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Version 01



**FINANCIAL & ADMINISTRATIVE
POWER
OF
HEALTH & FW DEPARTMENT
FUNCTIONARIES**

**Government of West Bengal
Health & Family Welfare Department
Strategic Planning & Sector Reform Cell**

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Forward

Government of West Bengal
Health & FW Department
Strategic Planning & Sector Reform Cell
Swasthya Bhawan

No.HF/SPSRC/69/2014/Pt.I/54

Dated, Kolkata, the 8th April, 2014

Memorandum

Sub: Draft Compilation of Govt. Orders related to Financial and Administrative power of Health & FW Department functionaries

Publication of important government orders of the health & FW Department in the form of the 'Health Manual' has been in practice. It has not been updated for a considerable length of time. Publication of such manuals along with updated GOs has been under the active consideration of the department for sometime past.

The Department has decided to bring out such manuals in a phased manner. As a part of the process a compilation of Govt. Orders related to Financial and Administrative power of Health & FW Deptt functionaries has been under taken by the SPSRC.

It is expected that such a compilation will be useful to all the functionaries of the Health & FW Deptt

This compilation is prepared based on the available government. Any omission of already published Govt. order or circular may be brought to the notice of the Director SPSRC for further inclusion.

Suggestions or recommendations in this regard will be appreciated.



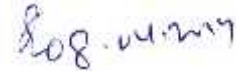
[Malay Kumar De]
Principal Secretary to the
Govt. of West Bengal

No.HF/SPSRC/69/2014/Pt.I/54/1(8)

Dated, Kolkata, the 8th April, 2014

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4. The Special Secretary, Health & FW Department - All
5. The Executive Director, State H&FW Samity
6. The Financial Adviser, Health & FW Department
7. The Jt. Secretary, Health & FW Department - All
8. The Dy. Secretary, Health & FW Department - All



[Onkar Singh Meena]

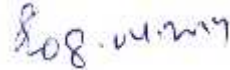
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4. The Chief Medical Officer of Health - All



[Onkar Singh Meena]

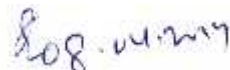
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4. The Technical Officers of SPSRC – All
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[Onkar Singh Meena]

Director SPSRC & Secretary to the
Govt. of West Bengal

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Part I: Financial Power of Health Department Functionaries

Text of GO. No. Medl/V/627/IH-130/76 Dt. 27.01.1977; Sub: Delegation of Financial Powers to Supdtt. and Directors

Government of West Bengal
Department of Health & Family Welfare
Establishment Branch

No. Medl/V/627/IH-130/76

Dated, the 27th January, 1977

Subject: Delegation of Financial Powers.

Memorandum

In Finance Deptt. Memo No. 900-F, dated 28.2.72 financial powers were delegated to Administrative Deptts. and Officers there under in the interest of public service. In terms of the above order the Financial Powers exercisable by the District Officers are to be exercised by the Chief Medical officers of Health.

2. The undersigned is now directed by order of the Governor to say that the Government has been pleased to decide that the following Officers under the administrative control of the Deptt. of Health & Family Planning will exercise the same powers as are exercisable by the District Officers in terms of the Finance Deptt.'s Order No.900-F, dated 28.2.72, except in cases where larger financial powers have been delegated to them in which case they will exercise larger powers as per delegation order:

- (i) Superintendent of all the Teaching Hospitals including the Surgeon-Superintendent, Seth Sukhlal Karnani Memorial Hospital, Calcutta.
- (ii) Principals of all State Medical Colleges.
- (iii) Director of School of Tropical Medicine, Calcutta.
- (iv) Director of Institute of Post Graduate Medical Education & Research, Calcutta.

3. The Finance Deptt. is being requested to issue order suitably amending their Memo No. 900-F, dated 28.2.72.

4. The Accountant –General, West Bengal have been informed.

Sd/- Illegible
Deputy Secretary.

Text of GO. No. Health/TDE/322/5S-23/81 Dt. 08.04.1981; Sub: Financial Power to D.D.H.S. (E&S), West Bengal & Supdt. of the Decentralized Hospitals to purchase cylinders of Nitrous Oxide and Oxygen gas

Government of West Bengal
Department of Health & Family Welfare
TDE Branch

No. Health/TDE/322/5S-23/81

Calcutta, the 8th April, 1981.

MEMORANDUM

The undersigned is directed to say that a proposal was received by the Govt. to authorize Dy. Director of Health Services (E&S) & Superintendents of the Decentralized Institutions for purchasing according to their necessity, Cylinders of Nitrous Oxide and Oxygen for all future time against proforma bills of the company, viz. M/s. Indian Oxygen Ltd. at the rates prevalent at the material time. The proposal was under active consideration of the Govt. and Govt. has now decided to accept the proposal.

2. In pursuance of the above decision, the undersigned is directed by order of the Governor to say that the Governor has been pleased to authorize the D.D.H.S. (E&S), West Bengal & Supdt. of the Decentralized Hospitals to purchase cylinders of Nitrous Oxide and Oxygen gas according to their necessity from M/s. Indian Oxygen Ltd. for all future time against proforma bills of the company at the rates prevalent at the material time until further orders and so long the said company remains a monopoly supplier of the material, subject to condition that the first advance is adjusted before the third one is drawn.

3. The Dy. Asstt. Director of Health Services (E&S) Admn., West Bengal and Account Officer of the respective Decentralized Institutions will act as Drawing and Disbursing Officer for C.M.S. and respective Decentralized Institutions respectively.

4. The charge will be debited to the appropriate budget head of the concerned institutions making purchase of such oxygen cylinder in terms of this order

5. This order is issued with the concurrence of the Finance Deptt. vide their u/o No. Group B/581, dated 31.3.81.

6. The Pay & Accounts Officer, Calcutta, the Accountant- General, West Bengal and the Dist. Treasury Officer have been informed.

Sd/- Illegible
Assistant Secretary.

Text of GO. No. Health/MERT/779/1E-6/81 Dt. 13.07.1981; Sub: "Delegation of Financial Powers to the Heads of the Under Graduate and Post Graduate Govt. Medical Institutions and their attached Hospitals"

Government of West Bengal
Department of Health & Family Welfare
MERT Branch

No. Health/MERT/779/1E-6/81

Calcutta, the 13th July, 1981.

Subject: Delegation of Financial Powers to the Heads of the Under Graduate and Post Graduate Govt. Medical Institutions and their attached Hospitals.

MEMORANDUM

The undersigned is directed by order of the Governor to say that in supersession, of the previous orders issued by this Deptt. in this regard. The Governor has been pleased to order that the following officers under the administrative control of this Deptt. shall be treated at par with the "District Officers" for the purposes of the Delegations of Financial Powers Rules, 1977, promulgated by the Finance Deptt.'s Notification No. 19751-F, dated 17.11.77 and shall exercise the same Financial Powers as are exercisable by the "District Officers" under the said rules, except in the cases where larger Financial Powers have been delegated to them, in which case they will exercise larger power as per delegation rules/ order:

- (1). Principals of all the State Medical Colleges,
 - (2). Superintendents of the Hospitals attached to the State Medical College.
 - (3). Director of School of Tropical Medicine, Cal,
 - (4). Director of I.P.G.M.E&R, Cal
 - (5). Surgeon Superintendent of Seth Sukhlal Karnani Memorial Hospital, Cal.
2. This order is issued with the concurrence of the Finance Deptt. vide their u/o No.Group/B/1600 dated 8.7.81.
3. The Pay & Account Officer, Calcutta Pay & Accounts Office, the Accountant – General, West Bengal and the others concerned have been informed.

Sd/- Illegible
Joint Secretary.

Text of GO. No. Health/FW/163/3S-21/83 Dt. 18.01.1985; Sub: Allotment of funds towards maintenance of sub-centres including salaries of A.N.Ms., R.R.T., Contingencies, etc

Government of West Bengal
Department of Health & Family Welfare
PH & FW Branch

[TO BE SUBSTITUTED FOR THE GOVT. ORDER BEARING THE SAME NUMBER AND DATE.]

No. Health/FW/163/3S-21/83

Dated, Calcutta, the 18th Jan. 1985.

From: The Dy. Secretary to the Govt. of West Bengal.

To: The Director of Health Services, West Bengal,

Sub.: Allotment of funds towards maintenance of sub-centres including salaries of A.N.Ms., R.R.T., Contingencies, etc.

MEMORANDUM

The undersigned is directed to say that in previous Govt. orders the Block Medical Officers of Health (Medical Officer-in-charge of respective Primary Health Centres / Medical Officers of Subsidiary Health Centre tentatively functioning as P.H.C.) have interalia been declared as drawing and disbursing officer in respect of all expenditure relating to maintenance of sub-centres. A confusion has arisen as to whether allotment of fund by the Dy. Director of Health Services (AA &V), West Bengal will be made to the respective C.M.O.H. or D.F.W.O.

Govt. are pleased to clarify that necessary that necessary allotment of fund for maintenance of sub-centres of all the Districts of the State will be placed at the disposal of the respective Dist. Family Welfare officer who in turn will sub-allot the same to the respective drawing and disbursing officers i.e. the Block Medical Officer of Health / Medical Officer-in-charge of Primary Health Centre or endorse in favour of Medical Officer, Primary Health Centre/ or the D.F.W.O. or Administrative officer of the district Family Welfare Bureau, if in position will himself draw an disburse as per existing orders pending, where necessary, Declaration of the Medical Officer, Primary Health Centre as drawing & disbursing officer in respect of expenditure under "281-F.W."

The Dist. Family Welfare Officer will be responsible for collection of expenditure reports from the blocks and after compilation submit the same to the D.D.H.S. (AA & V), West Bengal under intimation to the S.F.W.O., and the

C.M.O.H. of the District. He will also ensure that the expenditure on this account is booked under proper heads of account and that no wrong adjustment is made.

All concerned have been informed.

Sd/-Illegible
Deputy Secretary.

Text of GO. No. Health/TDE/681/3D-38/92 Dt. 29.07.1992; Sub: Decentralization of procurement of medicines, chemicals, oxygen, X-ray films etc. in respect of the Centralized Units of CMS, Calcutta

Government of West Bengal
Department of Health & Family Welfare
TDE Branch

No. Health/TDE/681/3D-38/92

Dated, Calcutta the 29th July'92

From: The Deputy Secretary to the Government of West Bengal

To: The Director of Health Services, west Bengal

Sub: Decentralization of procurement of medicines, chemicals, oxygen, X-ray films etc. in respect of the Centralized Units of Central medical stores, Calcutta

MEMORANDUM

The question of removal of the difficulties and problems being faced in the matter of procurement and supplies of medicines etc. for the Centralized Health Units of the Central medical Stores, Calcutta, has been under consideration for some time past. After careful consideration it has been decided to decentralize the procurement of medicines, chemical, oxygen, X-Ray films other medicinal stores etc. in respect of health Units of different districts which as per the existing system receive such items from the Central Medical Stores, Calcutta either direct through the District Reserve Stores.

2. In pursuance of the above decision the undersigned is directed by the order of the Governor to say that the Governor in modification of the existing arrangement has been pleased to order that the District reserve Stores for different districts of this state shall henceforth function as the appropriate agency for procurement of medicines etc. for the health Units of the respective districts other than the decentralized Health Units, if there be any, and for supplying the same to the respective units while the Central medical Stores, Calcutta, shall function as the agency for procurement and supply of medicines etc. for the centralized Health Units of Calcutta under normal condition and for deserving Health Units throughout the State under emergent situation and for Special Programmes.

3. The governor has further been pleased to constitute a District Purchase Committee consisting of the following members, for each of the district of the State for administering the matter relating to the procurement and distribution of medicines etc., as decentralized above, in respect of Health Units of that district in the manner stated hereinafter:-

| | | |
|-------|---|-----------------|
| (i) | Sabhadhipati of the Zilla Parisad | Chairman |
| (ii) | District Magistrate or his representative | Member |
| (iii) | Chief Medical Officer of health | Member-convenor |
| (iv) | Deputy Chief Medical Officer of health-I | Member |
| (v) | Administrative Officer or in his absence Inspector of Accounts of the Office of the Chief medical officer of Health | Member |

4. The Chief Medical Officer of Health for each district will make detailed assessment of requirements of medicines and other items in respect of different Health Institutes other than decentralized institute of that district depending upon no. of beds (Indoor), average daily number of OPD patients and such other parameters as he considers necessary and prepare consolidated report on the requirements for the entire district quarterly/ annually and place before the District Purchase committee, constituted in para 3 above, for its approval.

While making such assessment due regard should be given to the prospect of availability of fund on the basis of fund allocated for the District, Sub-divisional and state General Hospitals, where specialist services are available the District Purchase Committee may include such items as are felt absolutely necessary from among the existing Catalogue of the central medical Stores, Calcutta.

5. On obtaining approval of the District Purchase Committee, as above, the Chief Medical officer of health will place order for medicines and other items with the approved contractors/ suppliers of Central medical Stores, Calcutta, to effect supplies at the District Reserve Store at the Central medical Stores' approved/ accepted rates, terms and conditions.

The suppliers will not be entitled to any extra transportation charge for making supplies to the District Reserve Stores or elsewhere in the districts.

6. At the time of supply the concerned supplier will submit Challans in respect of the supply to the concerned District Reserve Stores, in triplicate. One copy of the Challan which the supplier will get back from the District Reserve Stores after proper receipt will be used by the supplier for submitting bills to the respective Chief Medical officers of Health of the Districts. Out of the two copies of the Challans to be retained by the District reserve Stores, one copy will have to be sent in advance to the central Medical Stores, Calcutta by the concerned District Reserve Store. The bills supported with the supply vouchers duly certified, signed and stamped by the concerned Chief Medical Officer of Health will be sent by the Chief Medical Officer of Health to the Deputy Director of Health Services (E&S), Calcutta, who after tallying the same with the Chalan received earlier and being satisfied regarding the claim will proceed to arrange payment from out of fund allocated for the district. Each time after making payments of the bills, the Deputy Director of Health Services (E&S), will inform the

respective Chief Medical Officers of health of the district regarding the available balance of fund with copy to the Director of Health Services, West Bengal.

7. Till an alternative arrangement for testing of drugs in the districts can be made the Director, Drugs Control, West Bengal will arrange collection of random samples of medicines and other items from the District Reserve Stores and other points of the districts as he consider fit, and testing of the same through the Drugs Wing of the Central Public health and Drugs laboratory, Calcutta and initiating suitable action in consultation with the Deputy Director of Health Services (9E&S), West Bengal in case of adverse reports.

Existing system for collection of samples of medicines etc. and their analysis for the purchases made by the Central medical Stores, Calcutta, will however continue as usual.

8. Allocation of funds for the purpose, for each year shall be worked out by the Deputy Director of Health Services (AA&V), West Bengal taking into consideration size and population, types and number of Health Institutes, total number of hospital beds etc. in respect of the districts. Such earmarked fund for the districts shall be placed with the Central medical stores, Calcutta, under proper intimation to the Chief Medical Officers of Health concerned.

The Accounts Officer, Central Medical Stores, Directorate of Health Services, West Bengal shall be the drawing and disbursing officer in respect of the expenditure for both the Central Medical Stores, Calcutta and the concerned District Reserve Stores in this regard.

The Chief medical officer of health of the districts concerned will in no way exceed the budgetary allocation for the respective districts as otherwise they will be held personally responsible for making such purchase beyond the amount earmarked for their districts.

9. It has been decided that the total provision of Rs. 24.44 Crores made in the current year's budget for the purpose of purchase of medicines etc. by the Central Medical Stores, Calcutta and direct local purchase for different health Units of the districts will be reallocated by the Deputy Director of Health Services (AA&V), West Bengal in the following manner:-

- (i) Amount of fund to be placed with the Central Medical Stores, Calcutta, towards purchase of drugs, for the centralized units of Calcutta and for supplies in emergent situations as and when it occurs and payment of back log amount of Rs. 4.67 Crores for 1991-92.

Rs. 8.67 Crores

(ii) Amount of fund to be placed with the Central medical Stores, Calcutta, towards payment against purchases of medicines etc. by the district authorities on the approval of the District Purchase Committees.

Rs. 13.77 Crores

(ii) Amount of fund to be placed with the Superintendents of different District Sadar Hospitals, Sub-divisional Hospitals, State General Hospitals for direct purchases of essential and life-saving medicines and other items as and when required

Rs. 2.00 Crores

Total Rs. 24.44 Crores

Deputy Director of Health Services (AA&V), West Bengal will take immediate appropriate steps for allocating funds for different districts to the Central medical Stores, Calcutta and to the Superintendents of different District, Sub-divisional and State General Hospitals on the basis of the provisions earmarked against (ii) and (iii) above under intimation to the concerned authorities.

10. Procurement and supplies of medicines etc. that will be left with the Central Medical Stores, Calcutta after the above decentralization will be guided by the existing procedure.

11. All concerned are being informed.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
Office of the Deputy Director of Health Services (Equipment and Stores), West Bengal.

TENDER FORM

To the Governor of West Bengal

I/We submit the following Tenders for supply of _____ during the year 20 ____ Last year's Form no. if any.....

| Cat No. | Name of Articles as per C.M.S cal | Specific offer mentioning the actual composition including active ingredients and other pharmaceutical additions | Rate inclusive of Excise duty if any | Unit | Amount of Excise Duty included in the rate with G.I. notification No. and date | Rate of sale tax (if leviable extra) in terms of percentage | Nature of packing in which supply will be given | Name of the Manufacturer of the items offered. In case the tender is not the manufacturer the address of the manufacturer | Manufacturer License No. with exact date of endorsement of the individual item offered in this sheet | Date of marketing the product with quantum sold in the Trade and amount sold to C.M.S. cr. Other similar Institutions during the last two years. | Whether Selected by C.M.S last year and the percentage of the ordered amount supplied upto | Whether S.S.I of the sate Whether the item offered included in the S.S.I Registration certificate | Remarks |
|---------|-----------------------------------|--|--------------------------------------|------|--|---|---|---|--|--|--|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | | | | | | | |

N.B: Rates should be INCLUSIVE of Delivery Charges at C.M.S Office at 141, Acharyya Jagadish Chandra Bose Road, Culcatta-700014, Rabindra Sarani, Culcatta-700003. And any other State Hospital in Calcutta area. Any important information will make the tender liable to forfeit the right to be consider for selection for all the tenders submitted.

We have gone through the terms and conditions of the Tender and hereby agree to abide by them. The information submitted herein are true ro my knowledge and belief.

.....
Signature of Tenderer (with seal)

Text of GO. No. HAV/3D-29-94/4307 Dt. 02.01.1995; Sub: Delegation of power to
Directorate Officers

Government of West Bengal
Directorate of Health Services
Mitra Buildings; Calcutta

No. HAV/3D-29-94/4307

Dated Calcutta, 2nd January, 1995

O R D E R

By virtue of authority vested in me as the Director of Health Services, West Bengal and in exercise of the power conferred upon me under Rule 15 (1) (iii) of the Delegation of Financial Powers Rules, 1977, I, Director of Health Services, West Bengal, do hereby delegate powers, as per annexed schedule to the Officers of the Directorate of Health Services, West Bengal, who are Sub-ordinate to me as the same is considered necessary for expeditious disposal of the work of this Directorate.

2. The Officers as mentioned in the Schedule will henceforth exercise financial and other powers as are hereby delegated to them subject to the condition at para 3 below.

3. Notwithstanding anything contained in para 2 above, I reserve the right to call for any file, check and pass orders thereon. The Officers authorized, shall maintain a register of sanctioned cases and put up to me once a month for my perusal.

4. This has the approval of the Secretary, Department of Health and Family Welfare.

5. This order will take effect immediately.

Sd/- S.C. Lehiri
18.4.84
Directorate of Health Services
West Bengal.

SCHEDULE.

| Sl. No. | Officer to whom powers re-delegated | Item of Expenditure | Remarks. |
|---------|--|--|---|
| 1. | Addl. Director of Health Services (Admn.) W.B. | (i) Sanction of expenditure in connection with purchases of (a) Iron safe (b) Steel Chair/ Cushion seat (c) Sewing machine, both in respect of Directorate and Sub-ordinate officer. (ii) No daman certificate. (iii) Sanction of Advance in connection with dependent's marriage etc. (iv) Sanction of House Building Advances of all Officers of the Directorate & Subordinate offices. | |
| 2. | Jt. Director of Health Services (Admn.) W.B. | i) General expenses. ii) Sanction of Advance and Final withdrawal of G.P. Fund in respect of all officers of the Directorate and subordinate officers. iii) Sanction to the purchase of type writers iv) Sanction for purchase of duplicating machine v) Sanction for purchase of drawing articles vi) Sanction to the repair of Furniture, typewriter, duplicating machine, Fridge and Deep fridge maintained by P.H. Branch. vii) Sanction to the expenditure in connection with execution of building petty works and repairs. viii) Sanction to the purchase & repair of X-Ray machine. ix) Sanction to the purchase of instruments & appliances | After observing the formalities laid down by O & M Branch of the Finance Deptt. Upto Rs. 15, 000/- on any one item on any occasion Upto Rs. 10, 000/- |
| 4. | Dy. Director of Health Services (Admn.) W.B. | - Sanction to the Purchase of stationary articles, wooden furniture, steel almirah, steel rack, Liveries to group 'D' staff, umbrella. | |
| 5. | Dy. Director of Health Services (P&D), W.B. | i) Sanction to the expenditure to be incurred for execution of building petty | |

| | | | |
|--|--|---|--|
| | | works and repairs. ii) Sanction to the purchase of instruments & appliances. | Upto 7,500/- Upto Rs.5,000/- on any one item and on any one occasion. |
|--|--|---|--|

Sd/- S.C. Lehiri
18.4.84
Directorate of Health Services
West Bengal.

Text of GO. No. 2369-F Dt. 07.03.1997; Sub: Modification of DFPR for
Superintendents of Hospitals

Government of West Bengal
Finance Department
Audit Branch

No. 2369-F

Calcutta, the 7th March, 1997

MEMORANDUM

In partial modification of Schedule 'A' & 'B' of Delegation of the Financial Power Rules 1997, the undersigned is directed by order of the Governor to say that the Government has been pleased to delegate the Financial powers to the superintendents of different groups of the Government Hospitals as detailed in the annexed statement.

Necessary amendments of the Delegation of Financial Power Rules, 1997 will be made in due course.

Sd/-D. Mukhopadhyay
Spl. Secretary to the
Govt. of West Bengal

**ANNEXED STATEMENT OF DELEGATION OFFINANCIAL POWERS TO
SUPERINTENDENTS OF DIFFERENT HOSPITALS**

Vide No. 2369-F dated: 7.3.97

| Items of Expenses 1 | Name of the Officer 2 | Extent of Power 3 | Remarks 4 |
|--|--|--|--|
| 1. Furniture Purchase | Superintendents of Hospitals | Rs. 25,000 p.a. | Full power already delegated to the Secretary |
| 2. Iron Safe and Steel Almirah – Purchase of | Superintendents of Hospitals | Rs. 3000 (for steel almirah) | Full power to the Secretary |
| 3. Motor Vehicles Maintenance and Repair of | Superintendents of Hospitals | Rs. 30,000 pa per vehicle | “In every sanction order/ in the bill on this account the particular vehicle no. and the exact amount of the progressive expenditure up to the date must be indicated” |
| 4. Ambulances(to be introduced newly) Maintenance & Repair of | Superintendents of Hospitals | (i) Petrol Rs. 40,000 pa per vehicle (ii) Diesel Rs. 35,000 pa per vehicle | |
| 5. Purchase of stores (Equipments and other Medical accessories) | (i) Supdts. of Dist. Hospitals (ii) Supdt. Of Sub-divisional Hospitals (iii) Supdts. Of State Gen. & Other Hospitals (iv) Supdt. Of Medical College Hospital, Surgeon Supdt. SSKM Hospitals & Director IPG ME & R | Rs. 25,000 (for each item at a time) Rs. 15,000 (for each item at a time) Rs. 15,000 (for each item at a time) Rs. 30,000 (for each item at a time) | From approved contractors as per existing orders of the Deptt. |
| 6. Local Purchase | (i) Supdts. of Hospitals (ii) Supdt. Of Sub-divisional Hospitals | Rs. 3,000 (for each item at a time) Rs. 3,000 (for each item at a time) | The power of making local purchase of each item will be exercised where the purchase is |

| | | | |
|--|---|--------------------------------------|--|
| 7. Repairs & Maintenance of Machineries & Equipments | (iii) Supdts. Of State Gen. & Other Hospitals | Rs. 3,000(for each item at a time) | considered essential and subject to Budget provision |
| | (iv) Supdt. Of Medical College Hospital, Surgeon Supdt. SSKM Hospitals & Director IPGME & R | Rs. 10,000 (for each item at a time) | |
| | (i) Supdts. of Dist. Hospitals | Rs. 10,000 (for each item at a time) | |
| | (ii) Supdt. Of Sub-divisional Hospitals, State Gen. & Other Hospitals. | Rs. 6,000 (for each item at a time) | |
| | (iii) Supdt. Of Medical College Hospital, Surgeon Supdt. SSKM Hospitals & Director IPGME & R. | Rs. 15,000 (for each item at a time) | |

N.B.: The Superintendent of all Groups of Hospitals are vested with full power in the capacity of the "Head of Office" for local purchase of medicine as per Item No. 20 of Schedule-A of the Rules under reference.

Text of GO. No. 7080-F Dt. 07.08.1997; Sub: Modification of DFPR to Principals of
Govt. Medical Collages

Government of West Bengal
Finance Department
Audit Branch

No. 7080-F

Calcutta, the 7th August, 1997

MEMORANDUM

The undersigned is directed to refer to the Finance Department Memorandum No. 2369-F, dated 07.03.97 relating to the delegation of Financial Powers on certain items of expenditure and to say that the Governor has been pleased to order that the Principals of all the Govt. Medical Colleges in this State may also exercise all the powers as delegated to the Superintendent of hospitals in the Govt. order under reference subject to the terms and conditions stipulated therein.

Sd/- D. Mukhopadhyay
Special Secretary to the
Government of West Bengal,
(Finance Department)

Text of GO. No. 473-F Dt. 16.01.1997; Sub: Modification of DFPR to Supdtt of
hospitals & Principals/Directors of Govt. Medical Collages

Government of West Bengal
Finance Department
Audit Branch

473-F Calcutta,

the 16th January, 1998

MEMORANDUM

In partial modification of this Department Memo No. 2369-F, dated 07-03-97, the undersigned is directed by order of the Governor to say that the Governor has been pleased to enhance the present limit of Financial Powers of the Superintendent of the different groups of the Government Hospitals under the Health & Family Welfare Deptt. as detailed in the annexed statement. The enhanced powers may also be exercised by the Principals/ Directors of Govt. Medical Colleges in this state. Necessary amendments of the Delegation of Financial Powers Rules, 1977 will be made in due course.

Sd/- D. Mukhopadhyay
Special Secretary to the
Government of West Bengal,
(Finance Department)

**ANNEXED STATEMENT OF REVISED FINANCIAL POWERS TO
SUPERINTENDENTS OF DIFFERENT GROUPS OF THE GOVERNMENT
HOSPITALS AND PRINCIPALS/DIRECTORS OF GOVT. MEDICAL COLLEGES**
Vide No. 473-F dated: 16.1.98

| Items of Expenses 1 | Name of the Officer 2 | Extent of Power 3 | Remarks 4 |
|--|---|---|--|
| 1. Iron Safe & Steel Almirah – Purchase of - | Superintendents of Hospitals | Rs. 10,000 (for steel almirah) | |
| 2. Ambulances Maintenance and Repair of - | Superintendents of Hospitals | (i) Petrol Rs. 50,000 pa per vehicle (ii) Diesel Rs. 45,000 pa per vehicle | “In every sanction order/ in the bill on this account the particular vehicle no. and the exact amount of the progressive expenditure up to the date must be indicated” |
| 3. Purchase of stores (Equipments and other Medical accessories) | (i) Supdts. of Dist. Hospitals | Rs. 35,000 (for each item at a time) | |
| | (ii) Supdt. Of Sub- divisional Hospitals | Rs. 20,000 (for each item at a time) | From approved contractors as per existing orders of the Deptt. |
| | (iii) Supdts. Of State Gen. & Other Hospitals | Rs. 20,000 (for each item at a time) | |
| | (iv) Supdt. Of Medical College Hospital, Surgeon Supdt. SSKM Hospitals & Director IPG ME & R | Rs. 40,000 (for each item at a time) | |
| 7. Repairs & Maintenance of Machineries & Equipments | (i) Supdts. of Dist. Hospitals (ii) Supdt. Of Sub-divisional Hospitals, State Gen. & Other Hospitals. | Rs. 25,000 (for each item at a time) Rs. 15,000 (for each item at a time) | |

(iii) Supdt. Of
Medical College
Hospital, Surgeon
Supdt.
SSKM Hospitals &
Director IPGME & R.

Rs. 50,000 (for
each item at a
time)

Text of GO. No. No. 7080-F, Dt. 07.08.1997; Sub: DFPR to Principals of all the Govt.
Medical Colleges

Government of West Bengal
Finance Department
Audit Branch

No. 7080-F

Calcutta, the 7th August, 1997.

Memorandum

The undersigned is directed to refer to the Finance Department Memorandum No. 2359-F, dated 07.03.97 relating to the delegation of Financial Powers on certain items of expenditure and to say that the Governor has been pleased to order that the Principals of all the Govt. Medical Colleges in this State may also exercise all the powers as delegated to the Superintendent of hospitals in the Govt. order under reference subject to the terms and conditions stipulated therein.

Sd/- D. Mukhopadhyay
Special Secretary to the
Government of West Bengal
(Finance Department)

Text of GO. No. 473-F, Dt. 16-01-1998; Sub: Modification of DFPR to Principals/
Directors Superintendent of Government Hospital & Medical Colleges

Government of West Bengal
Finance Department
Audit Branch

473-F Calcutta,

the 16th January, 1998

MEMORANDUM

In partial modification of this Department Memo No. 2369-F, dated 07-03-97, the undersigned is directed by order of the Governor to say that the Governor has been pleased to enhance the present limit of Financial Powers of the Superintendent of the different groups of the Government Hospitals under the Health & Family Welfare Deptt. as detailed in the annexed statement. The enhanced powers may also be exercised by the Principals/ Directors of Govt. Medical Colleges in this state. Necessary amendments of the Delegation of Financial Powers Rules, 1977 will be made in due course.

Sd/- D. Mukhopadhyay
Special Secretary to the
Government of West Bengal,
(Finance Department)

ANNEXED STATEMENT OF REVISED FINANCIAL POWERS TO
SUPERINTENDENTS OF DIFFERENT GROUPS OF THE GOVERNMENT
HOSPITALS AND PRINCIPALS/DIRECTORS OF GOVT. MEDICAL COLLEGES
Vide No. 473-F dated: 16.1.98

| Items of Expenses 1 | Name of the Officer 2 | Extent of Power 3 | Remarks 4 |
|---|---------------------------------|---|--|
| 1. Iron Safe & Steel Almirah – Purchase of - | Superintendents of Hospitals | Rs. 10,000 (for steel almirah) | |
| 2. Ambulances Maintenance and Repair of - | Superintendents of Hospitals | (i) Petrol Rs. 50,000 pa per vehicle (ii) Diesel Rs. 45,000 pa per vehicle | “In every sanction order/ in the bill on this account the particular vehicle no. and the exact amount of the progressive expenditure up to the date must be indicated” |

| | | | |
|--|---|--------------------------------------|--|
| 3. Purchase of stores (Equipments and other Medical accessories) | (i) Supdts. of Dist. Hospitals | Rs. 35,000 (for each item at a time) | From approved contractors as per existing orders of the Deptt. |
| | (ii) Supdt. Of Sub-divisional Hospitals | Rs. 20,000 (for each item at a time) | |
| | (iii) Supdts. Of State Gen. & Other Hospitals | Rs. 20,000 (for each item at a time) | |
| | (iv) Supdt. Of Medical College Hospital, Surgeon Supdt. SSKM Hospitals & Director IPG ME & R | Rs. 40,000 (for each item at a time) | |
| 7. Repairs & Maintenance of Machineries & Equipments | (i) Supdts. of Dist. Hospitals | Rs. 25,000 (for each item at a time) | |
| | (ii) Supdt. Of Sub-divisional Hospitals, State Gen. & Other Hospitals. | Rs. 15,000 (for each item at a time) | |
| | (iii) Supdt. Of Medical College Hospital, Surgeon Supdt. SSKM Hospitals & Director IPGME & R. | Rs. 50,000 (for each item at a time) | |

Text of GO. No. HF/O/TDE/858/M-9/97, Dt. 17.11.1998; Sub: Modification of DFPR to Supdt/Principal of Government Hospital/Medical Colleges/Dental Colleges

Government of West Bengal
Department of Health and Family Welfare
T.D.E. Branch

No. HF/O/TDE/858/M-9/97, Dated, Calcutta, the 17th November, 1998

From :: The Asstt. Secy. to the Govt. of West Bengal.

To :: The Director of Health Services, West Bengal.

MEMO

Under Finance Deptt.'s Memo No. 2369-F dt. 07-03-97 read with Memo No. 473-F, dt. 16-01-98 financial powers have been vested inter alia, to different authorities as shown under Column (3) of the statements in the margin with the limit as stated under Column (4) therein.

| Sl. No. | Item of expenses | Authorities | Extent of Power | Remarks |
|----------------|---|--|---|--|
| (1) | (2) | (3) | (4) | (5) |
| 1. | Furniture – Purchase of | Supdt. of Hospitals | Rs.25,000/- per annum | -- |
| 2. | Iron Safe & Steel Almirah Purchase of.. | --Do-- | Rs. 10,000/-(for steel Almirah) | |
| 3. | Motor Vehicles- Maintenance & repairs of .. | --Do-- | Rs.30,000/- (per annum per vehicle) | In every sanction order or in the bills on the account the particular vehicle No. and exact amount of the progressive expenditure upto the date must be indicated. |
| 4. | Ambulances- Maintenance & repairs of .. | --Do-- | i) Petrol- Rs.50,000/-per vehicle per annum ii) Diesel Rs.45,000/- per vehicle per annum | |
| 5. | Purchase of Stores- (Equipments & other Medical | Supdt./ Principals of Medical College Hospital, Calcutta | Rs.50,000/- (for each item at a time) | From approved contractors as per existing orders of the Deptt. |

| | | | | |
|----|---|--------|---------------------------------------|--|
| | Accessories) | | | |
| 6. | Local purchases... | --Do-- | Rs.10,000/- (for each item at a time) | The power of making local purchase of each item will be exercised where purchase is considered essential and subject to budget provisions. |
| 7. | Repairs & Maintenance of Medical equipments | --Do-- | Rs.50,000/- (in each case) | -- |

2. It has since been decided in consultation with the Finance Deptt. that for the above items of expenses "Heads" of the following institutions under this Deptt. should be vested with the financial power as indicated under Column (IV) of the statement in the margin as are now enjoyed by different authorities in terms of above orders of the Finance Deptt.:-

- (i) Regional Institute of Ophthalmology, Calcutta.
- (ii) School of Tropical Medicine, Calcutta.
- (iii) Dr. R. Ahmed Dental College & Hospital, Calcutta.
- (iv) North Bengal Medical College & Hospital, Darjeeling.

3. In pursuance of the above decision the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that the Directors/ Principal Superintendents of the institutes indicated in para -2 above will henceforth enjoy the financial powers upto the limit as shown under Column (4) of the statement in the margin for the items of expenses as shown under column (2) therein subject to fulfillment of conditions as laid down therein.

4. This order is issued with the concurrence of the Finance Deptt. vide their u/o No. 1304-Gr.'T' dt. 15-09-98 and u/o No.Group 'O' No. 1348 dt. 15-09-98.

5. The Accountant General, West Bengal and all other concerned are being informed.

Sd/- Illegible
Assistant Secretary

Text of GO. No.8156-F Dt. 30.08.2001; Sub: Modification of DFPR to Principals/
Directors of Government Medical Colleges

Government of West Bengal
Finance Department
Audit Branch

No. 8156-F

Dated: 30-08-2001

MEMORANDUM

In partial modification of Finance Department (Audit Branch) Memorandum Number 473-F. dt the 16-01-98, the Governor is pleased to enhance present limit of financial powers delegated to the Principals/ Directors of Government Medical Colleges detailed in the annexed statement.

2. The Governor is further pleased to retain the financial powers delegated to the Surgeon Superintendent or Superintendents of different Government Hospitals as they are.
3. Necessary amendments of the Delegation of Financial Power rules, 1977 will be made in due course.

By Order of the Governor,

Sd/- B. K. Mazumdar
Special Secretary to the Govt. of West Bengal
Finance Department

Annexed Statement of revised Financial Powers delegated to the Principals of the
Seven Govt. Medical Colleges and Director IPGME & R, Kolkata

Memo No. 8156-F dt. 30/08/2001

| DESCRIPTION OF ITEMS | EXTENT OF POWER | REMARKS |
|--|--|--|
| 1. Maintenance and repair of medical equipments and machines | Full power. | All formalities regarding financial procedures and rules should be maintained |
| 2. Repair of furniture. | Maximum Rs. 1000/- per item subject to Rs. 100,000/per year. | -do- |
| 3. Repair and maintenance of vehicles and ambulances. | (i) Rs. 75, 000/- per ambulance per year for both petrol and diesel driven ambulances. (ii) Rs. 50,000/- per vehicle per year both for petrol-and diesel driven vehicles. | In every sanction order or in the bill on this, account, the particular vehicle number and the exact amount of progressive expenditure upto the date must be indicated. |
| 4. Purchase of Stores (Equipment and other Medical Accessories). | (i) Rs. 100,000/- per item at a time subject to observance of financial formalities & approval of College Council. (ii) In cases of purchases exceeding Rs. 100,000/- but not exceeding Rs. 300,000\-, approval of the College Council as well as Director of Medical Edu-cations will be necessary | (i) All financial rules must be strictly adhered to. (ii) Each Principal/Director must give a quarterly report of the progressive sanction amount to the administrative department. |
| 5. Purchase of new furniture. | Rs. 75,000/- per annum. | All financial rules must be adhered to. |
| 6. Purchase of books and Journals. | Rs. 100,000/- per annum with approval of the college council in each case. | -do- |

2. In respect of the financial powers delegated in item 4 above, the department would prescribe the maximum limit upto which such purchases can be made during a financial year from the Budgetary provisions.

3. All other financial powers delegated to the Principals/Directors Government Medical Colleges from time to time hitherto shall remain unchanged.

Special Secretary to the Government of West Bengal,
Finance Department

Text of GO. No.8755-F Dt. 18.09.2001; Sub: Modification of DFPR to CMOH & Superintendents of different categories of Hospitals

Government of West Bengal
Finance Department
Audit Branch

No.8755-F

Kolkata, the 18th Sept., 2001

M E M O R A N D U M

Sub: Delegation of Financial powers to CMOHs and Superintendents of different categories of Hospitals.

In view of the policy of decentralization of financial powers, particularly for the sake of smooth functioning of the Hospital system under the control of the State Government the undersigned is directed by order of the Governor to say that the Governor has been pleased to enhance the financial powers delegated to the CMOHs, the Superintendents of different categories of Hospitals in this State as detailed in the annexed statement.

2. Health Department must ensure through Internal Audit and such other mechanism, as necessary, that financial rules are strictly observed by the various authorities in exercise of the delegated power.
3. This order issues in partial modification of this Department Memorandums No.2369-F dt. 7.3.1997 and No.473-F dated 16.1.1998.
4. Necessary amendments to the Delegation of Financial Powers Rules, 1977 will be made in due course.

Sd/- S.K.Pal
Joint Secretary to the Govt.
of West Bengal

Annexed Statement of revised Financial Powers delegated
To C.M.O.H.s., Superintendents of different categories of
Hospitals (Annexure to Memo No.8755-F dt. 18th Sept. 01)

| S1. No. | Description Of items | Names of the Officers | Extent of Power |
|---------|--|---|--|
| 1. | Maintenance & Repair of medical equipments | (a) CMOH (For the office of the Dy. CMOH-I,II,III,IV & ACMOH, Zonal Leprosy Offices & BMOH, Clinics, R.T.C., F.W. Training Centre, Nursing Training Instt.) (b) Supdts. Of the Dist. Hospitals. (c) Supdts. Of the Decentralized Hospitals (d) Supdts. Of the Sub-Divisional Hospitals (e) Supdts. Of the S.G. Hospitals. | Rs.50,000/- per item at a time. Rs.40,000/- per item at a time. Rs.40,000/- per item at a time. Rs.30,000/- per item at a time. Rs.25,000/- per item at a time. |
| 2. | Repair of Furniture | (a) CMOH (For the office of the Dy. CMOH-I,II,III,IV, & ACMOH, Zonal Leprosy Offices & BMOH, Clinics, R.T.C., F.W. Training Centre, Nursing Training Instt.) (b) Supdts. Of the Dist. Hospitals. (c) Supdts. Of the Decentralised Hospitals. (d) Supdts. Of the Sub-Divisional Hospitals. | Rs.1,000/- per item subject to max. of Rs.50,000/- per annum. Rs.500/-per item subject to max. of Rs.25,000/- p.a. Rs.500/-per item subject to max. of Rs.25,000/- p.a. Rs.500/-per item subject to max. of Rs.5,000/- p.a. |

| Sl. No. | Description Of items | Names of the Officers | Extent of Power |
|---------|---|--|--|
| 3. | Repair & Maintenance of vehicles & Ambulances including POL | <p>(e) Supdts. Of the S.O. Hospitals.</p> <p>(a) CMOH (For the office of the Dy. CMOH-I,II,III,IV & ACMOH, Zonal Leprosy Offices & BMOH, Clinics, R.T.C., F.W. Training Centre, Nursing Training Instt.)</p> <p>(b) Supdts. Of the Dist. Hospitals.</p> <p>(c) Supdts. Of the Decentralised Hospitals</p> <p>(d) Supdts. Of the Sub-Divisional Hospitals</p> <p>(e) Supdts. Of the S.G. Hospitals.</p> | <p>Rs.500/-per item subject to max. of Rs.5,000/- p.a.</p> <p>Rs.50,000/- per vehicle per annum.</p> <p>For Ambulance Rs.75,000/- per vehicle p.a.</p> <p>For other vehicles Rs.50,000/- per vehicle p.a.</p> <p>For Ambulance Rs.75,000/- per vehicle p.a.</p> <p>For other vehicles - Rs.50,000/- per vehicle p.a.</p> <p>For Ambulance Rs.75,000/- per vehicle p.a.</p> <p>For other vehicles - Rs.50,000/- per vehicle p.a.</p> <p>For Ambulance</p> |

| S1. No. | Description Of items | Names of the Officers | Extent of Power |
|---------|---|---|---|
| 4. | Purchase of Stores (Equipment & other Medical Accessories other than medicines) | (a) CMOH (For the office of the Dy.CMOH-I,II,III,IV, & ACMOH, Zonal Leprosy Offices & BMOH, Clinics, R.T.C., F.W. Training Centre, Nursing Training Instt.) (b) Supdts. Of the Dist. Hospitals. (c) Supdts. Of the Decentralised Hospitals. (d) Supdts. Of the Sub-Divisional Hospitals. (e) Supdts. Of the S.O. Hospitals. | Rs.75,000/- per vehicle p.a. For other vehicles - Rs.50,000/- per vehicle p.a. Rs.50,000/- per item at a time. Rs.40,00/- per item at a time. Rs.30,000/- per item at a time. Rs.30,000/- per item at a time. Rs.25,000/- per item at a time. |
| 5. | Purchase of new furniture | (a) CMOH (For the office of the Dy. CMOH-I,II,III,IV & ACMOH, Zonal Leprosy Offices & BMOH, Clinics, R.T.C., F.W. Training Centre, Nursing Training Instt.) (b) Supdts. Of the Dist. Hospitals. (c) Supdts. Of the Decentralised Hospitals (d) Supdts. Of the Sub-Divisional Hospitals (e) Supdts. Of the S.G. Hospitals. | Rs.5,000/- p.a. Rs.25,000/- p.a Rs.25,000/- p.a Rs.25,000/- p.a Rs.25,000/- p.a |
| 6. | Steel Almirah purchase | (a) CMOH (For the office of the Dy.CMOH-I,II,III,IV, & ACMOH, Zonal Leprosy Offices & BMOH, Clinics, | Rs.10,000/- p.a |

| S1. No. | Description Of items | Names of the Officers | Extent of Power |
|---------|----------------------|--|--|
| | | R.T.C., F.W. Training Centre, Nursing Training Instt.) (b) Supdts. Of the Dist. Hospitals. (c) Supdts. Of the Decentralised Hospitals. (d) Supdts. Of the Sub-Divisional Hospitals. (e) Supdts. Of the S.O. Hospitals. | Rs.10,000/- p.a Rs.10,000/- p.a Rs.10,000/- p.a Rs.10,000/- p.a |

Sd/- S.K.Pal
Joint Secretary to the Govt.
of West Bengal

Text of GO. No. HF/O/MERT/841/HAD/D/2001/Pt.-I Dt. 08.10.2001; Sub:
Delegation of financial powers to decentralized hospitals under the Directorate of
Medical Education Services

Government of West Bengal
Department of Health & Family Welfare
MERT Branch

No.HF/O/MERT/841/HAD/D/2001/Pt.-I

Dated : 08.10.2001.

From : The Assistant Secretary to the Government of West Bengal.

To : The Director of Medical Education, W.B.

Sub: Delegation of financial powers to decentralized hospitals under the Directorate of Medical Education Services.

M E M O R A N D U M

In F.D(Audit Branch) Memo No.8156-F dated 30.8.2000 the limit of financial powers delegated to the Principals / Directors of the seven Medical Colleges and IPGMER were enhanced.

In F.D(Audit Branch) Memo No.8755-F dated 18.09.2001, the financial powers delegated to the Superintendents of the decentralized hospitals of this State were interalia enhanced.

2. In this regard it is observed that a list of decentralized hospitals under the Directorate of Medical Education Services needed to be published in order to enable the administrative authorities of such institutions to exercise the financial powers delegated in terms of FD (Audit Branch) Memo No.8755- F dated 18.9.2001.

3. After careful consideration of the matter, the Governor is pleased to declare the following hospitals / medical institutions and their administrative authorities, as “decentralized hospitals”, far order to enable the respective administrative authorities to exercise the financial powers as delegated in terms of FD (audit Branch) Memo No.8755- F dated 18.9.2001:

- a. Director, School, of Tropical Medicine, Kolkata;
- b. Principal, Chittaranjan Seva Sadan & Sishu Sadan, Kolkata;
- c. Superintendent, ID & BG Hospital, Kolkata;
- d. Superintendent, Dr. B.C.Roy Memorial Hospital for Children;
- e. Supdt., Dr. B.C.Roy Polio Hospital for Crippled Children;
- f. Surgeon Supdt., G.M.H., Kalyani;
- g. Director, RIO, Kolkata;
- h. Principal, RADC, Kolkata;

i.Principal, NBDC, Darjeeling.

4. The internal audit or such other mechanisms as deemed necessary shall be applied to ensure strict observance of financial rules or other rules.
5. All concerned are being informed.

Sd/-Illegible
Assistant Secretary to the
Government of West Bengal.

Text of GO. No. HF/O/AUH/429/1A-71/2001 Dt. 04.12.2001; Sub: BMOH as DDO
related to Ayurvedic Medical Officers

Government of West Bengal
Department of Health & Family Welfare
A.U.H. Branch

No. HF/O/AUH/429/1A-71/2001

Dated, Kolkata, the 4th December, 2001

MEMORANDUM

The undersigned is directed to say that under the existing Govt. orders the Senior Ayurvedic Medical Officers posted at the State Ayurvedic Dispensaries are the Drawing and Disbursing Officers in respect of their Dispensaries and the concerned Block Medical Officer of Health is the Drawing and Disbursing Officer in respect of their Dispensaries and the concerned Block Medical Officer of Health is the Drawing and Disbursing Officer in respect of some of the Senior Ayurvedic Medical Officers posted in different PHC, RHC and SHC.

2. To Bring a parity in the process of drawing and disbursing it has been examined thoroughly and after careful consideration it has been decided that henceforth, the concerned Block Medical Officer of Health will be the Drawing and Disbursing Officer in respect of all the Ayurvedic dispensaries and SAMOs (3rd Medical Officer) situated under his administrative jurisdiction irrespective of their nature and location.

3. The D.D.O. in respect of Directorate of Ayurveda, West Bengal will be the Drawing and Disbursing Officer in respect of all the Ayurvedic Dispensaries situated in Kolkata.

4. The order is issued in supersession of all previous orders in this regard and will take immediate effect.

Further instructions follow.

By order of the Governor

Sd/- A. Barman,
Secretary to the Government of West Bengal

Text of GO. No.11550-F Dt. 20.12.2001; Sub: Modification of DFPR regarding
purchase of Drugs

Government of West Bengal
Finance Department
Audit Branch

No. 11550-F

Kolkata, the 20th December, 2001

MEMORANDUM

Keeping in view the policy of decentralization of financial powers the Governor has been pleased to delegate the financial powers in respect of purchase of the following items in the following manner.

| Sl. No. | Description of items | Name of Officers | Extent of Power (in each case at a time) |
|---------|--|---|---|
| 1. | Penicillin and other Antibiotic drugs – Purchase of - | (a) Secretary of the Department..... (b) DHS / DME..... (c) DDHS (E & S) (d) CMOHs | Rs. 10 lakh Rs. 8 lakh Rs. 4 lakh Rs. 2 lakh |
| 2. | Other drugs – Purchase of - | (a) Secretary of the Department..... (b) DHS / DME..... (c) DDHS (E & S) (d) CMOHs | Rs. 10 lakh Rs. 5 lakh Rs. 2 lakh Rs. 1 lakh |

2. Health & Family Welfare Department is requested to ensure strict observance of relevant financial rules, particularly rules relating to tender, quotation, etc. while purchasing the items in exercise of the delegated powers hereinabove by the respective authorities on delegation of financial powers.

3. Necessary amendment to the Schedule 'B' of Delegation of Financial Powers Rules, 1977 will be made in due course.

Yours faithfully
Sd/- Illegible
Assistant Secretary to the
Government of West Bengal

Text of GO. No. 11720-F Dt. 27.12.2001; Sub: DFPR regarding ACMOH

Government of West Bengal
Finance Department
Audit Branch

No. 11720-F

Kolkata, the 27th December, 2001

MEMORANDUM

Keeping in view the Government policy of decentralization of the financial power to incur expenditure on account of certain items urgently required to run Government Hospitals and other Health Institutions the undersigned is directed by the order of the Governor to say that the Governor has been pleased to delegate the same financial powers to the Assistant Chief Medical officer of health for administering smoothly the Health care services at Block, Rural areas and primary Health care Centres relating to medical, Public health and Family welfare spheres falling within the sub-division under him, as have been delegated to the Superintendents of Sub-Divisional Hospitals under this department Memorandum No. 8755-F dt. 18th September, 2001.

Health & Family Welfare Deptt. is requested to ensure strict observance of relevant financial rules, particularly rules relating to tender, quotation, etc. while purchasing the items in exercise of the delegated powers by the Assistant Chief medical Officer of Health.

Necessary Amendment to the schedule 'B' of Delegation of Financial Power Rules, 1977 will be made in due course.

Sd/- S.K.Paul
Joint Secretary to the
Government of West Bengal
Finance Department

Text of GO. No. 8414-F Dt. 19-08-2002; Sub: DFPR regarding KfW aided Indo-German Basic Health Project (GTZ-KfW)

Government of West Bengal
Finance Department
Audit Branch

No.8414-F

Kolkata, the 19th Aug, 2002.

MEMORANDUM

For the sake of speedy implementation of the time-bound KfW aided Indo-German Basic Health Project (GTZ-KfW), which has been taken, up for the up-gradation of basic health services in eight districts of West Bengal viz. Bankura, Birbhum, Coochbehar, Darjeeling, Jalpaiguri, Purba Medinipur, Paschim Medinipur and Purulia, the delegation of financial powers to the appropriate authorities was under consideration of the Government.

After careful consideration of all the aspects of the matter the Governor has been pleased to empower, the Principal Secretary/ Secretary of the Health & Family Welfare Department and the Project Director & Programme Director of the Project with the following powers:-

A. Principal Secretary/ Secretary of the Health & Family welfare Department:-

(a) Subject to budget provision, all proposals for according sanction to expenditure beyond the financial powers delegation to the Project Director of the above project provided such expenditure in respect of -

- i) Civil construction does not exceed Rs.2 crore in any single proposal and
- ii) procurement of drugs, equipments, articles etc. for the project, it does not exceed Rs.1.5 crore in any single proposal,

(b) to relax rules in respect of construction work or procurement of drugs, equipments, articles etc. for the project and

(c) to purchase ambulances, office equipments and installation of new telephones/ fax machines for the project offices subject to –

- i) observance of the usual norms followed in such cases and
- ii) such purchases being permissible as per approved project and the expenditure remaining within the over all financial limits laid down in the project.

(d) All those expenditure in case of which the upper ceiling of the Project Director, for a financial year has been crossed.

B. PROJECT DIRECTOR & PROGRAMME DIRECTOR:-

(a) Training /Workshop-

Full financial power will vest. Due observance of KfW-GTZ guidelines will have to be ensured.

(b) Maintenance of equipments and furniture –

Full financial power will vest. The upper limit for the expenditure will be Rs.2.50 lakh per financial year.

(c) Purchase of Books / Journals

Full financial power vest. The upper limit for the expenditure will be Rs. 1.00 lakh per financial year.

(d) Office expenses for the office of the Project Director & Programme Director.

Full financial power will vest. The upper limit for the expenditure will be Rs.5.00 lakh in a financial year.

C. All proposals for creation of new posts, filling up of vacant posts, re-designation or change of nomenclature of a post shall continue to be referred to the Finance Department.

Sd/- B.K. Majumder
Special Secretary to the
Government of West Bengal
Finance Department.

Text of GO. No. HF/O/MS/115/FA/N/1A-3/28/03Dt. 17.03.2003; Sub: ACMOH as
DDO

Government of West Bengal
Department of Health & Family Welfare
M.S. Branch

No. HF/O/MS/115/FA/N/1A-3/28/03

17th March, 2003

From : The O.S.D. & E.O. Deputy Secretary to the Government of West Bengal
To : The Director of Health Services, West Bengal

Sub : Declaration of D.D.O. on respect of A.C.M.O.H. Offices

MEMORANDUM

In G.O. No. HF/P/MS/372/W-02/02 dated 25.7.2002, the Sub-Divisional A.C.M.O.H. Office was created in 12 Sub-division. The undersigned is further directed to order that all the A.C.M.O.H. in the office of the new establishment will act as D.D.O. in respect of the establishment of the A.C.M.O.H. Office.

All Treasury Officers in the respective Sub-Division, are being informed accordingly.

Sd/- Illegible
The O.S.D. & E.O. Deputy Secretary to the
Government of West Bengal
Department of Health & Family Welfare

Text of GO. No. 9722-F, Dt. 05-09-2003; Sub: DFPR amendment regarding washing of linen

Government of West Bengal
Finance Department
Audit Branch

No. 9722-F
Correction Slip No. 13

Kolkata, the 5th September, 2003.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 166 of the Constitution of India the Government has been pleased to make the following amendment in the Delegation of Financial Powers Rules 1977 as subsequently amended (hereinafter referred to as the said Rules):

AMENDMENT

In the said Rules in Schedule 'B' in respect of the entries of Health Department insert item 9 as follows:

| Item(1) | Name of the Officer | Extent of power delegated | Remarks |
|---------------------------|-------------------------------------|----------------------------------|--|
| (9) Washing of Linen etc. | Superintendents of Govt. Hospitals. | Full Power | With contractors approved by the Tender Selection Committee. |

Sd/- P.K. Guha Roy
*Joint Secretary to the
Government of West Bengal
Finance Department*

Text of GO. No. 12837-F Dt. 01.12.2003; Sub: DFPR to Heads of the medical teaching and non-teaching state-run hospitals for purchase of widely used patient-care items

Government of West Bengal
Finance Department
Audit Branch

No.12837-F

Kolkata, the 1st December,2003

Notification

Authorities of different categories of State run hospitals have been facing serious difficulties in undertaking day to day repair and maintenance of the following widely used patient-care items, due to inadequate financial power delegated to them for such purpose solely for patients care :-

- 1.Fowler's Bed;
- 2.Patients' Cot;
- 3.Patients' trolley with necessary attachment for keeping oxygen cylinders;
- 4.Stretchers;
- 5.Wheel Chair;
- 6.Patient Trolley;
- 7.O.T.Table;
- 8.Labour Table;

2. With a view to ensuring smooth running of the Hospitals, the Governor is pleased to delegate full financial powers to the heads of the medical teaching and non-teaching state-run hospitals, that is : Principals of Medical Colleges, Dr. B.C.Roy Memorial Hospitals for Children and B.C.Roy Polio Clinic & Hospitals, Director, IPGME & R, Superintendents of District Hospitals, Sub-divisional Hospitals, Decentralised Hospitals, State General Hospitals, for repair and maintenance of the aforesaid 8 (eight) items subject to budget provisions, availability of fund and observance of the relevant financial rules and orders.

3. This order is issued with the concurrence of the Finance Deptt. vide their U.O.No.Group 'T' No. 1595 dated 18-11-2003 and after cancellation of all orders issued earlier in this regard.

4. All concerned are being informed.

By order of the Governor,
Sd/- P.K.Guha Roy
Joint Secretary to the
Government of West Bengal

Text of GO. No. HF/BHP/KfW/AMBL/107/2004/271, Dt. 18-01-2005; Sub: DFPR regarding fix the rates of user charges of ambulance services

Government of West Bengal
Health and Family Welfare Department
Indo-German (KfW-GTZ) Basic Health Project

No.HF/BHP/KfW/AMBL/107/2004/271

January 18, 2005

MEMORANDUM

Sub: Delegation of power to District Health & Family Welfare Samitis to fix the rates of user charges of ambulance services at Block Primary Health Centres / Primary Health Centres to be introduced through Public Private Partnerships under Indo-German Basic Health Project, West Bengal.

One of the major components of the KfW funded Indo-German Basic Health Project, West Bengal being implemented in 8 (eight) districts of the State is introduction of ambulance services at Block Primary Health Centres (BPHC) / Primary Health Centre (PHC) through Public Private Partnerships. Under the Scheme, which has been adopted vide Memorandum No. HF/BHP/KfW/AMBL/107/2004/236 dated December 28, 2004, NGOs / CBOs / Trusts etc. who will be running the ambulances are entitled to collect and retain user charges at a rate to be fixed by the Department of Health & Family Welfare in consultation with District Health and Family Welfare Samitis.

In the interest of expeditious implementation of the aforesaid Scheme of ambulance services, it has now been decided by the Government, that District Health & Family Welfare Samitis shall be authorized to fix the rates of user charges in keeping with the formula suggested in sub-section 4.1 (vii) of Section 4 of the Scheme annexed to Memorandum No. HF/BHP/KfW/AMBL/107/2004/236 dated December 28, 2004.

The authority to fix the rates of user charges is hereby delegated to District Health & Family Welfare Samitis of the districts of Coochbehar, Jalpaiguri, Darjeeling, Purulia, Birbhum, Bankura, Purba Medinipur & Paschim Medinipur as well as that of Darjeeling Gorkha Hill Council in relaxation of sub-section 3.1.5 of Section 3, sub-sections 4.1 (vii) & 4.2.5 of Section 4 of the Scheme. The Clause 5 of the Agreement, which is Annexure-I to the aforesaid Scheme shall also stand modified accordingly.

In this connection it is essential to ensure that User Charges are fixed by all the District Health and Family Welfare Samitis by February 25, 2005 and intimated to this

Project Office because the delivery of the Ambulances is going to start very shortly and Agreements with the selected NGOs / CBOs / Trusts etc. cannot be signed till the User Charges are fixed by the Samitis.

Sd/- Rajeev Dubey
Special Secretary &
Programme Director
Basic Health Project, W.B.

Text of GO. No. HF/O/MERT/HSL (Misc)-14/1250/2005 Dt. 05.12.2005; Sub: DFPR regarding minor repair/ replacement/renovation/maintenance

Government of West Bengal
Department of Health and Family Welfare
MERT Branch

No.: HF/O/MERT/HSL (Misc)-14/1250/2005 Dated: Kolkata, the 5th December, 2005

Notification

In adherence to the policy of decentralization, and with a view to ensure better service to the patients and smooth running of State Government Hospitals, Medical Colleges and other Medical Teaching Institutions, the issue of delegation of powers to enable the Superintendents / Medical Superintendent-cum-Vice principals/ principals/ Directors of such Institutions to undertake petty repairs / minor civil and electrical works was under consideration of the State Government for some time past.

After careful consideration of the matter, the government is pleased to delegate powers to Director, Institute of Post Graduate Medical Education and Research (IPGMER); Kolkata, Director, School of Tropical Medicine (STM), Kolkata, Principals / Medical Superintendent-cum- Vice Principals of Medical Colleges and Hospitals, principals / Superintendents of other Medical Teaching Institutions, and Superintendents of Decentralized Hospitals, District Hospitals, State General Hospitals, Sub-divisional Hospitals and Rural Hospitals for undertaking minor repair/ replacement/renovation/maintenance in the respective institutions up to Rs. 5000/- (Rupees Five thousand only) per item subject to the budget provisions, availability of funds and observance of financial rules and orders. No. work should be undertaken which may cause damage to the existing equipment/(s) or to the structural integrity of the existing building.

Necessary expenditure for this purpose will be debited to the detailed head of account “27-Minor Works/ Maintenance” or “ 19-Maintenance” corresponding to the relevant Scheme Head under which the fund will be placed by the Addl. Director of Health Services (A.A. & V) from time to time. The concerned authorities are directed to submit their demand to the Addl. Director of Health Services (A.A. & V).

This order is issued with the concurrence of the Financial Department and the Public Works Department vide their U.O.No. 1050 Group-T dated 2nd August, 2005 and U.O.No. 883 Group-O dated 2nd August, 2005 and memo No. 279/SPW/2005 dated 16.05.05. respectively.

All concerned are being informed.

By order of the Governor
Sd/ S.N. Banerjee
Special Secretary

List of the "Decentralised Hospitals and Institutions"
under the Directorate of Health Services except 14 (Fourteen) Teaching Institutions
under Directorate of Medical Education.

KOLKATA

1. Superintendent, North Sub urban Hospital, Coosipore, Kolkata ;
2. Superintendent, Abinash Dutta Maternity Home, Kolkata ;
3. Superintendent, Indira Matri-O-Sishukalyan, Kolkata ;
4. Medical Superintendent, Lady Duftrin Victoria Hospital, Kolkata ;
5. Principal, District Family Welfare Bureau, Kolkata ;
6. Director, Passeur Institution,
7. Director, I. B. T. M. I. H., Kolkata (Formaly Central Blood Bank) Kolkata ;
8. Director, Central Combined Laboratory, Kolkata ; .
9. Epidemic Control Officer, Anti Plague Organisation, Kolkata ;
10. Superintendent, Beleinghata Polyclinic; Kolkata ;
11. Superintendent, B.C.Roy Diagonistic Research Laboratory, Kolkata ;
12. Principal. Family Welfare Training Centre, Kolkata ;
13. Superintendent, Sambhunath Pandit Hospital, Kolkata ; .
14. Superintendent, Bhabanipur Mental Observation Ward, Kolkata ;
15. Superintendent, Vidyasagar Hospital, Kolkata ;
16. Superintendent, Ramrikdas Horolalka Hospital, Bhawanipur, Kolkata ;
17. Superintendent, Bijoygarh State General Hospital, Jadavpur, Kolkata
18. Superintendent, Moor Avenue Polyclinic, Kolkata ;
19. Superintendent, K.S.Rly T.B. Hospital, Jadavpur, Kolkata ;
20. Superintendent, M.R. Bangur Hospital, Tollygunge, Kolkata ;
21. Superintendent, Kolkata Pavlov Hospital;
22. Superintendent, Lumbinipark Mental Hospital, Kolkata ;

NADIA

1. Superintendent, J.N.M. Hospital, Kalyani, Nadia;
2. Superintendent, N.S.S., Kalyani, Nadia;
3. Superintendent, Dr. B.C.Roy Chest Sanatorium, Dhubulia, Nadia;
4. Principal, Institute of Pharmacy, Kalyani;
5. Principal, Rural Training Centre, Kalyani;
6. Principal, F.W. Training Centre, Kalyani.

DARJEELING

1. Superarintendent, S.B.Dey Sanitorium, Kerseang, Darjeeling ;

JALPAIGURI

1. Principal, Institute of Pharmacy, Jalpaiguri

BURDWAN

1. Principal Rural Training Centre, Burdwan ;

BANKURA

1. Superintendent, Gouripur Leprosy Hospital, Gouripur, Bankura ;
2. Principal, Institute of Pharmacy, Bankura ;

MIDNAPORE.

1. Superintendent, M.R.Bangur Sanatorium, Dighri, Midnapore ;

HOOGHLY

2. Superintendent, Gourhati T.B. Hospital, Serampur, Hooghly.

NORTH-24-PARGANAS, SOUTH-24-PARGANAS, HOWRAH, MURSHIDABAD,
MALDA, UTTAR DINAJPUR, DAKSHIN DINAJPUR, COOCH BEHAR,
BIRBHUM,
PURULIA, HOOGHLY-NIL

Text of GO No. 10637-F Dt. 26-12-2005; Sub: DFPR regarding DFID assisted Health System Development Initiative Programme

Government of West Bengal
Finance Department
Audit Branch

No. 10637-F

Kolkata, the 26th December, 05.

For the sake of speedy implementation of the time –bound DFID assisted Health System Development Initiative Programme, which has been taken up to achieve improved health status for poor people in this State, the delegation of financial powers to the appropriate authorities was under consideration of the Government.

After careful consideration of all the aspects of the matter the Governor has been pleased to empower the Principal Secretary / Secretary of the Health & Family Welfare Deptt. and the Project Director & Programme Director of the Project with the following powers:-

A. Principal Secretary /Secretary of the Health & Family Welfare Department:-

(a) Subject to budget provision, all proposals for according sanction to expenditure beyond the financial powers delegated to the Project Director of the above project provided such expenditure in respect of ---

- i) Civil construction does not exceed Rs. 2(two) crore for an individual unit;
- ii) Procurement of drugs, equipments, articles etc. for the project;

(b) In respect of construction work and procurement of drugs, equipments, articles etc. for the project, DFID guidelines will prevail over the State Rules where it is found that DFID prescribed financial rules are at variance with the provisions of State policies as contained in Rules 47, 47A & 47B of WBFR, Volume-I modified under notification No. 10500-F dt. 19-11-2004 OR if there is no appropriate State financial rules to apply.

(c) to purchase ambulances, office equipments and installation of new telephones/ fax machines for the project offices subject to—

- i) observance of the norms as stated hereinbefore in (b) and
- ii) such purchases being permissible as per approved project and the expenditure remaining within the overall financial limits laid down in the project;

(d) All those expenditure in case of which the upper ceiling of the Project Director, for a financial year has been crossed.

B. PROJECT DIRECTOR & PROGRAMME DIRECTOR :-

- (a) Training / workshop

Full financial power will vest. Due observance of DFID guidelines will have to be ensured.

(b) Maintenance of equipments and furniture

Full financial power will vest. The upper limit for the expenditure will be Rs.2.50 lakh per financial year.

(c) Purchase of Books/ Journals

Full financial powers will vest. The upper limit for the expenditure will be 1.00 lakh per financial year.

(d) Office expenses for the office of the Project Director & Programme Director.

Full financial power will vest. The upper limit for the expenditure will be Rs.5.00 lakh in a financial year.

Sd/- B/ Bandyopadhyaya
Joint Secretary to the
Government of West Bengal
Financial Department.

Text of GO. 3920-F Dt. 29.05.2006; Sub: DFPR regarding Fees payable to Medical Council of India by Head of concerned Medical Institution

Government of West Bengal
Finance Department
Audit Branch

No. 3920-F.

Kolkata, the 29th May, 2006

NOTIFICATION

In exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendment in the Delegation of Financial Power Rules, 1977 published under this Department's Notification No.9751-F, dated 17.11.1977, as subsequently amended (hereinafter referred to as the said rules):

Amendment

In the said rules, in Schedule 'A' under Rule 18 after No.8 insert the following entries:

| Department | Item | Authority | Extent of Power |
|--|--|---------------------------------------|------------------------|
| Health Deptt. Presently Health & Family Welfare Deptt. | 9a. Fees payable to Medical Council of India for Starting any new post graduate course under Section 10A of the IMC Act. (Separate fees required for each course). | Head of concerned Medical Institution | Full power |
| | 9b. Fees payable to Medical Council of India for recognition of any post-graduate course under section 11/2 of the IMC Act. | -- Do -- | Full power |
| | 9c. Fees payable to Medical Council of India for renewal of MBBS course under section 10A of the IMC Act. | -- Do -- | Full power |
| | 9d. Fees payable to Medical Council of India for renewal of recognized undergraduate colleges for MBBS course each year. | -- Do -- | Full power |
| | 9e. Affiliation of fees for each year for the West Bengal University of Health Science of 100 annual student intakes. | -- Do -- | Full power |
| | 9f. Affiliation fees for each year for the West Bengal University of Health Science for 150annual students' intake. | -- Do -- | Full power |
| | 9g. Affiliation fees for any Nursing College payable to Indian Nursing Council. | -- Do -- | Full power |
| | 9h. Inspection fees for B.Sc. Nursing payable to Indian Nursing Council | -- Do -- | Full power |
| | 9i. Renewal of recognition for B.Sc. & M. Sc. Nursing Course | -- Do -- | Full power |

| | | | |
|--|---|----------|------------|
| | 9j. Affiliation fees for B.Sc. & M.Sc. Nursing payable to West Bengal University of Health Science. | -- Do -- | Full power |
| | 9k. Yearly inspection fee for B.D.S. Dental course payable to Dental Council of India. | -- Do -- | Full power |
| | 9l. Yearly renewal of recognition fee for B.D.S. Dental course payable to Dental Council of India. | -- Do -- | Full power |

Sd/- **B. Bandyopadhyay**
*Joint Secretary to the
Government of West Bengal*

Text of GO. No. HF/O/MS/157/W-35/07 Dt. 13.04.2007; Sub: administrative approval to plan projects/ schemes with cost not exceeding Rs.3(Three) Crore

Government of West Bengal
Department of Health and Family Welfare
M.S. Branch
“Swasthya Bhawan”, Block Gn-29,
Sector- V, Salt Lake City, Kolkata- 700 091

No. HF/O/MS/157/W-35/07

Dated, Kolkata, the 13th April, 2007

ORDER

The Finance Department, Government of West Bengal, vide No. 1880-F dated 07-03-07 has since decided to lay down the procedure for according administrative approval to plan projects/ schemes with cost not exceeding Rs.3(Three) Crore and while doing so the Finance Department has proposed to constitute a Departmental Approval Committee.

2. In pursuance of the above decision, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to constitute the Departmental Approval Committee of the Health and Family Welfare Department with the following:-

| | | |
|------|--|----------|
| i) | Additional Chief Secretary, Health & Family Welfare Department | Chairman |
| ii) | Special Secretary, Finance Department In-Charge of Group- ‘O’ administrative group of Health & Family Welfare Department | Member |
| iii) | Director of Medical Education, W.B./ Director of Health Services, W.B./ Director of Ayurveda, W.B./ Director of Homoeopathy, W.B./ Special Officer, Unani as the case relates to that technical Directorate, | Member |
| iv) | Shri A.K.Das, Commissioner, Family Welfare and Special Secretary, Health & F.W. Deptt. | Convenor |

3. All plan projects/ schemes with project cost not exceeding Rs.3 (Three) Crore shall be placed before the Departmental Approval Committee (DAC).

4. This Committee shall have the power to accord administrative approval of projects/ Schemes with cost not exceeding Rs.3 (Three) Crore.

5. The Special Secretary of the Finance Department shall perform the function of the Financial Advisor (F.A) of the Department of Health & Family Welfare in the DAC. No meeting of the DAC shall be held in absence of the F.A.

6. No project/scheme shall be approved by the DAC without the consent of the F.A. The specific opinion of the F.A. in regard to all the Schemes will have to be recorded in the proceeding of the meeting. The reason for disagreement on the part of the F.A. in respect of any of the projects/ schemes will form part of the proceedings of the meeting.

7. A statement projects/ schemes approved by the DAC along with record of proceeding will be handed over to the F.A. in duplicate, who will return one copy to this department with U.O. Number of the Finance Department forthwith.

8. This order will take immediate effect.

9. All concerned are being informed.

Sd/- Illegible

Joint Secretary

Text of GO. No. 4805-F Dt. 09.07.2008; Sub: DFPR regarding purchase of store & books/journals

Government of West Bengal
Finance Department
Audit Branch

No. 4805-F

Kolkata, the 9th July, 2008.

NOTIFICATION

In exercise of the power conferred by Clause-3 of the Article 166 of the constitution of India, the Governor is pleased hereby to make the following amendment in the Delegation of Financial power Rules, 1977, published under this Department's Notification No. 9751-F dt. 17.11.1977, as subsequently amended (hereinafter referred to as the said Rules).

AMENDMENT

In the said Rules, in Schedule – 'B' under Rule 18 after item No.8 of Health Department insert the following entries:

| Department | Item | Authority | Extent of power |
|------------|------------------------------|---|--|
| H&FW | Purchase of Books & journals | Principals/ Directors of Medl. Colleges/ Medl. Teaching Institution | Rs. 3.00 lakh per annum subject to observance of normal financial rules. |

This amendment is made in partial modification of Notification No.8156-F dated 30.08.2001.

Sd/- **C.C. Bhattacharyya**
*Joint Secretary to the
Govt. of West Bengal.
(Finance Department)*

Text of GO. No. 860-F(Y) Dt. 02.02.2011; Sub: DFPR regarding purchase of store & books/journals

Government of West Bengal
Finance Department
Audit Branch

No. 860-F(Y)

Kolkata, the 2nd February, 2011

MEMORANDUM

In partial modification of Memorandum No. 8156-F dt. 30.8.2001 read with notification no. 4805-F, dt. 9.7.2008. the undersigned is directed by order of the Governor to say that the Government is pleased to delegate financial powers with the officers of the Health and Family Welfare Department as detailed below:-

| <u>Item</u> | <u>Financial powers delegated to</u> | <u>Extent of Power</u> | <u>Remarks</u> |
|--|--|---|----------------|
| Purchase of stores (Equipment & other Medical Accessories) | i) Principal/Director of Medical College/ Medical Teaching Institution. | Upto Rs. 3,00,000/- per item | |
| | ii) Director of Medical Education, West Bengal | Upto Rs. 5,00,000/- per item | |
| | iii) Secretary/Principal Secretary/Addl. Chief Secretary, Health & Family Welfare Deptt. | Upto Rs. 10,00,000/- per item | |
| Purchase of Books and Journals | i) Principal/Director of Medical College/ Medical Teaching Institution. | Upto Rs. 5,00,000/- per annum with approval of College Council. | |
| | ii) Director of Medical Education, West Bengal | Upto Rs. 8,00,000/- per annum | |
| | iii) Secretary/ Principal Secretary/ Addl. Chief Secretary, Health & Family Welfare Deptt. | Upto Rs. 10,00,000/- per annum. | |

2. In incurring expenditure, normal financial rules should be observed.
3. The powers delegated hereinabove shall take immediate effect.

4. Necessary amendment in the Delegation of Financial Powers Rules, 1977, as amended, shall be made in due course.

Sd/- A. K. Chakraborty

Joint Secretary to the
Government of West Bengal,
Finance Department.

Text of GO. No. 8425-F(Y) Dt. 29.08.2011; Sub: DFPR regarding purchase of store & books/journals

Government of West Bengal
Finance Department
Audit Branch

No.8425-F(Y)

Kolkata, the 29th August, 2011.

MEMORANDUM

In cancellation of Memorandum No. 860-F(Y) dt. 2-2-11, the undersigned is directed by order of the Governor to say that the Governor is pleased to delegate financial powers with the officers of the Health and Family Welfare Department as detailed below:-

| <u>Item</u> | <u>Financial powers Delegated to</u> | <u>Extent of power</u> |
|---|--|---|
| Purchase of stores (Equipment & other Medical Accessories). | i) Principal / Director of Medical College/ Medical Teaching Institution. | Upto Rs. 10,00,000/- per item |
| | ii) Director of Medical Education, West Bengal | Upto Rs. 5,00,000/- per item |
| | iii) Secretary / Principal Secretary / Addl. Chief Secretary, Health & Family Welfare Department | Upto Rs. 50,00,000/- per item |
| Purchase of Books And Journals | i) Principal / Director of Medical College/ Medical Teaching Institution. | Upto Rs. 10,00,000/- per annum with approval of College Council |
| | ii) Director of Medical Education, West Bengal | Upto Rs. 8,00,000/- |
| | iii) Secretary / Principal Secretary / Addl. Chief Secretary, Health & Family | Upto Rs. 50,00,000/- |

Welfare Department

per annum

2. In incurring expenditure, normal financial rules should be observed.
3. The powers delegated hereinabove shall take immediate effect.
4. Necessary amendment in the Delegation of Financial Powers Rules, 1977, as amended, shall be made in due course.

Sd/- S. K. Paul,

Joint Secretary to the
Government of West Bengal
Finance Department

Text of GO. No. 2895-F(Y) Dt. 05.04.2012; Sub: Departmental Approval Committee for Medical / Dental College

Government of West Bengal
Finance Department
Audit Branch

No.2895-F(Y)

Date: 05/04/2012

O R D E R

In terms of G.O.No.1880-F dt. 07.03.2007 read with G.O. No. 9144-F(Y) dt. 22.09.2011 of Finance Deptt. Each Department has constituted a “Departmental Approval Committee” (DAC) for according administrative approval to Plan projects / Schemes with project cost not exceeding Rs. 5 crore.

Now, the Government feels it necessary to decentralize the function of the DAC to Medical / Dental College level in respect of Health & Family Welfare Department in order to speed up sanction and execution of the essential and urgent Plan Projects Schemes / having low project cost, on constituting a “College Level Approval Committee” (CLAC) for each Medical / Dental College under the State Government.

As such in addition to existence of the DAC of Health and Family Welfare Department, the Governor is pleased to lay down the following procedure for according administrative approval of Plan Projects / Schemes:-

- A) Health & Family Welfare Deptt. Shall constitute a “College Level Approval Committee” (CLAC) comprising the following for each Medical / Dental College in the State by notification:-
- | | | | |
|------|--|---|----------|
| i) | Principal / Director of Medical / Dental College | - | Chairman |
| ii) | Medical Superintendent and Vice Principal of Medical College and Hospital / Vice Principal Of Dental College | - | Member |
| iii) | Executive Engineer of the concerned Division or Assistant Engineer of the concerned Sub-Division of PWD / PW (CB) <u>entrusted with Civil Works</u> | - | Member |
| iv) | Executive Engineer of the concerned Electrical Division or Assistant Engineer (Electrical) of the Concerned Sub-Division of PWD / PW (CB) <u>entrusted with Electrical Works</u> | - | Member |
| v) | Officer of the Finance Deptt. Belonging to WBA & AS cadre attached to the Medical College & | - | Member |

- Hospital
- v) Officer of the Finance Department belonging to - Convenor
WBA & AS cadre Officer attached to Medical
College

N.B. – In respect of Dental College, officer of Finance Department belonging to WBA & AS cadre attached to nearby Medical College will be the Convenor.

2. All Plan Project / Schemes with individual Project cost not exceeding Rs. 10 lakh for civil works and not exceeding Rs. 5 lakh for Electrical works shall be placed before the CLAC for consideration of the Committee for according administrative approval. Officer of the Finance Deptt. Belonging to WBA & AS cadre functioning as Accounts Officer attached to Medical College shall perform the function of the Financial Adviser (FA) of the Committee and in his absence no meeting shall be held.
3. No Project / scheme shall be approved by the CLAC without the consent of the F.A.
4. Where the FA does not give his consent for approval of a particular project / scheme, his disagreement with reasons there of to be recorded in the proceeding by the Committee.
5. In the event of such disagreement, if the College authority is of th view that the proposal should be pursued, then it should be sent to the Health & Family Welfare Deptt. For consideration by the DAC.
6. This Committee should have the power to accord administrative approval of all Plan projects / schemes both for Original Works and Replacement & Renovation works subject to the ceiling limit as stated in para A (2) above.
7. A “Scheme Appraisal Note” should be prepared by the College authority for each scheme to be placed before the Committee specifying therein: Unique identification No. of the scheme, name of the works to be done, brief reasons for taking up of work, project cost, name of the executing PWD Division and estimate no., Budget head of a/c in which the scheme is to be executed, total initial Distribution amount pertaining to the Budget head at the beginning of the year (so communicated by the Health & Family Welfare Deptt. At the beginning of the financial year), total administrative approval accorded so far upto the last meeting from the Budget head out of initial Distribution amount, balance available thereof for according further administrative approval.
8. A statement of projects / schemes accorded administrative approval by CLAC along with a record of proceedings should be sent to the Health & Family

Welfare Deptt. In duplicate by the College authority and Health & Family Welfare Deptt. In turn retain one copy and return the other copy along with U.O. No. and date of the Department as concurrence. Thereafter, the Principal / Director of the College will issue administrative approval in favour of the Chief Engineer concerned for execution of the scheme.

9. While issuing such order of administrative approval the following sentence should be incorporated:-

“This order issue with the power delegated vide Finance Deptt. Memo No.2895-F(Y) dt. 05.04.2012 read with the concurrence of Health & Family Welfare Deptt. Vide their U.O. No./ dt.

B) Provision of making Distribution of fund to Colleges for according administrative approval by CLAC:-

1. Upto 40% of Budget provision of a particular financial year pertaining to Detail head “53-Major works / Land and Buildings” sub-ordinate to those Plan heads of account (Capital head) only adjudging suitable for taking up of Original / Replacement & Renovation works by the CLAC should be earmarked by Health & Family Welfare Deptt. for Distribution.
2. College wise Distribution of such fund (not allotment) under the relevant Plan heads of a/c should be intimated to the College authority by 1st week of May of each financial year, so that CLAC can take up scheme / projects for execution round the year and accord administrative approval to the Schemes / Projects out of the fund Distributed to them. The balance amount (rest 60%) of Budget Provision under those Plan heads of a/c will be retained with Health & Family Welfare Deptt. for according administrative approval by DAC centrally.

C) To accord Financial Sanction by the College authority:-

The Governor is also pleased to delegate the power to the Principal / Director of Medical / Dental Colleges to accord financial sanction time to time in respect of those schemes / projects for which administrative approval has already been accorded by the CLAC.

2. Such financial sanction should be given by the Principal / Director on obtaining:-
 - i) Comparative Statement of Tender from concerned Executive authority of PWD,
 - ii) Knowing physical percentage of work done or progress of work from the executing authority of PWD.

3. Accord Sanction of fund in favour of the Concerned Chief Engineer out of fund allotted to the Principal / Director of the College by the Health & Family Welfare Deptt. and also to place the sanctioned amount to Chief Engineer concerned in order to enable him to issue L.O.C. in favour of the concerned Executive Engineer of the Division for payment.
4. Principal Secretary of Health & Family Welfare Deptt. shall allot fund time to time in favour of the Principal / Director of Colleges in terms of Finance (Budget) Deptt's delegation to him regarding release of fund, so are being issued in each quarter of a particular financial year by the Finance (Budget) Deptt.

D) **General aspect:-**

- 1) Prior intimation regarding Distribution of fund to college authority is mandatory before taking up of administrative approval by CLAC.
- 2) Distribution of fund under the particular Plan head should be limited upto 40% of Budget provision for all the Colleges together.
- 3) Distribution of fund is to be made judging the requirement at College & Hospital level.
- 4) Distribution of fund within the above limit can be changed in a financial year taking into view of the administrative Approval already been given by the respective CLACs.
- 5) Proper training to be given:
 - i) for preparation of appraisal note of the scheme for CLAC meeting.
 - ii) Writing of proceedings to accord administrative approval under the relevant Plan head of a/c by CLAC.
 - iii) Issuance of administrative approval & financial sanction by CLAC.
- 6) For each scheme / project a Unique Identification no. is to be assigned by the College Authority pertaining to a particular type of works (either civil or electrical). Health & Family Welfare Deptt. should generate alpha-numeric Unique Identification Code for each College & intimate the same to the College Authority. Such Identification no. is to be noted in Scheme Appraisal Note, the record of proceedings, Statement of Projects / Schemes after approval by CLAC, in the order of Administrative approval / financial sanction.

- 7) Model of draft proceedings, draft administrative approval & draft financial sanction are to prepared & circulated by the Health & Family Welfare Deptt. so that all College authorities follow the same pattern.
- 8) One particular officer preferably convener of CLAC be assigned to deal with the entire matter. All the works to be done through computers as repetition is involved in such work and also to speed up work at College authorities level.

This order will take into effect immediately.

Necessary amendments to the Delegation of Financial Power Rules will be made in due course.

Sd/- H. K. Dwivedi
Secretary
Finance Department.

Text of GO. No. HF/O/TDE/404/2B-16/13 Dt. 07.04.2014; Sub: DFPR of MSVP,
CMOH, Supdtt for purchase of drugs and equipment

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

No. HF/O/TDE/404/2B-16/13

Dated, Kolkata 07.04.2014

Memo

The matter of enhancement of financial power of the procuring authorities under Drug, equipment and other hospital consumables routed through the Store Management Information system has been under active consideration of the Government in Health & Family Welfare department since sometimes past.

2. Accordingly, a proposal was suitably drawn up and submitted to the Finance Department for their concurrence. Finance department has examined the proposal of enhancement of the financial power of the procuring authorities at various level of hospitals / health units and has recommended to re-delegate the financial power of the Director Health Services & Director of Medical Education vested to them vide FD Notification No 11550-F dated 20.12.2001 under Rule 15(1) of the Delegation of Financial Powers Rules, 1977, as amended, with the approval of the Departmental Secretary.

3. Now after careful consideration of the matter and in pursuance of the above decision with the approval of the Director of Health Services and Director of Medical Education, the undersigned is directed by the order of the Governor to say that the Governor is pleased to order that DDHS (E&S), MSVP, Superintendent of various levels of hospitals as indicated below will henceforth enjoy the financial powers upto the limit as shown under column (2), (3), (4), (5) & (7) w.e.f 01.04.2014:

| Item of expenditure | Delegation to: | | | | | |
|---------------------|---|------------------------|----------------------|------------------------------|-------------------------------|---------------------------|
| | DDHS(E&S), MSVP of Medical College & hospital / CMOH of the districts | Speciality hospital | District Hospital | State General Hospital | Sub Divisional Hospital | Decentralized Hospital |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| | | | | | | |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| General drugs, Antibiotics, sera, Vaccines, reagents and chemicals | Rs.5.00 lakh per item at a time | Rs.5.00 lakh per item at a time | Rs.2.00 lakh per item at a time | Rs.1.00 lakh per item at a time | Rs.1.00 lakh per item at a time | Rs.1.00 lakh per item at a time |
| Equipment, Medical accessories and Consumables (OHC) | Rs.5.00 lakh per item at a time | Rs.5.00 lakh per item at a time | Rs.2.00 lakh per item at a time | Rs.1.00 lakh per item at a time | Rs.1.00 lakh per item at a time | Rs.1.00 lakh per item at a time |

4. This has approval of the Principal Secretary of this Department.

All concerned are being informed.

Sd/-
Special Secretary

Part II: Administrative Power of Health Department Functionaries

Text of Administrative Instruction No.9 Dt. 23.11.79; Sub: Tour programme approval

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Calcutta-1

Administrative Instruction No.9 dt. 23.11.79.

The Supervisory officers of the field staff should instruct them to get their tour programme approved in advance. They should prepare the diary elaborately giving details of the tour and submit it in due course to the Supervisory Officers at least once a fortnight. The Supervisory Officers should check the diary of the field staff periodically.

Sd/- P.B.Chakraberty
Director of Health Services
West Bengal

Text of GO. No. Health/GA/7606/0-11/81 Dt. 09.09.1981; Sub: Delegation of Power to CMOH regarding Leave Sanction

Government of West Bengal
Department of Health & Family Welfare
GA Branch

No. Health/GA/7606/0-11/81.

Dated, Calcutta, the 9th September, 1981.

From :-The Jt. Secy. to the Govt. of West Bengal.

To:- The Director of Health Services, West Bengal.

M E M O R A N D U M

The under signed is directed by order of the Governor to say that the Governor is pleased to delegate, in relaxation of the existing rules, to the Heads of the offices or Institutions under the control of the Director of Health Services, West Bengal, the powers of sanctioning Earned Leaves to the Group 'C' and Group 'D' Government Servants employed under when provided such leaves can be sanctioned by local arrangements, i.e., without substitutes.

2. The Governor is also pleased to delegate, in relaxation of the existing rules, to the Chief Medical Officers of Health of the Districts the power of sanctioning Earned Leave up to 60 days to the Group 'A' and Group 'B' Government Servants employed under when provided such leaves can be sanctioned by local arrangement, i.e., with out substitutes.

3. This order shall take effect from 1st October 1981.

4. This order is issued with concurrence of Finance Dept. vide their U.O. No. Group-B/1569 dated 24.7.81.

5. The Accountant General, West Bengal and the Chief Medical Officers of Health have been informed.

Sd/- Illegible
Joint Secretary.

Text of GO. No. Health/GA/18/1E-31/81 Dt. 04.01.1982; Sub: Financial Power to
Different Officers of Health Directorate

Government of West Bengal
Department of Health & FW
GA Branch

No. Health/GA/18/1E-31/81

Dated, Calcutta, the 4th January, 1982

From : The Jt. Secy. To the Govt. of West Bengal

To : The Director of Health Services, West Bengal

MEMORANDUM

The undersigned is directed, by order of the Governor, to say that the Governor has been pleased to delegate, in relaxation of the existing rules, to the following officers of the Directorate of Health Services, West Bengal, the powers as indicated against each:-

A. **The Addl. Director of Health Services (Admn), West Bengal:**

- i) Sanction of bicycle advances to the employees of the Directorate of Health Services, West Bengal;
- ii) Sanction of maternity leave to the Group 'C' employees of the Directorate of Health Services (outside the Directorate of Health Services offices), except the nursing personnel, in partial relaxation of rule 199 of the West Bengal Services Rules, Part-I;
- iii) Sanction of crossing of the Efficiency Bar of the non-gazetted medical officers and other employees of the Directorate of Health Services, except the Health Transport technical personnel and the Group 'C' employees working in the offices and in the institutions including health centres, etc. under the administrative control of the respective Chief Medical Officers of Health;
- iv) Grant of permission for the purchase of lands by the employees of the Directorate of Health Services, West Bengal, except the nursing personnel under the Directorate of Health Services, West Bengal.

B. **The Jt. Director of Health Services (Admn), West Bengal:**

- i) Grant of permission for the purchase of lands by the nursing personnel under the Directorate of Health Services, West Bengal;

- ii) Sanction of change of surnames of the nursing personnel under the Directorate of Health Services, West Bengal;
- iii) Sanction of crossing of the Efficiency Bar of the Health Transport technical personnel;
- iv) Sanction of maternity leave to all the nursing personnel under the Directorate of Health Services, in partial relaxation of rule 199 of the West Bengal Service Rules, Part-I.

C. **The Dy. Director of Health Services (Admn), West Bengal:**

- i) Sanction of temporary loans (advances) from the G.P. Fund upto 50% of the accumulated amounts of all the employees and officers working under the Directorate of Health Services, West Bengal.

D. **The Chief Medical Officer of Health of the districts:**

- i) Sanction of crossing of the Efficiency Bar of Group 'C' staff working in the offices and in the institutions including health centres etc, under the administrative control of the respective Chief Medical Officers of Health, but except those working in the District and Sub-divisional Hospitals, and, also except the non-gazetted medical officers.

E. **The Superintendents of the State Hospitals, Principals of Medical Colleges, Directors of the Institute of Post Graduate Medical Education & Research and the School of Tropical Medicine, Calcutta:**

- i) Sanction of crossing of the Efficiency Bar, change of surnames of Group 'C' employees working in the respective hospitals, medical colleges, Post-Graduate institutions, etc.

2. This order shall take effect from the 1st February, 1982.

3. This order is issued with the concurrence of the Finance Department, vide their U.O. No. Group-B/2465 dated 18th December, 1981.

4. The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta Pay & Accounts Office, have been informed.

Sd/-
Joint Secretary

Text of GO. No. Health/GA/745/0-11/81 Dt. 19.02.1982; Sub: Power to Heads of office or institutions under the control of the DHS

Government of West Bengal
Directorate of Health Services
Genl. Admn. Branch

No. Health/GA/745/0-11/81

Dated Calcutta, the 19th Feb, 1982.

From : The Jt. Secy. to the Govt. of West Bengal.

To : The Director of Health Services, West Bengal.

MEMORANDUM

In continuation of the Department Memo. No. Health /GA/7606/0-11/81 dated 9.9.81, the undersigned is directed by order of the Governor to say that the Governor is pleased to delegate in relaxation of the existing rules, to the Heads of office or institutions under the control of the Director of Health Services, West Bengal, the powers of sanctioning Earned leave upto 60 (sixty) days to the Group 'A' and Group 'B' Government servants working under them, provided such leave can be sanctioned by local arrangements, i.e. without substitutes.

2. This order shall take immediate effect.

3. This order is issued with the concurrence of the Finance Deptt. vide their U.O. No. Group-B/18, dated 10.2.82.

4. The Accountant General, West Bengal, has been informed.

Sd/- Illegible
Joint Secretary.

Text of GO. No. HPA/G-69/84/576-P Dt. 18.04.1984; Sub: Power of DHS delegated to Directorate Officers

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Calcutta

No. HPA/G-69/84/576-P

Calcutta, the 18th April, 1984

ORDER

By virtue of authority vested in me as the Director of Health Services, West Bengal and in exercise of the power conferred upon me under Rule 15 (1) (iii) of the Delegation of Financial Powers Rules, 1977, I, Director of Health Services, West Bengal, do hereby delegate powers, as per annexed Schedule to the officers of the Directorate of Health Services, who are subordinate to me as the same is considered necessary for expeditious disposal of the work of this Directorate.

2. The officers as mentioned in the Schedule will henceforth exercise financial and other powers as are hereby delegated to them subject to the condition at para 3 below.
3. Notwithstanding anything contained in para 2 above, I reserve the right to call for any file, check and pass orders thereon. The officers authorised, shall maintain a Register of sanctioned cases and put up to me once a month for my perusal.
4. This has the approval of the Secretary, Department of Health and Family Welfare.
5. This order will take immediate effect.

Sd/- Illegible
Director of Health Services
West Bengal

- and appliances
- x) Sanction of House Building advance in respect of Group 'C' & 'D' officers of the Directorate & subordinate offices
3. Dy. Director of Health Services (Admn) Sanction to the purchase of stationary articles, wooden furniture, steel almirah, steel rack, Liveries to Group 'D' staff, umbrella.
4. Dy. Director of Health Services(P&D) i) Sanction to the expenditure to be incurred for execution of building petty works and repair Upto Rs.7,500
- ii) Sanction to the purchase of instruments and appliances Upto Rs.5,000 on any one item and on any one occasion

Sd/- Illegible
 Director of Health Services
 West Bengal

Text of GO. No. H/MS/1719/W-41/85 Dt. 16.12.1985; Sub: Control of the State
General Hospitals, TB Hospitals and taken over Institutions in the district by the
CMOH

Government of West Bengal
Department of Health & Family Welfare
M.S. Branch

H/MS/1719/W-41/85

Calcutta, the 16th December, 1985

From: The Joint Secy. to the Govt. of West Bengal

To: The Director of Health Services, West Bengal

Sub: Control of the State General Hospitals, TB Hospitals and taken over
Institutions in the district

MEMORANDUM

In supersession of all previous G.O.s on the subject the undersigned is directed by the order of the Governor to say that the Governor has been pleased to order that the Chief Medical Officer of Health of the districts will henceforth be in overall charge of all the State General Hospitals, TB Hospitals and taken over Institutions in their districts. They will also exercise administrative control over the Superintendents of all such institutions in their respective districts.

Sd/- Illegible
Joint Secretary

Text of GO. No. HPA/G-69-84/146-P Dt. 10.03.1986; Sub: Sanction of House
Building advances by Jt. DHS (Admn)

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Calcutta-1.
ORDER

NO.HPA/G-69-84/146-P

Dated, the 10th March, 1986.

In partial modification of the orders issued under this Dte. Memo. No. 694-P dated 15.5.84 and in exercise of the power conferred upon me under Rule 15(1) (iii) of the Delegation of Financial Power Rules, 1977. I, Director of Health Services, West Bengal, do hereby make the amendment to the Schedule annexed with the aforesaid order as hereunder:-

AMENDMENT

In the existing entry at Serial No. 1, add and read as follows:

| Sl. No | Officer to whom power redelegated | Item of Expenditure | Remarks |
|--------|---|---|---------|
| 1A. | Jt. Director of Health Services (Administration), West Bengal. During the period of absence of the Addl. Director of Health Services (Admn.), West Bengal. | Sanction of House Building advances of all Groups of Officers of the Directorate and Subordinate offices. | |

This has the approval of the Secretary, Department of Health & Family Welfare.

This order will take effect immediately.

Sd/- (K. K. Bhattacharyya)
Director of Health Services,
West Bengal.

Text of GO. No. Health/AUH/112/1A-16/88 Dt. 05.03.1988; Sub: Administrative
Power of CMOH related to Ayurvedic Medical Officer

Government of West Bengal
Department of Health & Family Welfare
A.U.D. Branch

No. Health/AUH/112/1A-16/88

Calcutta, the 5th March, 1988

From : The Joint Secretary to the Govt. of West Bengal
To : The Director of Health Services, West Bengal

M E M O

The undersigned is directed to say that the State Govt. have so far opened more than 155 State Ayurvedic Dispensaries and also posted 46 Pravin Kaviraja (Senior Ayurvedic Medical Officer) as third Medical Officer in 46 Primary Health Centres spread over in different districts of this state. The concerned Ayurvedic Medical Officer and the other sub-ordinate Ayurvedic staff are working directly under the administrative control of the Director of Ayurved, West Bengal. Since the Directorate of Ayurveda has not yet been provided with district officers to supervise the activities of these dispensaries and Ayurvedic staff, it is necessary to arrange immediately for their proper supervision.

2. Accordingly the Governor has been pleased to empower the Chief Medical Officer of Health of each district to:

- i) Supervise the activities of the Ayurvedic Medical Officer and other concerned Ayurvedic staff in his district
- ii) Sanction casual leave to the concerned Ayurvedic Medical Officer and other staff, for which appropriate casual leave account shall be maintained in the office of the Chief Medical Officer of Health.
- iii) Look into problems faced in the functioning of the AMOs and take steps for resolving them in consultation with the Directorate of Ayurved.
- iv) Sanction of TA/DA etc in respect of the Ayurvedic Medical Officers and other staff posted in his district.
- v) Send annual performance report in respect of such Pravin Kavirajas in order to enable the Director of Ayurved to initiate the A.C.R.

3. The concerned Pravin Kavirajas (Sr. Ayurvedic Medical Officer) shall submit monthly report regarding activities of the dispensary with special reference to the no. of patients treated and the types of diseases treated permonth and quantum of medicine used to the respective Chief Medical Officer of Health, with a copy to the Director of Ayurved, West Bengal.

All concerned have been informed.

Sd/- Illegible
Joint Secretary

Text of GO. No. Health/MS/304/W-138/88/Pt.I Dt. 12.03.1992; Sub: Delegation of power to CMOH for transfer and grant leave

Government of West Bengal
Deptt. of Health and Family Welfare
M.S. Branch

No. Health/MS/304/W-138/88/Pt.I

Dated, Calcutta, the 12th March, 1992.

O R D E R

In exercise of the powers conferred on as Secretary, Health & Family Welfare Department. I, Secretary, Health & Family Welfare Deptt. do hereby delegate papers as noted below to the Chief Medical Officer of Health of the District for expeditious disposal of work:-

- a) Power to transfer Group 'C' and 'D' staff under his control within the respective jurisdiction of the Chief Medical Officer of Health;
- b) Power to grant any leave as Head of office as per rules to the Group 'C' and Group 'D' staff under the control of the C.M.O.H.s.

2. The order will take immediate effect.

Sd/- Illegible
SECRETARY

Text of GO. No. Health/MA/100/DHS/HPT/4D-4/92/I(2) Dt. 08.01.1993; Sub:
Decentralisation of authority for issuing orders extending benefit of Career
Advancement Scheme to the Medical Officers of the W.B.H.S. and the W.B.M.E.S

Government of West Bengal
Department of Health and Family Welfare
M. A. Branch

No.Health/MA/100/DHS/HPT/4D-4/92/I(2) Dated, Calcutta, the 8th January, 93

From : The Joint Secretary to the Government of West Bengal

To : 1) The Director of Medical Education, West Bengal.
2) The Director of Health Services, West Bengal.

Subject : Decentralisation of authority for issuing orders extending
benefit of Career Advancement Scheme to the Medical Officers
of the W.B.H.S. and the W.B.M.E.S.

MEMO

The undersigned is directed to say that in terms of Finance Department's Memo No.6075-F dt. 21.6.90, the benefit of Career Advancement Scheme was extended to the Medical Officers under the administrative control of the Department of Health and Family Welfare holding Teaching or non-Teaching posts who completed 10(ten) years' service without any promotion or 20 (twenty) years' service with one promotion. In terms of Finance Department's Memo No.9735-F dated 10.10.90 read with no. 5961-F dt. 25.6.92 containing clarification to their Memo no.6075-F dt. 21.6.90., the power to extend the said benefits to such Medical Officers / teachers under the said scheme has been vested with the Department of Health and Family Welfare.

2. As the concerned officers belonging to the W.B.H.S. and the W.B.M.E.S., as the case may be, are posted all over West Bengal, it has been felt difficult to implement the said scheme in time centrally by proper verification of their service records. In order to avoid delay in implementing the said Career Advancement Scheme, the question of decentralisation of power to issue necessary orders extending the benefit of the said scheme to the concerned officers has been under consideration of Government for sometime past.

3. After careful consideration, the Governor has now been pleased to order that local heads of Offices/institutions are hereby empowered to the necessary orders extending benefits of the Career Advancement Scheme to the officers as detailed hereinafter subject to the condition that after necessary examination and processing are completed at the appropriate levels as mentioned below, an officer not below the rank of Assistant Secretary of the Department of Health and Family Welfare may take necessary steps towards sanctioning:-

| Sl. No. | Heads of Offices / Institutions | Empowered to issue such orders in respect of |
|----------------|---|---|
| i) | C.M.O.H.s of the districts | - All Medical Officers under his administrative control And all Medical Officers including Superintendents posted in different hospitals within the district concerned except himself. |
| ii) | Principals/ Directors/Principal-Superintendents of the Teaching institutions | - All Medical Officers / Basic Teachers posted in the concerned teaching institutions under respective jurisdiction except himself. |
| iii) | Superintendents / Surgeon-Superintendents / Medical-Superintendents of the hospitals in Calcutta district | - All Medical Officers posted in the concerned hospital except himself. |
| iv) | Other heads of offices / institutions in Calcutta (except D.H.S., West Bengal) | - All Medical Officers, posted in the concerned institutions except himself. |
| v) | D.H.S., West Bengal | - All other remaining Medical Officers under his direct control and the heads of offices / institutions as mentioned in items i), ii), iii) and iv) above. |

4. This order is issued with the concurrence of the Finance Department vide their U/O No. 1901 Group P (Pay) dt. 1.9.92 read with U.O. No. 2471 Group P (Pay) dt. 1.12.92.

5. All concerned are being informed.

Sd/-
Joint Secretary.

Text of GO. No. A-1415 Dt. 02.03.1994; Sub: Delegation of power to Directorate officer

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Calcutta.

No. A-1415

Dated: 2.3.94

O R D E R

Since the leave sanctioning power up to 60 days has been decentralized and since in the Dte. there is no such system it is essential to endorse such powers to the Officers shouldering establishment of their concerned branch/ section. And accordingly henceforth the following officers will sanction leave up to 60 days of the category of staff mentioned against their designations.

This order will come into force with immediate effect.

| | | |
|----------------------------------|----|---|
| 1. Jt. D.H.S (Admn.) (P.H. &C.D) | -- | Group C &D category of staff of P.H. Branch. |
| 2. A.D.H.S (Admn.) | -- | N.M.T.P. Cadre (except Public Health) |
| 3. A.D.H.S (P&E.) | -- | Medical Cell (Gr. D &C) |
| 4. D.D.H.S (Lep) | -- | Leprosy staff under his establishment. (Gr. D &C) |
| 5. P.A. to D.H.S. | -- | Personal Section of administration (Gr. D &C) |
| 6. Admn. Officer | -- | Administrative section under D.D.H.S (Admn.) (Gr. D &C) |
| 7. D.D.H.S (Admn.) | -- | Group B &A up to D.D.H.S(s) |
| 8. Addl. D.H.S. | -- | D.D.H.S (Admn.) & Jt.D.H.S(s) |
| 9. D.H.S. | -- | Addl. D.H.S. |

Sd/- Illegible
Director of Health Services
West Bengal

Text of GO. No. HF/O/MA/1M-89/96/A6847 Dt. 04.09.1996; Sub: Power of CMOH
for detailment of MO

Government of West Bengal
Directorate of Health Services
Writers, Buildings, Calcutta.

No. HF/O/MA/1M-89/96/A6847

Dated, the 4th September, 1996.

O R D E R

It has been brought to the notice of this Directorate that Chief Medical Officer of Health of several districts are transferring Medical Officers within his / her district. It is to be noted that they have no such authority under the existing rules.

Being aggrieved by such action of C.M.O.H. many of the medical officers are moving to Hon'ble Court for justice and thereby causing legal complications in Health Administration.

In order to avoid such complications the Chief Medical Officers of Health of the districts are hereby directed not to transfer and to post any Medical Officer to any place under his control.

On the occasion of extreme emergency they can detail any Medical Officer under his / her control any place within his / her district to combat crisis.

It is to be borne in mind that before such detailment exigency of the situation should be judged very carefully to avoid any complication and to inform the Directorate.

Sd/- Illegible
Director of Health Services
West Bengal.

Text of GO. No. H/SFWB-FW/300-4/14R-1/97 Dt. 15.12.1997; Sub: Power of CMOH for posting of sub-centre and health centre personnel

Government of West Bengal
Directorate of Health Services
State Family Welfare Bureau

Memo No. H/SFWB-FW/300-4/14R-1/97

Dated, the 15th, December 1997.

ORDER

In recent years Morbidity Prevalence Rate, Annual Morbidity Rate, Maternal Mortality Rate, Infant Mortality Rate, Health condition of the girl Children and Mothers have become matters of serious concern. At the National level Development of educational and health standard along with the basic requirements for a family has become an important component for overall development. As such planning for health care and fertility control has been decided to be taken up from the sub-centre and Gram Panchayet level. With a view to strengthen the functioning of the sub-centre various aspects are to be carefully assessed, planned and implemented. During recent assessment at the State level it was observed that sub-centre personnel specially female component have been shifted to other places in many districts keeping the sub-centre vacant. This was not desirable. So also Medical Officers of the Health Centres were also being shifted to various hospitals keeping the Health Centre vacant.

Therefore, it is being directed to the Chief Medical Officers of Health of each district to ensure that sub-centre and health centre personnels are not shifted to other centre without prior permission from the Director of Health Services.

If any A. N.M. (R) are irregularly placed other than her place of working, she must be placed at her original place of posting within a month. The report of this action and the present status of sub-centres should be communicated to the undersigned within 15th December, 1997 without fail.

Sd/- Illegible
Director of Health Services
Govt. of West Bengal

Text of GO. No. HF/O/MA/602/4S-32/95 Dt. 19.3.99; Sub: Decentralization of the Cadre of Group 'D' staff of Bangur Institute of Neurology and other 13 (thirteen) Institutions/ Hospitals / Clinics

Government of West Bengal
Department of Health & Family Welfare
M.A. Branch.

No. HF/O/MA/602/4S-32/95.

Dated: 19.3.99.

From : The Dy. Secretary to the Govt. of West Bengal.

To : The Director of Health Services, West Bengal.

Sub : Decentralization of the Cadre of Group 'D' staff of Bangur Institute of Neurology and other 13 (thirteen) Institutions/ Hospitals / Clinics.

M e m o

The undersigned is directed by order of the Governor to say that the Governor has been pleased to order that Bangur Institute of Neurology and other 13(thirteen) Hospitals/ Institutions/ Clinics as detailed below are hereby included in the list of Hospitals indicated in G. O. No. Medl/12557/8S-84/62 dt. 27.9.62 and the Director / Principal/ Superintendents are hereby declared as appointing, promoting and disciplinary action taking authorities in respect of Group 'D' staff of those Hospitals/ Institutions/Clinics as are exercised by the Superintendents/ Director of the other Hospitals/ Institutions/ Clinics in respect of Group 'D' Staff under their administrative control and borne in the unified cadre of class IV staff.

LIST OF THE DECENTRALIZED INSTITUTIONS/ HOSPITALS/ CLINICS WITH COMPETENT AUTHORITY"

- 1) Director, Bangur Institute of Neurology, S.N. Pandit Road, Calcutta.
- 2) Supdt., K.S. Roy T.B. Hospital, Calcutta-32.
- 3) Supdt., Bijoygarh State General Hospital, Jadevpur, Cal-32.
- 4) Supdt., Ramrikdas Haralalka Hospital, Bhowanipore, Cal-26.
- 5) Director, Pasteur Institute, 2, Convent Lane, Cal-15.
- 6) Supdt., North Suburban Hospital, Cossipore, Cal.
- 7) Supdt., S.B. Dey Sanatorium, Kurseong, Darjeeling.
- 8) Supdt., Abinash Dutta, Maternity Home, B.K. Pal Avenue, Cal-5.
- 9) Supdt., Indra Marti-O-Sisukalyan Hospital, Cal-35B, Raja Manindra Road, Cal-37.
- 10) Principal/ Supdt., Chittnranjan Seva Sadan, Bhwanipore, Cal-26.
- 11) Principal, College of Nursing, S.S.K.M. Hospital Compound, Cal-20.

- 12) Supdt., Moore Avenue Poly Clinic, Tollygunge, Cal-33.
- 13) Supdt., Vidyasagar Hospital, Behala, Cal-34.
- 14) District Family Welfare Bureau, 15, Darga Road, Cal-17.

2. The competent authority shall take care about Ex-Management opted employees, if any and govt. termed employees separately.

3. The aforesaid Institutions/ Hospitals/ Clinics are hereby included in Annexure-I of G.O. no Estt./IV/5002/45-7-71 dt. 28.11.72 and all other terms and conditions as laid down in the aforesaid G.Os. should be followed.

4. This order is demand to have been effective retrospectively w.e.f. the 28th Nov.,72.

Sd/_ Illegible
Jt. Secretary

Text of GO. No. HF/O/GA/1076/HPT/10M-8-97 Dt. 17.05.1999; Sub: CHSO as
Gazetted Officer

Government of West Bengal
Department of Health & Family Welfare
Family Welfare Branch

No. HF/O/GA/1076/HPT/10M-8-97

Calcutta, the 17th May, 1999

From:- Deputy Secy. to the Govt. of West Bengal.
To:- The Director of Health Services, West Bengal.

MEMORANDUM

The undersigned is directed to say that 88 posts of Community Health Services officer carrying the pay scale of Rs. 470-1230/- under WBS (ROPA) 1981 were created in the offices of the C.M.O.H. of different districts in West Bengal, Vide Health & F.W. Deptt. Memo. No. H/MERT/867/IM-3/85 dt. 6.9.85. The said scale was revised to Rs.1500-3410/- in terms of WBS (ROPA) Rules, 1990 and subsequently to Rs.4800-10925/- in terms of WBS (ROPA) Rules 1998. A question has now been raised if the incumbents of posts of community Health Services officers will be recognized as officers belonging to Group 'A' with the authority and competence to grant certificates which are required to be granted by Gazetted Officer or attest paper where such attestation is required to be done by Gazetted Officer in other status or at the Centre.

2. After careful consideration of the matter, the Governor has been pleased to order in terms of note 3 below rules 5(4) of W.B.S.R. Pt. I read with item 11 of WBS (ROPA), Rules 1998 that the posts of Community Health Services officers originally created in the pay scale of Rs.470-1230/- under WBS (ROPA) Rules 1981 since revised to Rs.4800-10925/- under WBS (ROPA) Rules, 1998 will be treated as the posts will be regarded as Group 'A' officers with the authority and competence to grant certificates which are required to be granted Gazetted Officers or to attest papers where such attestation is required to be done by Gazetted Officers in other states or at the centre.

3. Such officers, while granting certificates or attesting papers will indicate his/her designation and further add that he/she belongs to Group 'A' service under the State Govt.

4. This order issued with the concurrence of Finance Deptt., Vide their U.O. No. Group 'P' (Service) 2999 dt. 11.1.99.

5. All concerned are being informed.

Sd/- Illegible
Deputy Secretary.

Text of GO. No. H/FW/31/4E-20/2000 Dt. 11.01.2001; Sub: BMOH as Head of Office

Government of West Bengal
Department of Health & Family Welfare
Family Welfare Branch
CIT (annexe) Buildings, 4th Floor
P-16, India Exchange Place Extn
Calcutta – 700073

No. H/FW/31/4E-20/2000

Dated, the 11th January, 2001

MEMO

In pursuance of the financial power conferred in this department's memo No. H/FW/1563/3S-22/85 dt. 26.07.85, the undersigned is directed to declare all the Block medical Officer of health of all BPHCs in the State as Head of Offices with responsibilities and financial powers provided under D.F.P Rules, 1977 as amended from time to time and to act as drawing and Disbursing Officer in respect of all expenses of his/her offices and other health institutions under hem.

This shall take immediate effect

By order of the Governor

Sd/- J. Bhattacharya
Assistant Secretary to the
Government of West Bengal

Text of GO. No. HF/O/MA(MES)/2091/9S-25/99 Dt. 20.08.2001; Sub: Power of DHS & DME regarding control and discipline over personnel

Govt. of West Bengal
Department of Health & F. W.
MA (MES) Branch.

No. HF/O/MA(MES)/2091/9S-25/99

Dated 20th August, 2001.

NOTIFICATION

In exercise of power conferred by Section-15 of the W B State Health Services Act, 1990 (West Bengal Act VII of 1990), as amended from time to time, it is hereby notified that the persons belonging to the cadre of the West Bengal Health Service, West Bengal Nursing Service, West Bengal General Service including personnel belonging to the Group-C, Group-D categories and Non Medical Technical personnel cadre who are posted in any non-practising Medical teaching institution and the hospital attached to it, as specified in this department Notification No. H/MA/1404/JS-11/90 dated the 25th May, 1990, or on being transferred to any such institution ibid, shall there upon be subject to control and discipline by the Directorate of Medical Education Service through the Principal or the Director of such institution.

The Principal or Director of such institution shall exercise control and discipline over the said categories of personnel, on behalf of the Directorate of Medical Education Services in any manner as may be prescribed from time to time, provided that the Superintendents, Deputy Superintendents, Nursing Superintendents and Deputy Nursing Superintendents shall be directly accountable to the Principal or Director of such institution for the purpose of day to day administrative activities.

This modality of exercising control and discipline shall continue to be effective on the said categories of personnel so long they remain posted in any such institution as specified in this department notification number H/MA/1404/JS-11/90 dated the 25th day of May, 1990, till they are transferred to any institution other than those specified in this department notification number H/MA/1404/JS-11/90 dated the 25th day of May, 1990, where after they shall be subject to the control and discipline of the Directorate of Health Services.

The appointing authority in respect of all such categories of personnel shall remain as the disciplinary authority, and, accordingly, shall take up disciplinary action on recommendation of the Directorate of Medical Education Services.

Notwithstanding anything contained any where in this rule, such exercise of control and discipline over personnel belonging to the cadre of the West Bengal Health Service, West Bengal Nursing Service, West Bengal Dental Service and West

Bengal General Service, shall not include any control over the transfer, posting and establishment matters of the said categories of personnel during their posting in any institution as described in this department notification no H/MA/1404/JS-11/90 dated the 25th day of May, 1990, which shall continue to be under the control of the Directorate of Health Services.

By order of the Governor
(A. Barman)
Secretary to the Govt. of West Bengal

Text of GO. No. HF/O/MA(MES)/3049/Singly Dt. 23.08.2001; Sub: Administrative Power to Joint Secretary (MES)(MERT) and Deputy Secretary (M.A.)

Government of West Bengal
Department of Health and Family Welfare
M.A. (MES) BRANCH

No. HF/O/MA(MES)/3049/Singly

Dated , Kolkata, the 23rd August, 2001

O R D E R

It was in the consideration of the Secretary, Department of Health and Family Welfare, that the following matters/ subjects may be disposed off at the level of Joint Secretary (MES)(MERT) and Deputy Secretary (M.A.), as the case may be related to each respective branch:

- a. Flat purchase permission
- b. Car purchase permission
- c. Land purchaser Permission
- d. Computer purchase or any other acquisition of asset less than Rs. 20Lakhs.
- Other than post facto approval cases (for serial nos. a to d)
- e. Sanction of Leave viz. Earned Leave, Commuted Leave, H. P.L
However Spl. C.L., Leave not due matters, E.O.L. etc.
Would require approval of Secretary (Health).
- f. Career Advancement Schemes- uncomplicated cases.
- g. N.O.C. for International Passport- other than complicated cases.
- i. Change of date of option in respect of ROPA pay fixation when
the cases are approved by the Finance Department.
- J. Uncomplicated pay fixation matters.

2. Now it has been decided the abovementioned matters would be disposed off at the level of Deputy Secretary (M.A) in case of WBHS, WBDS, CHSO and other Gr. 'B' 'C' & 'D' Category personnel (except, Nursing, Ayurvedic, Unani, Homeopathic personnel), and at the level of Joint Secretary (MES)/(MERT) in case of all WBMES personnel and NOC/ training of WBHS personnel, training of CHSOs, WBDS establishment matters in the Dental Teaching Institutions.

Approved. This be treated as the order of delegation of powers.

Sd/- Asim Burman.
Secy. to the Govt. of West Bengal.

Text of GO. No. HF/O/MA(MES)/3113/JS. 95-2001 Dt. 28.08.2001; Sub:
Administrative Power of Director & Principal regarding control and discipline over
personnel

Government of West Bengal
Deptt. of Health & Family Welfare
M.A. (MES) Branch

No. HF/O/MA(MES)/3113/JS. 95-2001

Calcutta, the 28th Aug. 2001

Notification

It is hereby notified that the Principals/Directors of all the Seven Medical Colleges in this State & I.P.G.M.E. & R., Kolkata and the hospitals attached to them, shall be delegated with the following powers in relation of establishment matters of all WBMES/ WBHS/ WBDS/ WBNS/ WBGs/ Other Group-C & D/ NMTP Cadre personnel as detailed hereunder:

1. Sanction of full maternity leave.
2. Sanction of Earned leave" H.P.L., Commuted leave not exceeding a period of 60 days at a time.
3. Permission to attend Seminars; Conference, examinations, meetings, workshops, scientific projects inside the State where there are no financial implications involved with this State Govt.
4. Sanctioning CAS benefits strictly as per rules in clear cut uncomplicated cases. Regarding other cases relating to extension of CAS benefits, such matters have to be referred to this Deptt.
5. Permission towards purchase of Land, flat, house, car, computer or acquisition of any other asset not exceeding Rs. 10.00 Lakhs in worth.

This order partially modifies this Deptt. Order No. HF/O/MA/(MES)/3049/Singly dt.2.3.2000 relating to delegation of sanctioning powers to Joint Secretary (MES) and Deputy Secretary (MA)

By Order of the Governor,
Sd/- A. Baman.
Secretary to the Govt. of West Bengal

Text of GO. No. 1566 Dt. 04.09.2001; Sub: Delegation of Administrative Powers to
CMOH

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Calcutta

No. 1566

Calcutta, the 22.6.1993

ORDER

In exercise of the powers conferred on me as Head of Deptt. in terms of Rule 5 (16) in Appendix No. 1 at Sl. No. 31 of W.B.S.R. Part-I, I, Director of Health Services, West Bengal, do hereby re-delegate powers as noted below to his Sub-ordinate officers i.e. CMOHs of the District for expeditious disposal of work:-

- a) Power to sanction of funeral expenses of all category of staff under his jurisdiction.
 - b) Power to issue 'No Demand Certificate' in respect of retiring Group 'C' & 'D' staff after obtaining clearance from all levels.
 - c) Power to issue stagnation pay certificate as per ROPA Rules, 1990 in respect of all Group 'C' & 'D' category of staff under his jurisdiction.
2. This order will take immediate effect.

Sd/- Illegible
Director of Health Services
West Bengal

Text of GO. No. H/MA/3452/HAD/D/2001 Dt. 04.09.2001; Sub: CMOH & Others
Delegation of Administrative Powers

Government of West Bengal
Department of Health & Family Welfare
M. A. BRANCH

No. H/MA/3452/HAD/D/2001

Dated, Kolkata, the 4th September, 2001,

In keeping with the state Govt.'s policy of decentralisation of Authority with regard to Health Administration, the CMOH/Supdt. of the decentralised hospitals/ Institutions/ Medical Supdt./ Principal/ Director (except the fourteen Teaching Institutions under Director of Medical Education) shall be delegated power in the following establishment matters of all WBHS/WBDS /WBNS/ WBGS /other Group 'A', 'B', 'C' & 'D' Staff/ NMTP Cadre Personnel.

1. Sanction of full maternity leave.
2. A) Sanction for 60 days of E.L./H.P.L./Commutated Leave only at a time, (For Gr. 'PI. & 'B' Staff)
 - i) For 61-120 days of E.L./ H.P.L./ Commuted leave by the CMOH for all the above mentioned hospitals/Institutions/offices in the district. D.H.S. will be the sanctioning for above 120 days of E.L./ HPL/ Commuted Leave authority.
 - ii) For above 60 days of E. L. /HPL/ Commuted leave in case of institutions/hospitals etc. in Kolkata, D.H.S. will be the sanctioning authority.

B) Full power to sanction any leave in respect of Gr. 'C' & 'D' staff as per rules as usual.
3. Permission for applying/ appearing/ attending higher services/competitive exam./ seminar/ Conference/ Meeting/ Workshop/ Scientific Project/ State Level Sports or Cultural events where there is no financial involvement.
4. Permission for going to Bangladesh. .
5. Permission towards change of Surname, Purchase of Land/ House/ Flat/ Two-wheeler/ Cycle/ Car/ Computer or acquisition of any other asset not exceeding Rs. 10 lakhs.
6. Sanction of Career Advancement Benefit as per rule for the normal and uncomplicated cases;

7. Acceptance of Voluntary Retirement Notice under Rule 75 (aaa) of WBSR Pt. I.

8. Regarding transfer & posting of all categories of staff under the control of the CMOHs including the hospital/Institution of the respective districts concerned, CMOH will be the authority.

8A. Confirmation of all categories of employees in terms of G.O. No. 6060-F dated 25-06-79.

9. All the Institutions/ Hospitals/ Zonal Leprosy Office/ Clinics/ R.T.C./ F.W. Training Centre/Nursing Training Instt., if any of the District will be subject to the control & Discipline by the CMOHs of the District. Heads of all those institutions/hospitals will be accountable to their respective CMOHs.

For the institutions/hospitals in Kolkata except M.E.S. institutions will be subjected to the control & discipline by the Joint D.H.S. (Admn), West Bengal. Heads of all such institutions will be accountable to the Joint D.H.S. (Admn.)

10. The CMOM/ Supdt. of the decentralised hospitals/institutions/ Medl. Supdt./ Principal/ Director (except MES institutions) will continue to exercise their power as vested upon them for controlling over all categories of staff under their Administrative control and also disciplinary authority in respect of Group 'D' staff as usual.

In addition, the B.M.O. Hs in the districts as the Head of Offices will exercise the power of D.D.O., sanctioning authority of G.P.F. (Refundable) /Pension of staff under his administrative control and will be accountable to the respective C.M.O. Hs. In case of sanctioning non-refundable G.P.F. advance, the CMOH will be sanctioning authority.

Any correspondence with D.H.S. or higher authority be made by the BMOH through respective CMOH. In the case of any dispute or difficulty, decision of Director of Health Services & Ex-Officio Secretary shall be final.

This order partial modified in addition & alteration of G.O. No. i) Medl/12557/8S-184/62 dated 27-9-62 & Estt./IV./5002/4S-7/71 dated 28-11-72, ii) HF/MA/602/4S-32/95 dated 19-2-99, iii) Health/MS/304/W-138/88/ Pt. I dt. 13-3-92, iv) 473-F dt. 16-1-98 read with G.O. No. 2369-F dt. 7-3-97, v) H/FWO/31/4E-20/2000 dt. 11-1-2001, vi) HF/0/GA/522 1 E-05/99 dated 8-3-99, vii) HAV/7M-17-96/1646 dt. 31-7-96 and viii) Administrative Instruction issued vide DHS, W.B. order No. HPA/G-224-86/3/1 (60) dt. 3-9-86 (ix) 3453-F dated 28-3-01 & HF/O/MA/MES/3018/JS-90/2001 dt. 22-8-01.

The list of Decentralised Hospitals & Institutions is annexed here with

By Order of the Governor
Sd/- Illegible
Secy. to the Govt. of West Bengal

Text of GO. No. HAD/D/2001/Pt.I/A 7958 Dt. 05.10.2001; Sub: Delegated power & Function of CMOH and Deputy CMOHs

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Kolkata

No. HAD/D/2001/Pt.I/A 7958

Kolkata, the 5th October 2001

Order

In exercise of the power conferred in the G.O. No. H/MA/3402/HAD/D/2001 dated 4.9.2001

- I) The district-wise list of decentralized Hospitals and Institutions (except MES Institutions) is hereby modified as shown in the enclosed Annexure.
- II) The Dy. CMOH-II, III & IV/ Superintendent of District Hospitals/ State General Hospitals/ SD Hospitals/ ZLO/ BMOHs being Head of Office are also hereby allowed to sanction:-
 - i) EL/ HPL/ Commuted Leave upto 60 days for all categories of staff
 - ii) Full maternity leave in terms of DHS earlier Order No. HPT/4D-3-88/J/A5305, dt. 4.3.91.
 - iii) Career Advancement Benefit as per Govt. rules & Order.

And in case of administrative & establishment matters as mentioned in para (8) & (9) of the G.O. No. H/MA/3452/HAD/D/2001 dated 4.9.2001, the CMOHs of the district of the concerned decentralized hospitals & institutions will be the authority.

Sd/- S.Das
Director of Health Services &
E.O. Secretary, Deptt. Of Health & FW

**Modified List of the “Decentralized Hospitals and Institutions” under the
Directorate of health Services**

Kolkata

1. Superintendent, North suburban Hospital, Cossipore, Kolkata
2. Superintendent, Indira Matri_O_Sishu Kalyan, Kolkata
3. Superintendent, Abinash Dutta maternity Home, Kolkata
4. Medical Superintendent, Lady duffrin Victoria Hospital, Kolkata
5. Principal, District Family Welfare Bureau, Kolkata
6. Director, Pasture Institution.
7. Director, IBTMIH, Kolkata (Formerly known as Central Blood bank, Kolkata)
8. Director, Central Combined laboratory, Kolkata
9. Epidemic Control Officer, Anti Plague organization, Kolkata
10. Superintendent, Beliaghata Poly Clinic, Kolkata
11. Superintendent, B.C.Roy Diagnostic Research laboratory, Kolkata
12. Principal, health & Family Welfare Training center, Kolkata.
13. Superintendent, Sambhunath Pandit Hospital, Kolkata
14. Superintendent, Bhabanipur Mental Observation Ward, Kolkata
15. Superintendent, Ramrikdas Haralalka Hospital, Bhawanipur, Kolkata
16. Superintendent, Kolkata Pavlov Hospital, Kolkata
17. Superintendent, Lumbini park mental hospital, Kolkata.
18. Superintendent, Dr. B.K.Basu memorial research & Training Instt. Of Acupuncture, Kolkata-45

South 24-Parganas

1. Superintendent, Vidyasagar hospital, Kolkata
2. Superintendent, Bijoygarh state general Hospital, jadavpur, Kolkata.
3. Superintendent, Moor Avenue Poly Clinic, Kolkata
4. Superintendent, K.S.Roy T.B. Hospital, Jadavpur, Kolkata
5. Superintendent, M.R.Bangur Hospital, Tollygunge, Kolkata.

Nadia

1. Superintendent, JNM Hospital, Kalyani, Nadia
2. Superintendent, NSS, Kalyani, Nadia
3. Superintendent, Dr.B.C.Roy Chest Sanatorium Dhubulia, Nadia
4. Principal, Institute of Pharmacy, Kalyani, nadia
5. Principal, Rural training Centre, kalyani, nadia
6. Principal, Health & Family Welfare Training Centre, Kalyani, Nadia

Darjeeling

1. Superintendent, S.B.Dey Sanatorium, Kerseung, Darjeeling

Jalpaiguri

1. Principal, Institute of Pharmacy, Jalpaiguri
2. Principal, health & Family Welfare Training Centre, Jalpaiguri

Burdwan

1. Principal, rural Training Centre, Burdwan.

Bankura

1. Superintendent, Gouripur leprosy Hospital, Gouripur, Bankura
2. Principal, Institute of Pharmacy, Bankura

Midnapore

1. Superintendent, M.R.Bangur Sanatorium, Digri, Midnapore.

Hooghly

1. Superintendent, Gourhati TB Hospital, Srirampur, Hooghly.

- Hospitals & Institutions exercising the powers in terms of G.O. No. Estt.IV/5002/4S-7/71 dated 28.11.72 & No. Estt.IV/3145/Inf/ 40C-2-73 dt 17.04.73 relating to the following matters are termed as decentralized hospitals & Institutions.
 - i) Appointment of Group 'D' Staff.
 - ii) Promotion of individual employees (Group-D) to the higher Grade (viz. Grade-I/Grade-II of the Cadre)
 - iii) Disciplinary action against the staff concerned (Group-D) within the limit as specified in W.B.S. (Classification, Control & Appeal) Rules, 1971.

Sd/- S.Das
Director of Health Services &
E.O. Secretary, Deptt. Of Health & FW

Text of GO. No. HF/O/MA/4087/HAV/7M-44-2001 Dt. 27.12.2001; Sub: Delegation
of Power to ACMOH

Government of West Bengal
Department of Health & Family Welfare
M.A. Branch

No. HF/O/MA/4087/HAV/7M-44-2001

Pt-I Dated 27.12.01

ORDER

In keeping with the State Govt's policy of decentralization of power with regard to Health administration, the Asstt. Chief Medical Officers of Health of Sub-Divisions of the Districts in this state are hereby declared as Head of offices under rule 5 (16A) of WBSR Pt-I and that are delegated with power in the following matters.

1. They shall be the controlling Officer of the Block Medical Officers of Health and MOs of the B.P.H.C.s, Supdts and MOs of Rural Hospitals and the Medical Officers of the Primary Health Centres under their Sub-Divisional jurisdiction. They will supervise the activities of the B.M.O.H.s, Supdt. Of Rural Hospitals and the Medical Officers of the P.H.Cs, B.P.H.C and R. Hospitals who will be responsible for their performance to the Asstt. Chief Medical Officers of Health of the respective Sub-division.
2. They will look after and monitor all the activities relating to Medical, Public Health and family welfare including National Programmes under the Sub-Division.
3. They will initiate Annual Confidential Reports of the Block Medical Officers of Health, Supdt. Of Rural Hospitals and the Medical Officers of the P.H.Cs, B.P.H.Cs and R.Hospitals under their Subdivisional jurisdiction and refer the same to the C.M.O.H. concerned.
4. They will approve the Tour Diary and T.A.Bills in respect of the B.M.O.Hs, Supdt. Of R.Hospital and Medical Officers of the Primary Health Centres, B.P.H.C and Rural Hospitals as the Controlling Officers.

This order is issued with the concurrence of Fin.Deptt. vide their U.O. No. 2936 Gr. T, dt. 26.12.01.

All concerned are being informed.

Sd/- S.N.Maity
Deputy Secretary to the
Government of West Bengal

Text of GO. No. HF/O/MA/171/Z-15/02 Dt. 01.02.02; Sub: Power of DHS to transfer Posting

Government of West Bengal
Department of Health and Family Welfare
M.A. Branch.

No. HF/O/MA/171/Z-15/02

Dated: 01.02.02

NOTIFICATION

The Governor is pleased to delegate the administrative powers on the Director of Health Service, W.B. & Ex officio Secretary that he will decide on the proposals for transfer and posting in respect of the officers of the West Bengal health Services below the rank of district level officers.

This will be effective from the date of issue of this notification.

By order of the Governor

Sd/-A. Barman
Secretary
To the Govt. of West Bengal

Text of GO. No. HF/O/MA/206/HAV/7M-46-2002 Dt. 08.02.2002; Sub: Delegation of Power to ACMOH

Government of West Bengal
Department of Health & family Welfare
M.A. Branch

No.HF/O/MA/206/HAV/7M-46-2002

Dated Kolkata, the 8th Feb.,2002

ORDER

In continuation of this Department's Order No. HF/O/MA/ 4087/ HAV/7M-44-2001,Pt-I, dt. 2.12.2001, the Assistant Chief Medical Officers of Health attached to different Sub-Divisions of the districts in this state who have already been declared as Head of Offices under Rule 5(16A) of the West Bengal Service Rules, Part-I in terms of the said order, are hereby delegated also with the administrative power in the following matters:-

- 1) Sanction of full maternity leave of the employees under his administrative control/jurisdiction in the respective Sub-Division.
 - 2) Sanction of earned leave/half-pay leave/commuted leave upto 60 (sixty) days for Group 'A' Officers and upto 120 (one hundred twenty) days for Group 'B', 'C' and 'D' employees under his administrative control/jurisdiction in the concerned Sub-Division.
 - 3) Sanction of pension and retirement benefits in respect of Group 'A' officers under his administrative control in the sub-Division and in respect of Group 'B', 'C', and 'D' employees of his own establishment.
 - 4) Sanction of refundable General Provident Fund Advance in respect of Group 'A' employees under his administrative control in the sub-Division and all employees of his own establishment.
 - 5) Permission towards change of surname on account of marriage only, in respect of all employees under his administrative control/jurisdiction in the respective Sub-Division.
2. This order is issued with the concurrence of the Finance Deptt. vide their U.O. No. 432, Group 'P' (Service) dt. 7.2.2002.
 3. All concerned are being informed.

Sd/- S.N.Maity
Deputy Secretary to the
Government of West Bengal
Department of Health & Family Welfare

Text of GO. No. Health/MA/271/8S-2/2002, Dt. 22-02-2002; Sub: Decentralisation of authority for issuing orders extending benefit of Career Advancement Scheme

Government of West Bengal
Department of Health and Family Welfare
M.A. Branch

No. Health/MA/271/8S-2/2002

Dated, Kolkata, the 22nd February, 2002

From : The Secretary to the Govt. of West Bengal.

To : 1) The Director of Health Services, West Bengal,
2) The Director of Medical Education, West Bengal.

Subject: Decentralisation of authority for issuing orders extending benefit of Career Advancement Scheme to the officers of the West Bengal Health Service as also Acceptance of Voluntary Retirement of the W.B.H.S. Officers / W.B.D.S. officers.

MEMORANDUM

The undersigned is directed to refer to the Govt. Order No. Health/MA/100/DHS/HPT/4D-4/92/1(2) dt. 08.01.93, read with Govt. order No. Health/Institutions were empowered to issue necessary orders extending the benefit of Career Advancement Scheme to the officers of the W.B.H.S./M.B.M.I.S under their control, and to say that in this Deptt. order No. H/MA/3452/HAD/D/2001 dt. 04.09.2001, the C.M.O.H./Supdt. of the decentralized hospitals/ Institutions (As mentioned in the list enclosed therewith)/Medical Supdt./Principal/Director (except the fourteen Teaching Institutions under Director of Medical education) have been delegated power in some establishment matters, including the CAS. Benefit and Voluntary Retirement of all W.B.H.S./W.B.D.S./W.B.N.S./W.B.G.S./other Group "A", 'B', 'C' & 'D' staff/NMTP Cadre personnel.

2. After careful consideration, the Government has now been pleased to decide, in partial modification of order No. H/MA/3452/Had/D/2001 dt. 04.09.2001, as aforesaid, that the following 'screening Committee' would be formed with the members, mentioned below, for the purpose of extending benefits under Career Advancement Scheme (for movement upto Scale No. 13) to the officers of the West Bengal Health Services/West Bengal Dental Service under control of the respective C.M.O.H.S/Heads of Institutions who would assess the suitability of such officers for the said purpose and submit its recommendation to this effect for obtaining prior approval of this Department before issue of Orders sanctioning the said benefit:

| | | | |
|------|--|--|---|
| i) | In case of the WBHS/WBDS officers under control of the CMOH of the districts, other than item (ii) below | CMOH DADHS/ADHS DDHS/Jt. DHS | Member- Convenor Member Member |
| ii) | In case of the WBHS/WBDS officers under control of the Superintendents/Principal/Director/Medical-Supdt. of decentralized hospitals/Institutions and Surgeon-Supdt. of G.M. Hospital, Kalyani, Nadia | Director/Principal Surgeon-Supdt. Supdt./Medical Supdt. DADHS/ADHS DDHS/Jt. DHS | Member- Convenor Member Member |
| iii) | In case of the WBHS/WBDS officers under control of the Director/Principal/Principal supdt. of the reaching Inst. (under WBMES), except Supdt./Surgeon-Supdt. of the concerned hospital. | Director/Principal Principal-Supdt. Superintendent/ Surgeon-Supdt. DDHS/DDME | Member- Convenor Member Member |
| iv) | In case of the WBHS/WBDS officers under control of other heads of offices/Institution in Kolkata, other than at items (ii) & (iii) above. | Head of Office/ Institutions A.D.H.S. D.D.H.S./Jt. D.H.S. | Member- Convenor Member Member |
| v) | In case of the Heads of Offices/Institutions at items (i), (iii) & (iv) above, the Officers under direct control of D.H.S., W.B. and Surgeon-Supdt./Supdt. of the Teaching Institutions at Item (iii) above. | Jt. Director of Health Services Jt. Secy/ Dy. Secy. D.D.H.S | Member- Convenor Member Member |

3. The D.H.S., W.B. will decide the name of the officers under his control who will represent in the above said Committee.

4. Before issuing orders awarding the said benefit, vigilance clearance in respect of the officers concerned will have to be obtained from the Deptt. of Health & Family Welfare and for this purpose, the respective C.M.O.H.s/Heads of Offices will furnish the documents of submission of upto date Asset Statements, by the concerned officers to this Deptt. along with the recommendation of the Committee as in para-2 above.

5. The C.M.O.H.s/Heads of Office will only receive the notice for voluntary retirement from the officer concerned under his control and thereafter forward the same with their comments, if any, to the D.H.S., W.B. for issue of Govt. Order by the Deptt. of 'Health & F.W. accepting such prayer for voluntary retirement of the officers of the WBHS/WBDS.
6. Any dispute or difficulty in the matter should at once be brought to the notice of this Deptt. for decision.
7. This order is issued with the concurrence of the Finance Deptt. vide their U.O. No. 50 Group-P (Service) dt. 01.02.2002.
8. All concerned are being informed.

Secretary

Text of GO. No. HF/O/MA/274/7M-44-2001/Pt.I Dt. 25.02.2002; Sub: Power of
ACMOH related to MO LCU/MLCU

Government of West Bengal
Government of West Bengal
Department of Health & family Welfare
M.A. Branch

No. HF/O/MA/274/7M-44-2001/Pt.I

Dated Kolkata, the 25th Feb., 2002

MEMORANDUM

In continuation of this Department's Order No. HF/O/MA/ 4087/ HAV/7M-44-2001,Pt-I, dt. 2.12.2001, declaring Asstt. Chief Medical Officers of Health of Sub-Divisions of the districts as the Controlling Officers and Head of Offices under Rule 5(16A) of the West Bengal Service Rules, Part-I and this Deptt.'s order No.HF/O/MA/206/ HAV/7M-46-2002 dt. 08.02.2002, delegating thereof different financial and administrative powers, it is further ordered that all the medical officers and staff attached to Leprosy Control Units/Modified Leprosy Control Units (LCUs/MLCUs) located within the sub-Divisional jurisdiction will be responsible for their performance to the Asstt. Chief Medical Officers of Health concerned of the respective Sub-Division who will act as their Controlling Officer.

Medical Officers of L.C.Us/M.L.C.Us, in addition to their normal Leprosy Elimination Programme will also discharge such duties as are assigned by the Asstt. Chief Medical Officer of health of the Sub-Division concerned from time to time in the interest of Public Service. Besides, ACMOH will look after and monitor leprosy along with other Public Health activities within his jurisdiction as stated in Government orders referred above.

Annual Confidential Reports of Medical Officers of L.C.Us/ M.L.C.Us will be initiated by ACMOH and referred to CMOH.

ACMOHs will approve the Tour Diary and T.A. Bills of the Medical Officers attached to L.C.Us/M.L.C.Us as the Controlling Officers.

All concerned are being informed.

Sd/- S.N.Maity
Deputy Secretary to the
Government of West Bengal
Department of Health & Family Welfare

Text of GO. No. H/MA/775/HAV/7M-26-2002 Dt. 20.05.2002; Sub: Combined
Establishment of CMOHs

Government of West Bengal
Department of Health & Family Welfare
MA Branch

No. H/MA/775/HAV/7M-26-2002

Dated Kolkata, the 20th May, 2002

From: The Secretary to the Government of West Bengal

To: The director of Health Services, West Bengal, Writers' Buildings, Kolkata –
700 001

MEMORANDUM

The undersigned is directed to say that with a view to ensure overall control and supervision on various programmes for basic health care facilities in different districts of the state, it has since been decided by the Government that the different establishments under the Chief medical Officer of Health, Deputy Chief Medical Officer of health-II, Deputy Chief Medical Officer of health-III, and Zonal Leprosy Officers of the districts should be brought combinedly under single establishment under Chief Medical Officer of health of the District.

2. The undersigned is, therefore, directed to say that the Governor, after careful consideration, has been pleased to order that the Chief Medical Officer of Health will be 'head of Office' of the combined establishment in the district headquarter and will exercise all the administrative and financial power for the re-structured Health Administration in the district along with other administrative and financial powers already delegated to him under different Government Orders issued from time to time. The existing functions and powers delegated to the Deputy Chief Medical Officer of health-II, Deputy Chief Medical Officer of health-III, and Zonal Leprosy Officer as 'Head of office', shall be withdrawn and be vested with the Chief Medical Officer of Health of the district. All the funds under the State budget of the department of Health and Family Welfare relating to public health programmes allotted to the Deputy Chief Medical Officer of health-II, and Zonal Leprosy Officer shall be placed at the disposal of the CMOH of the district.

The funds for Family Welfare Programme under Centrally Sponsored Scheme (New Scheme), presently placed under the disposal of the Deputy Chief Medical Officer of health-III, shall be placed at the disposal of the CMOH of the district. Separate accounts, however are to be maintained for funds released by the Government of India for different Centrally Sponsored Scheme (New Scheme).

3. The Governor has also been pleased to reallocate the duties and functions of different administrative posts under control of the CMOH of the district, as prescribed hereunder:-

- i) Deputy Chief medical officer of health –I will be in-charge of all kinds of vehicles of combined establishment as in para-2 above, in respect of their movement and consumption of POL. The technical part of the vehicles shall, however continue to be looked after by the RHTO and/or Area Foreman concerned.

Deputy Chief Medical officer of Health-I shall also be in-charge of all kinds of stores under the CMOH of the district. In absence of the CMOH of the district, the Deputy CMOH-I will also look after 'day to day' work of the CMOH which have no financial involvement.

- ii) The Administrative officer in the office of the CMOH shall be re-designated as 'Administrative Officer-I' and he will act as 'Drawing and Disbursing officer' in respect of all funds placed at the disposal of the CMOH of the districts for the combined establishment as aforesaid.

In case of the said posts of Administrative Officer being vacant or in case of non-existence of the same, the Assistant Chief Medical Officer of Health (Medical & Administration) of the concerned districts will discharge the function of the 'Drawing and Disbursing Officer' for the above purpose. The Assistant Chief Medical Officer of Health (MA) shall, however also assist the CMOH in his day to day work, in addition to his own duties as assigned to him by the CMOH concerned.

- iii) The Administrative Officer in the office of the DFWB shall be re-designated as 'Administrative Officer-II' and he will be entrusted with the establishment matter in respect of all kinds of employees of the combined establishment. He will dispose off such matters with the approval and orders of the CMOH concerned, where necessary, or as per instruction of the CMOH in the matter. He will also initiate proposal for transfer and posting of all kinds of employees within the districts as per instruction of the CMOH concerned.
- iv) The Deputy Chief Medical officer of Health-II will be responsible for different Public Health Programmes, excluding Leprosy Control programme, in the district and shall be accountable for submission of regular reports and returns to the CMOH and higher authority in this regard, in addition to his own duties entrusted to him for different kinds of societies as per stipulation of Government of India.

- v) The Deputy Chief Medical officer of Health-III shall be responsible for all the family welfare programmes, including RCH programme, within the districts and shall be accountable for submission of regular reports and returns to the CMOH and higher authority in this regard. He will also be responsible for maintenance of separate account for RCH programme, including operation of bank Account for the purpose jointly with the Drawing and Disbursing officer as in sub-para –(ii) above, of the combined establishment, as per stipulation of Government of India.
- vi) The Zonal Leprosy Officer of the district shall be solely responsible for Leprosy Control Programme within the district and shall be accountable for submission of regular reports and returns to the CMOH and Higher authority as to progress of the programme in the district, he will also continue to act in the ‘District Leprosy Society’ as per stipulation of Government of India.
4. The Chief Medical Officer of health of the district concern shall re-arrange the set-up for the combined establishment as aforesaid accordingly immediately.
5. The financial guideline in respect of the maintenance of the accounts of the combined establishment shall be issued by the O.S.D. Ex-Officio Additional DHS (AAV), West Bengal in due course.
6. This order is issued with the concurrence of the Finance Department vide their u.o. No. 1369, Group P (Service) dt. 10.05.2002.
7. All concerned are being informed.

Sd/- Ashim Barman
Secretary

Text of GO. No. HAV/7M-26-2002/1032(18) Dt. 04.06.2002; Sub: Financial guidelines in respect of the maintenance of the accounts of the combined establishments in consequence of re-structuring of the health administration in the district levels

Government of West Bengal
Directorate of Health Services
Mitra Buildings, Lyons Range
Kolkata-1

No. HAV/7M-26-2002/1032(18)

Dated, the 4th June,2002

To
The Chief Medical Officer of health

Sub: Financial guidelines in respect of the maintenance of the accounts of the combined establishments in consequence of re-structuring of the health administration in the district levels

Please refer to Para 5 of the memorandum No. H/MA/775/ HAV/7M-26-2002 dated 20th May, 2002 on the above captioned subject in which it has been stated that financial guidelines will be issued in due course. The guidelines are enumerated below for strict observance:-

1. The cashbooks maintained in the offices of the Dy. CMOH-II, Dy. CMOH-III & Zonal Leprosy officer should be balanced and closed invariably in the first week of July, 2002 after complete disbursement of salary of staff for the month of June, 2002 and the balance should be transferred to the main cashbook of the D.D.O. of the combined establishment.
2. The balance so transferred to the main cashbook should be shown through bill wise analysis for record in the main cashbook.
3. The open cheques in favour of the D.D.O. of Dy. CMOH-II, Dy. CMOH-III and ZLO should be encashed on or below the closing date after which the cashbook should be closed and balanced.
4. The account payee cheques in favour of suppliers or others should immediately be disbursed to the payee preferably before the balancing and closing of the cashbook, however, if there be any account payee cheque left out and cannot be paid within the date as specified above should be handed over to the D.D.O. of the combined establishment for disbursement to the suppliers at his end.

5. The advances made to different health units like Rural Family Welfare Centres, Block Primary Health centers, Rural Hospitals etc. out of the advances drawn by the D.D.O. of the Dy. CMOH-II, Dy. CMOH-III and ZLO against abstract contingent bills through Treasury on Government account should be adjusted henceforth preferably before the closing of the cashbooks. If the advances so made could not be adjusted by submission of appropriate vouchers should be furnished in a statement with the documents for advances to the D.D.O. of the combined establishment who in his turn shall submit adjustment to the treasury on behalf of the previous D.D.Os.
6. The statement of advances if made any out of the un-disbursed cash, though highly irregular on financial point of view but it has been observed in different health institutions that such advances made for meeting up emergent situation, should be furnished to the D.D.O. of the combined establishment with the documents of advances so made (advance register, the receipt of advances paid, etc.).
7. All accounting documents remaining unaudited should also be handed over to the D.D.O. of the combined establishment for production to audit whenever necessary.
8. The bill registers both original and transit, the allotment registers, the permanent advance registers, the Stock registers including the D.C.R. books, cheque registers if maintained should immediately be handed over to the D.D.O. of the combined establishment.
9. The bills which have been already preferred to the treasury but have not been cleared up to be persuaded for clearance before closing of the cash book. If there be any residuals of the same, the respective Treasury Officer should be consulted accordingly.
10. The documents, registers etc. relating to the maintenance of G.P.F. account of Group-D personnel should be handed over to the D.D.O. of the combined establishment after making the documents upto date.
11. The service books of the employees should be made updated including service verification upto date before handing over the same to the head of the combined establishment.
12. The unpaid T.A. bills if any should be handed over to the D.D.O. of the combined establishment after completion of certification including approval of tour diary for necessary action at his end.
13. Subsidiary cash book in respect of centrally sponsored new scheme should be maintained for submission of expenditures reports to the Government of India.

14. The administration of funds of different Societies outside the Government account shall be executed by Dy. CMOH-II, Dy. CMOH-III and ZLO as per regulations of the societies and stipulation of Government of India.

15. This arrangement will take effect from the 2nd week of July, 2002 and the pay & allowances of July, 2002 of all employees shall be drawn from the combined establishment.

The problems and difficulties if arises any while implementing the above should be taken to the notice of the undersigned for on the spot solution of the same.

Sd/- Illegible
O.S.D. & Ex-Officio
Addl. Director of Health services
(AA&V) West Bengal

Text of GO. No. HPT/5A-16-2002/A4377 Dt. 18.07.2002; Sub: Career Advancement Scheme

Government of West Bengal
Directorate of Health Services
Writers' Buildings, Kolkata

No. HPT/5A-16-2002/A4377

Kolkata, the 18th July, 2002.

ORDER

With a view to decentralization of authority for issuing orders extending benefit of Career Advancement Scheme to the officers of West Bengal Health Service/ West Bengal Dental Service, it has been ordered for formation of different " Screening Committee" Vide G.O. No. Health/MA/271/8S-2/2002 dt. 22nd February, 2002.

Further Vide G.O. No. HF/O/MA/818/2C-01/02 dated 29th May, 2002 Officers of Health Directorate have been nominated to present D.H.S. in different committees in the district.

It is further that the Member- Convener of the Committee along with the nominated member of D.H.S. will verify the suitability of the officers (including A.C.R.S) of W.B.H.S/ W.B.D.S for CAS benefit and will prepare the list of eligible officers in triplicate in the prescribed proforma enclosed. The said proforma in duplicate along with ACRs in duplicate for last 3 (three) years may be sent to this Directorate for Vigilance clearance and prior approval of the Health Deptt.'s before issuance of the order by the local authority.

This has the approval of the secretary, Deptt. of Health & Family Welfare.

Sd/-
Director of Health Services
West Bengal.

Text of GO. No. Health/MA/271/8S-2/2002 Dt. 11.02.2002; Sub: Decentralisation of authority for issuing orders extending CAS to and Acceptance of Voluntary Retirement of the W.B.H.S. Officers / W.B.D.S. officers

Government of West Bengal
Department of Health and Family Welfare
M.A. Branch

No. Health/MA/271/8S-2/2002

Dated, Kolkata, the 22nd February, 2002

From : The Secretary to the Govt. of West Bengal.

To : 1) The Director of Health Services, West Bengal,
2) The Director of Medical Education, West Bengal.

Subject: Decentralisation of authority for issuing orders extending benefit of Career Advancement Scheme to the officers of the West Bengal Health Service as also Acceptance of Voluntary Retirement of the W.B.H.S. Officers / W.B.D.S. officers.

MEMORANDUM

The undersigned is directed to refer to the Govt. Order No. Health/MA/100/DHS/HPT/4D-4/92/1(2) dt. 08.01.93, read with Govt. order No. Health/Institutions were empowered to issue necessary orders extending the benefit of Career Advancement Scheme to the officers of the W.B.H.S./M.B.M.I.S under their control, and to say that in this Deptt. order No. H/MA/3452/HAD/D/2001 dt. 04.09.2001, the C.M.O.H./Supdt. of the decentralized hospitals/ Institutions (As mentioned in the list enclosed therewith)/Medical Supdt./Principal/Director (except the fourteen Teaching Institutions under Director of Medical education) have been delegated power in some establishment matters, including the CAS. Benefit and Voluntary Retirement of all W.B.H.S./W.B.D.S./W.B.N.S./W.B.G.S./other Group "A", 'B', 'C' & 'D' staff/NMTP Cadre personnel.

2. After careful consideration, the Government has now been pleased to decide, in partial modification of order No. H/MA/3452/Had/D/2001 dt. 04.09.2001, as aforesaid, that the following 'screening Committee' would be formed with the members, mentioned below, for the purpose of extending benefits under Career Advancement Scheme (for movement upto Scale No. 13) to the officers of the West Bengal Health Services/West Bengal Dental Service under control of the respective C.M.O.H.S./Heads of Institutions who would assess the suitability of such officers for the said purpose and submit its recommendation to this effect for obtaining prior approval of this Department before issue of Orders sanctioning the said benefit:

| | | | |
|------|--|--|--|
| i) | In case of the WBHS/WBDS officers under control of the CMOH of the districts, other than item (ii) below | CMOH DADHS/ADHS DDHS/Jt. DHS | Member- Convenor Member Member Member- Convenor |
| ii) | In case of the WBHS/WBDS officers under control of the Superintendents/Principal/Director/Medical-Supdt. of decentralized hospitals/Institutions and Surgeon-Supdt. of G.M. Hospital, Kalyani, Nadia | Director/Principal Surgeon-Supdt. Supdt./Medical Supdt. DADHS/ADHS DDHS/Jt. DHS | Member- Convenor Member Member |
| iii) | In case of the WBHS/WBDS officers under control of the Director/Principal/Principal supdt. of the reaching Inst. (under WBMES), except Supdt./Surgeon-Supdt. of the concerned hospital. | Director/Principal Principal-Supdt. Superintendent/ Surgeon-Supdt. DDHS/DDME | Member- Convenor Member Member |
| iv) | In case of the WBHS/WBDS officers under control of other heads of offices/Institution in Kolkata, other than at items (ii) & (iii) above. | Head of Office/ Institutions A.D.H.S. D.D.H.S./Jt. D.H.S. | Member- Convenor Member Member |
| v) | In case of the Heads of Offices/Institutions at items (i), (iii) & (iv) above, the Officers under direct control of D.H.S., W.B. and Surgeon-Supdt./Supdt. of the Teaching Institutions at Item (iii) above. | Jt. Director of Health Services Jt. Secy/ Dy. Secy. D.D.H.S | Member- Convenor Member Member |

3. The D.H.S., W.B. will decide the name of the officers under his control who will represent in the above said Committee.

4. Before issuing orders awarding the said benefit, vigilance clearance in respect of the officers concerned will have to be obtained from the Deptt. of Health & Family Welfare and for this purpose, the respective C.M.O.H.s/Heads of Offices will furnish the documents of submission of upto date Asset Statements, by the concerned officers to this Deptt. along with the recommendation of the Committee as in para-2 above.

5. The C.M.O.H.s/Heads of Office will only receive the notice for voluntary retirement from the officer concerned under his control and thereafter forward the same with their comments, if any, to the D.H.S., W.B. for issue of Govt. Order by the Deptt. of 'Health & F.W. accepting such prayer for voluntary retirement of the officers of the WBHS/WBDS.
6. Any dispute or difficulty in the matter should at once be brought to the notice of this Deptt. for decision.
7. This order is issued with the concurrence of the Finance Deptt. vide their U.O. No. 50 Group-P (Service) dt. 01.02.2002.
8. All concerned are being informed.

Secretary

Text of GO. No. HF/O/GA/2994/T-41/'02, Dt. 17-12-2002; Sub: Advance tour programme

Government of West Bengal
Department of Health and Family Welfare
G. A. Branch

No. HF/O/GA/2994/T-41/'02

Dated, Kolkata, the 17th December, 2002.

C I R C U L A R

Field visits are important administrative functions to ensure that ongoing programmes of the Deptt. are on course. Field visits are also important to effect programme correction at the field level and also for the policy correction at the State level, wherever required. It is also important that controlling officers and other competent authorities might like to communicate some instructions before the touring officers leave the station. It is accordingly directed that for useful and productive field visit all monitoring and programme officers of the Health & Family Welfare Department at the headquarter would send advance tour programme to the Director of Health Services with a copy of the same to the Principal Secretary, Health & F.W. Deptt.

Similarly at the district level Dy. C.M.O.H. I, II, III and all other district level programme officers would submit advance tour programme to the C.M.O.H. of the district. A copy of the same may also be endorsed to the District Magistrate as Executive Vice-Chairperson of the District Health & Family Welfare Samiti.

All the tour officers would invariably submit highlights of their tour notes to the authorities to whom advance tour programme are required to be submitted.

Tour sanctioning authority would approve the T.A. Bills after the above instructions have been fully complied with by the touring officers.

Sd/- Illegible

Principal Secretary

Text of GO. No. DHS/Singly/038/09 Dt. 11.04.2009; Sub: Delegation of power to
Different Directorate Officer

Government of West Bengal
Directorate of Health Services
Swasthya Bhawan-GN-29, Sector-V, Salt Lake
Kolkata-700091

Memo No. DHS/Singly/038/09

Date: 11.04.2009

The following files hereinafter need not be placed to the undersigned and matters will be finalized by the concerned officers as designated in this manner. The power of the DHS is hereby delegated to the concerned officers for final issuing the necessary order.

| Matter Related to | Power delegated to |
|---|---|
| 1. Sanction of CL, EL etc. upto the level of ADHS | Joint Director (Admn.) |
| 2. Sanction of CL, EL etc. upto the level of Jt. DHS | Addl. DHS (Admn.) |
| 3. Obtaining NOC for foreign visit | DDHS (Admn.) will directly refer the matter to ME Branch of this Directorate. |
| 4. Mutual Transfer of Nursing Staff | DDHS (Nursing) |
| 5. Purchase of Valuable items | Jt. DHS (Admn.) will refer the matter to Health Dept. upto the level of ADHS. |
| 6. Purchase of Valuable items | Addl. DHS (Admn.) for the level of Jt. DHS to Addl.DHS. |
| 7. Permission of formal approval of joining any training /Work shop in this State | Addl. DHS (Admn.) |

All officers including programme officers are requested not to issue any copy to the DHS which can not be properly dealt with. For all Administrative matter copies should be sent to Addl. DHS (Admn.). For all programme related matters copy should be given to concerned state programme officers.

Addl. DHS (Admn.) and State Programme officers should intimate the CMOH accordingly.

Sd/- (Dr. Aniruddha Kar)
Director of Health Services
West Bengal.