- Chairperson
- MSVP- Members.
- Dy.Suptd.-Member.
- Senior most faculty members- Member.
- Nursing Superintendent- Member.

The Committee will collect names of staffs from Blocks, Hospitals including T.B/ Leprosy/Mental Hospital if any and select one awardee per category as per parameters laid down & send the names to Dr. A.K.Mallik, Jt.Secretary at the State Head Quarter by 10<sup>th</sup> July 2013.

**CATEGORIES & PARAMETERS FOR SELECTION OF BEST PERFORMERS IN DIFFERENT CATEGORIES  
OF STAFFS UNDER DEPT. OF H & FW, GOVT. OF W.B.**

**Categories**

**Objective Parameters**

**Total marks- 30**

- Highest marks for each item will be 30 divided by No. of items.
- Marks will be given in descending order-
- Each candidate will get an aggregate of score of each item.

Performance will be assessed based during the period **01.04.12 to 31.03.13**

**1. 1<sup>st</sup> ANM**

- a. % of mother tracking register updated
- b. % of ANC received total services
- c. % of child tracking registered updated
- d. % Achieved in immunization (full)
- e. Number of IUD insertions-
- f. Number of deliveries conducted

**2. 2<sup>nd</sup> ANM**

As above

**3. H.A (M)-**

- a. No.s blood slide collected.
- b. No.s of days of duty at public health emergencies/ out breaks
- c. No.s of S/C clinic attended
- d. No.s of outreach sessions attended
- e. No. of Health Education session attended.

**4. GDMO- In Primary Health Care-**

- a. Number of deliveries conducted
- b. Number of Public Health emergency incidents/ outbreak attended-
- c. Number of PRI meeting attended
- d. % of referred out patient (lowest %= highest marks)
- e. Number of Supervisory visits done-
- f. Number of health educational sessions attended.

5.

**6. Specialist MO**

**I. Non Surgical Discipline- Those having both OPD & IPD duties.**

- a. % of days attending OPD in time
- b. Number of admissions under him or her in the year.
- c. % of average referral out (lowest %= highest marks)
- d. % days giving rounds in wards in time
- e. % of days meeting with party in time.
- f. % of frequency of writing prescription in generic name from BHT.

**II. Surgical disciplines- Those having OPD & IPD duties I**

**Incl.(G & O):**

- a. % of days attending OPD in time.
- b. No.s of emergency operation (major) / Caessarian section done.
- c. No. of planned operation done(major)-
- d. % of referral out-(lowest %= highest marks)
- e. % of days meeting with party in time
- f. % of frequency writing prescription in generic name from BHT

**III. Those having only OPD duties but no beds-**

- a. No.s of days per weeks attended the OPD-
- b. % of days attending OPD in time-
- c. Average no.s of patients/ investigations done per day
- d. Patient's satisfaction index (%)-

**7. BMOH-**

- a. Quality of leadership-
- b. Attention to cleanliness of the facility
- c. Attention to improvement patient care.
- d. % of OPD tracking.
- e. % of FMR submitted in time.
- f. % of attendance to monthly meeting at district.

**8. Superintendent-**

- a. % of days timely rounds at wards-
- b. Attention to the cleanliness of the hospital
- c. Attentions to the diet quality.-
- d. Attentions to fulfillment of services.  
Viz- R.K.S, Fair price shop, J.S.S.K, J.S.Y, R.S.B.Y etc.
- e. Attention to the improvement for patient care
- f. % of FMR submitted in time

**9. M.T-**

- a. % of days attended in time.
- b. Average no.s of investigation done per day
- c. Patient satisfaction index(PSI)
- d. Average total duty hours attended in a week.

**13. Staff Nurse –**

Only through subjective parameters- Total Marks- 50.

- a. Devotion to work
- b. Knowledge of work
- c. Behavior & manners towards patients & their relatives/friends.
- d. Power of taking responsibility.
- e. Initiative
- f. Extracurricular professional activity
- g. Ability to work with subordinates & colleagues.
- h. General attendants and punctuality.
- i. Documentation of her works
- j. Reliability to carry out instructions.

**14. Group-D**

Only through subjective parameters- Total Marks- 50.

- a. Devotion to self work
- b. Behavior & manners towards patients & their relatives/ friends
- c. Power of taking work load.
- d. Initiative
- e. Extracurricular activities related to services
- f. Ability to work with others.
- g. General attendants and punctuality.
- h. Reliability to carry out instruction
- ~~i. Attitude towards service.~~
- ~~j. Capability of completing the work in time~~

The District Level / M.C.H level committee will have to send the following to the State Headquarter while sending the names of the recommended awardees in each category.

1. One Passport size photograph.
2. Biodata with date of birth, Father's/Husband's name, Place of posting, contact number,
3. Educational qualification
4. No. of years of experience in service.
5. A brief resume on the candidate's professional achievement.

After receiving one nomination for each category from each district (including GTA and newly created Health Districts) and Medical College & Hospitals, the same will be put up to the State level Committee to finalise the awardees. The number of awardees to be selected may be decided by the State level Committee depending on the number of awardees finally decided by the H & FW department to be felicitated on the occasions for the current year.

*Me*  
29/6/13