Government of West Bengal
Department of Health & Family Welfare
MERT Branch
Swasthya Bhavan, GN – 29, Sector – V, Salt Lake City,
Kolkata - 700092

No. HF/O/MERT/1359/SPSRC/50/2013   Dated: 8th November 2013

Order

For the sake of better management of patient care services, medical education, training and research, and the National Mental Health Program, it has been under consideration of this State Government to arrange a tie-up between Calcutta National Medical College & Hospital, Kolkata and Calcutta Pavlov Hospital, Kolkata as well as evolve operating protocols for execution of the same.

2.   After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Calcutta Pavlov Hospital is hereby declared as the 2nd campus of Calcutta National Medical College & Hospital, Kolkata; and the following medical-administrative protocol and general administrative protocol will be followed for such purpose until further order: -

I.   **For the sake of better management of patient care services, medical education, training and research, the following medical-administrative protocol will be followed:-**

(a) The Psychiatry Deptt of Calcutta National Medical College will be shifted to the Pavlov Mental Hospital renamed as 'Calcutta National Medical College & Hospital 2nd Campus (Calcutta Pavlov Hospital).

(b) Specialist Medical Officer (Psychiatrists) and GDMO of WBHS cadre currently posted at Pavlov Mental Hospital will function as Unit-I of the Psychiatry Deptt. of the 'Calcutta National Medical College & Hospital 2nd Campus (Calcutta Pavlov Hospital)'.

(c) Faculties (Psychiatrists) of WBMES cadre and PGTs of the psychiatry Deptt currently posted at Calcutta National medical College will function as Unit –II of the Psychiatry Deptt. 'Calcutta National medical College & Hospital 2nd Campus (Calcutta Pavlov Hospital).

(d) All OPD cases will be registered by the common OPD registration system. Computerized registration system of Calcutta National medical College & Hospital 2nd Campus (Calcutta Pavlov Hospital) will be utilized when provided.

(e) Psychiatrists & GDMOs of the Unit-I will attend all self-referral new cases and follow-up old cases of their Unit. They will refer new OPD cases or existing IPD patients for further consultation to the Psychiatrists of Unit –II as and when necessary.

(f) Psychiatrists of the Unit-II will attend only new OPD cases referred by Unit-I plus OPD cases of Unit-II, and other health facilities including other departments of CNMCH and follow-up old cases of their own unit. After attending new OPD cases

referred by Unit-I, Psychiatrists of the Unit-II can advise the patient either to attend their unit as follow-up old cases or can refer back those cases to Unit I with advice.
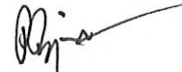
(g) All IPD cases of Unit-I will be admitted at Male wards and Female wards (total 250 bedded) situated in old existing buildings to be earmarked as Male –I and Female – I ward respectively. All IPD cases of Unit-II will be admitted at Male and Female wards (30 bedded) situated in newly constructed building for this purpose to be earmarked as Male –II and Female – II ward respectively.

(h) Psychiatrists of the Unit-I and Unit II will give regular round of respective IPD cases admitted under them. Psychiatrists & GDMOs of the Unit-I will provide on-call services for the all the IPD cases of Unit I & II admitted at CNMCH 2nd campus and Psychiatrists of the Unit-II will provide on-call services for the all the IPD cases admitted at CNMCH main campus. Referrals will be dealt within morning of next working day.

(i) Indoor services of Male –I and Female – I ward will be provided by the Nursing & Gr-D staff currently posted at Pavlov Mental Hospital. Indoor services of Male –II and Female – II ward will be provided by the Nursing & Gr-D staff detailed from CNMCH.

(j) All the medico-legal cases which are either referred by the Magistrate & Police to the mental hospital for admission and other emergency patients will be dealt by Unit-I as usual.

II. **For the sake of better management of manpower utilization, the following general-administrative protocol will be followed:-**

(a) The Principal, Calcutta National Medical College, Kolkata would be in overall administrative control, as had been the case in other 2nd campuses of other medical colleges, while the Superintendent, Pavlov Hospital would look after the day – to – day administrative activities;

(b) Superintendent, Pavlov Hospital, an officer in WBPHAS cadre will act as ex-officio Dy. Superintendent of Calcutta National Medical College & Hospital under the supervisory control of MSVP, Calcutta National Medical College & Hospital and under overall administrative control of Principal, Calcutta National Medical College, as detailed above.

(c) The DDOs of each Hospital would function as it is in the sense that the personnel under Unit-II (shifted from CNMC) would be under the aegis of Accounts Officer of CNMC / CNMC&H, while the DDO of Unit-I will be the Superintendent, Pavlov Hospital;

(d) The Head of the Deptt. of Psychiatry, CNMCH will act as the Head of Unit-I and Unit-II of the Deptt. of Psychiatry of Calcutta National medical College & Hospital 2nd Campus (Pavlov Mental Hospital). In addition to other duties, he will prepare the duty roster of Psychiatrists of Unit-I and Psychiatrists of Unit-II taking help from the ex-officio Dy. Superintendent, 2nd campus and forward it to the MSVP & Principal of CNMCH. He will also assign duties to the post-graduate trainees, interns and house-staff.

(e) Psychiatrists of Unit-II will be under the supervisory control of the Head of the Deptt of Psychiatry and overall administrative control of Principal, Calcutta National Medical College. The Nursing and Gr-D staff of Unit-II will be under the supervisory control of Superintendent, Calcutta Pavlov Hospital cum ex-officio Dy. Superintendent, 2nd campus and overall administrative control of MSVP of CNMCH.

(f) Psychiatrists & GDMOs of Unit-I will be under the supervisory control Head of the Deptt of Psychiatry and overall administrative control of Superintendent, Calcutta Pavlov Hospital cum ex-officio Dy. Superintendent, 2nd campus. Psychiatrists of Unit-I will also assist the Head of the Deptt of Psychiatry to carryout medical education, training and research activities.

III.   Principal and MSVP, CNMCH will issue appropriate administrative instruction related to the detailment of Faculty and staff; shifting of equipment and furniture and will make other necessary arrangements immediately in order to make the newly constructed 2nd campus functional.

3.   All concerned are being informed.

By order of the Governor

Special Secretary to the
Government of West Bengal

No. HF/O/MERT/1359/SPSRC/50/2013/1(18)   Dated: 8th November 2013

Copy forwarded for information and necessary action to:-

1. Chairman, MDEG, H&FW Department, Government of West Bengal;
2. Director, SPSRC & Secretary, Health & Family Welfare Department, Government of West Bengal;
3. DHS & E.O. Secretary, West Bengal;
4. DME & E. O. Secretary, West Bengal;
5. Special Secretary, Mental Health / PHP / MA / Nursing / Vigilance / TDE Branch of this Department;
6. Principal, Calcutta National Medical College, Kolkata;
7. Additional DHS (AA&V), West Bengal;
8. Joint Secretary, Mental Health / MERT / MA / Nursing / Vigilance / TDE Branch of this Department;
9. MSVP, Calcutta National Medical College & Hospital, Kolkata;
10. DDHS (Mental Health), West Bengal;
11. Superintendent, Calcutta Pavlov Hospital, Kolkata;
12. Accounts Officer, CNMC, Kolkata / CNMC&H, Kolkata;

13. Assistant Secretary, Mental Health / MERT / MA / Nursing / Vigilance / TDE Branch of this Department;
14. Nursing Superintendent, CNMC&H, Kolkata / Calcutta Pavlov Hospital, Kolkata;
15. Senior PA to Principal Secretary of this Department;
16. IT Cell of this Department – for posting this order in the Departmental website;
17. Technical Officer, SPSRC, Department of H & FW, Govt of West Bengal;
18. Guard file of this Department.

Special Secretary to the
Government of West Bengal