

# WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

Registration No: S/IL/14448 of 2002-2003

Swasthya Bhawan, 'B' Wing, 3<sup>rd</sup> Floor, GN-29, Sector-V, Salt Lake, Kolkata-700091

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Memo No: HFW/NHM-466/2020/Pt-I /356

Date: 26.05.2022

## TRANSFER GUIDELINES OF CONTRACTUAL HR UNDER NATIONAL HEALTH MISSION, WEST BENGAL

National Health Mission, West Bengal has engaged around 20,000 contractual employees across the State, in different positions since inception. In an effort to efficiently utilize the human resources for achieving the target of the Mission, their services need to be placed to different authorities from time to time.

As there was no substantial transfer guideline for NHM, WB employees, the matter was under active consideration for some time past. After careful consideration and thoughtful deliberation, National Health Mission, West Bengal has formulated the following 'Transfer Guidelines' for transfer and detailment of employees at different offices/facilities so as to sub-serve the interest of the Mission better.

### **1. General Guidelines:**

- 1.1: This guideline will be applicable to all full-time contractual employees engaged under NHM, West Bengal and will be applicable only during their period of contract under reference;
- 1.2: Transfer of employees on personal grounds will only be considered provided they fulfill certain conditions;
- 1.3: Transfers on administrative grounds can be made by the authority at any point of time.
- 1.4: **Inter-district transfers, where Appointing Authorities are different, will not be allowed except for newly created health districts or newly-formed revenue districts carved out of the existing administrative district.**
- 1.5: Any Appointing Authority can initiate proposal for transfer of an employee within his/her jurisdiction taking into account the relevant tier of posting of that employee as mentioned in the concerned recruitment notice.
- 1.6: **No transfers can be given effect at any level without approval of the Executive Director, WBSH&FW Samiti or the Transfer Committee constituted at the State level as the case may be.**
- 1.7: Any employee under NHM can be detailed anywhere within the State in the same or higher tier purely on administrative grounds as per requirement of the Mission. Such detailment should not exceed six (06) months except under extraordinary circumstances. For such instance(s) where detailment of an employee is required beyond six months, permission of the Executive Director, WBSH&FW Samiti will be required.

### **2. Eligibility:**

- 2.1: Any contractual employee will be eligible to apply for transfer if the employee has served for, at least, six (6) months or more in the current post.
- 2.2: For mutual transfer, an employee can apply at any time during the employee's period of contract.
- 2.3: Transfers on administrative grounds can be made by the authority at any point of time during the employee's period of contract.

- 2.4: The transfer request would be considered keeping in view the availability, administrative convenience and public interest involving the proposed transfer.

### 3. Process of Application for Transfer:

- 3.1: All employees under NHM posted at the State Head Quarter/ SPMU/ other institution or facilities of Kolkata, praying for transfer including mutual transfer, will have to submit the transfer prayer in the prescribed format, enclosed as Annexure-1, along with the following documents to the concerned Reporting Officer for further submission to the Executive Director, WBSH&FW with a copy to the State HR Cell:
- (i) Standard Application Format for Transfer duly signed with the official stamp of the concerned Authority (**Annexure-1**)
  - (ii) Copy of the Engagement Order
  - (iii) Copy of the Joining Letter duly approved by the competent authority
- 3.2: All employees, posted at district/block/health facilities praying for transfer including mutual transfer, will have to submit the transfer prayer in the prescribed format, enclosed as Annexure-1, along with the following documents to the concerned Reporting Officer for further submission to the Appointing Authority:
- (i) Standard Application Format for Transfer duly signed with official stamp of the concerned Authority (as enclosed in **Annexure-1**)
  - (ii) Copy of the Engagement Order
  - (iii) Copy of the Joining Letter duly approved by the competent authority
- 3.3: **Transfer prayers without recommendation, official stamp and forwarding by the Reporting Authority in the prescribed format will be summarily rejected.**
- 3.4: All scanned copies of transfer applications in the standard format along with required documents will have to be sent to the email id: [hrcelltransfer@gmail.com](mailto:hrcelltransfer@gmail.com) as mentioned in Order issued vide Memo No.HFW-27011/141/2022/1357 dated 19.04.2022.
- 3.5: Any Appointing Authority, initiating pro bono transfer proposals of employees under NHM, will initiate the proposal through e-office with all required documents to the **State HR Cell** through **Programme Officer ( in charge of HR)**.

### 4. Constitution of Transfer Committee and its role:

- 4.1: A **Transfer Committee** is constituted at the **State level** with the following members:

No	Designation of the Official	Details
1	Executive Director, WBSH&FWS and MD, NHM	<b>Chairperson</b>
2	Director of Health Services, DHS	<b>Member</b>
3	Advisor, WBSH&FWS	<b>Member</b>
4	Jt.DHS (FW) and SFWO	<b>Member</b>
5	Advisor (Law)	<b>Member</b>
6	Programme Officer NHM (in Charge of HR) & Dy. Secretary, H&FWD	<b>Member Convener</b>

**\*Transfer Committee may co-opt members as and when required.**

- 4.2: For an employee, who is seeking transfer under special circumstances (including those who are specially-abled), decision will be taken by the Transfer Committee constituted at the State level as mentioned at Point 4.1.
- 4.3: For such cases where more than one employee in similar post, engaged by the same

Appointing Authority, has applied for transfer to the same place, or where the number of posts is less compared to the number of applications received for transfer in the same place, decision will be taken by the Transfer Committee.

- 4.4:** All regular transfer cases, which do not fall under the special category as mentioned at Point Nos. 4.2 and 4.3, will be taken up by the State HR Cell, NHM and implemented with the approval of the Executive Director, WBSH&FWS.

## **5. Transit Time for movement due to Transfer:**

- 5.1:** Maximum **three (03) days' transit time** before joining the new place of posting will be allowed to the concerned employee, starting from the date of release from the previous place of posting.
- 5.2:** In case an employee fails to join within the stipulated three (03) days at the new place of posting, due to unavoidable circumstances or due to any natural calamity, the employee should submit a prayer to the reporting authority at the new place of posting for consideration of extension of transit time period.
- 5.3:** An employee who fails to join the new place of posting within the specified time period as mentioned at Point Nos. 5.1 and 5.2 after being released from his/her present place of posting, without any intimation to the reporting authority at the new place of posting, the same will be treated as unauthorized leave for which no remuneration shall be payable. Such non-joining of the employee within specified time period should be intimated to the State HR Cell for taking necessary action against the employee as per recommendation of the HR Advisory Committee of NHM.

## **6. Formalities for Release, Joining and Remuneration Disbursement:**

- 6.1:** When an employee is transferred from one place to another place, the following action will be mandatory:
- 6.1.1:** On issuance of any transfer order, the matching **Release Order (RO)** will have to be generated by the concerned relieving authority.
- 6.1.2:** **Last Pay Certificate (LPC)** (as enclosed in **Annexure-2**) consisting of the details of remuneration drawn by the employee, and the deductions from his/her remuneration (if any) and leave status will have to be generated by the Drawing & Disbursing Officer (DDO) at the previous place of posting.
- 6.1.3:** The employee will have to submit the Release Order and Last Pay Certificate along with the Joining Letter at his/her new place of posting. The transfer process will be deemed complete only on receipt of all the above mentioned documents.
- 6.1.4:** Irrespective of the date of joining at the new place, the employee will draw his/her remuneration from the place where he/she is present on the last working day.

## **7. Updating details related to transfer in HRMIS:**

- 7.1:** The details of all transfers need to be immediately updated in the HRMIS portal on a regular basis mandatorily by the concerned authorities.
- 7.2:** The total process of "transfer- out" from the end of relieving authority to the "transfer-in" at

the place of joining needs to be completed **within 10 days** since issuance of the RO.

- 7.3: The entire process of "transfer-out" will be considered complete only after the documents viz. Release Order and Last Pay Certificate have been uploaded in the HRMIS portal against the employee who has been transferred.
- 7.4: The entire process of "transfer-in" will be considered complete after validation of the Joining Letter, Release Order and Last Pay Certificate in the HRMIS portal.
- 7.5: Based on the above mentioned points, a detailed report on the status of transfers will be generated by the State HR Cell for monitoring the completion status and identification of delays if any.

## 8. Entitlement of TA/DA for Transfer/Detailment:

- 8.1: For any transfers sought on personal grounds, no TA/DA will be allowed for movement to the new place of posting.
- 8.2: For all transfers on administrative grounds, TA/DA will be allowed as per norms laid down in relevant orders of the WBSH&FW Samiti.

## 9. Grievance Redressal:

- 9.1: Grievance Redressal regarding all transfer related issues will be submitted to the State HR Cell, NHM. If the employee is not satisfied with the decision of the first disposal, he/she will be able to apply again and the same will be forwarded to the Transfer Committee for final decision. In such cases, the decision of the Transfer Committee will be treated as final. The disposal time for all such applications will be ninety days from the date of such appeal.
- 9.2: All grievances related to transfer should be addressed to the Executive Director, WBH&FW Samiti positively and submitted either in hard copy (by registered post) or scanned copy by e-mail to [hrcelltransfer@gmail.com](mailto:hrcelltransfer@gmail.com)
- 9.3: The State HR Cell, NHM will maintain records, in standardized format, of all grievances in this regard along with the status of the same in order to eliminate duplicate applications and monitor the status of all applications received.

All concerned are being informed for compliance.



**Dr. Saumitra Mohan, IAS**  
Executive Director, WBSH&FWS &  
Mission Director, National Health Mission, WB

Copy forwarded for kind information and necessary action to the:

1. Principal Secretary, GTA, Darjeeling
2. Secretary, GTA, Darjeeling
3. Executive Director, DH&FW Samiti, GTA, Darjeeling
4. Director of Health Services, Health & FW Department, Govt. of WB
5. Advisor, WB SH & FW Samiti, Health & FW Department, Govt. of WB.
6. Director Finance, State FMG, H & FW Department, Govt of WB.
7. Programme Officer –I, NHM & Deputy Secretary, H & FW Department, Govt of WB.
8. Programme Officer –II, NHM & Deputy Secretary, H & FW Department, Govt of WB.
9. Financial Advisor, WB SH & FW Samiti, Health & FW Department, Govt. of WB
10. State Family Welfare Officer, Health & Family Welfare Dept. Govt. of WB
11. Jt. DHS, NCD, Health & FW Department, Govt. of WB
12. Jt. DHS, PH & CD, Health & FW Department, Govt. of WB
13. DDHS, NCD-I/ NCD-II, Health & FW Department, Govt. of WB
14. DDHS, Malaria, Health & FW Department, Govt. of WB
15. DDHS, Leprosy, Health & FW Department, Govt. of WB
16. Senior Accounts Officer, NHM, H & FW Department, Govt of WB
17. State TB Officer, Health & FW Department, Govt. of WB
18. State Nodal Officer, Quality Assurance, Dept. of H & FW, Govt. of WB
19. State Nodal Officer, NUHM, Dept. of H & FW, Govt. of WB
20. State Programme Officer (All Programmes), NHM, Health & FW Department, Govt. of WB
21. Advisor-Law, WB SH & FW Samiti, Health & FW Department, Govt. of WB
22. State HR Cell, Swasthya Sathi Building, Swasthya Bhawan
23. State IT Cell, Swasthya Bhawan with the request to publish in the departmental website.

  
Dr. Saumitra Mohan, IAS

Executive Director, WBSH&FWS &  
Mission Director, National Health Mission, WB

Memo No: HFW/NHM-466/2020/Pt-I/ 356 /2(10)

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Copy forwarded for kind information and necessary action to the:

1. Municipal Commissioner (Kolkata, Howrah, Bidhannagar, Chandannagore, Asansol, Durgapur, Siliguri),  
Municipal Corporation
2. Director / Principal, Medical College & Hospitals (All)
3. MSVP, Medical College & Hospitals and Medical Colleges (All)
4. MSVP, B.C. Roy & PGIPS, Kolkata
5. Director ( CMS/ RIO / BIN/ STM / IBTM/ STDC/ IHTM/ ROHFW)
6. CMHO, Kolkata Municipal Corporation
7. CMOH & Member Secretary, DH&FWS (All Districts including Health Districts) with a request to share the  
information to all concerned authority
8. MSO, KMC IDSP Society
9. CTO, Kolkata
10. Superintendent, (IDBG Hospital / SN Pandit Hospital/ Lady Dufferin Hospital / Abinash Dutta Maternity  
Home/ Chittaranjan Seva Sadan/ Ramrik Hospital / Garden Reach State General Hospital)

  
Dr. Saumitra Mohan, IAS

Executive Director, WBSH&FWS &  
Mission Director, National Health Mission, WB



**Government of West Bengal**  
**Health & Family Welfare Department**  
**National Health Mission**  
 Swasthya Sathi Building, Swasthya Bhawan Premises,  
 GN-29, 4<sup>th</sup> Floor, Sector – V, Salt-Lake, Kolkata – 700 091



**Standard Application Format for Transfer of Contractual HR under NHM, WB**

1. Name of the Employee :
2. Father's/Mother's/Spouse's Name :
3. Designation :
4. Appointing Authority :
5. Employee ID No. (as per HRMIS) :
6. Contact No. :
7. Email Id :
8. Permanent Address :
9. Present Place of Posting :
10. Date of Joining in Present Designation :
11. Date of Joining at Present Place of Posting :
12. Details of previous transfer in present Designation (if applicable) :

Sl No	Date of Issuance of Transfer Order	Issuing Authority	Transferred from	Transferred to	Whether Transfer Order was implemented (Yes/ No)	If yes, Date of joining in place of transfer
1						
2						
3						

13. The reason for seeking transfer (in brief) :

**14. Choice of Place of Posting (maximum five choices) :**

- i) 1<sup>st</sup> choice :
- ii) 2<sup>nd</sup> choice :
- iii) 3<sup>rd</sup> choice :
- iv) 4<sup>th</sup> choice :
- v) 5<sup>th</sup> choice :

**15. Copy of Engagement Letter enclosed**

**16. Copy of Joining Letter in the present post enclosed**

The above information is true to the best of my knowledge and I shall be held liable if the same is proved incorrect.

Name & Designation : .....

Place of posting : .....

Full Signature of the Employee : .....

Date : .....

**If Appointing Authority is NOT Executive Director, WBSH&FWS:**

Memo No:

Date:

Recommended and forwarded to Appointing Authority for onward transmission along with all relevant documents.

Comments of Reporting Authority (if any)

Name of Official : .....

Designation : .....

Full Signature of Reporting Authority : .....

Date & Stamp : .....

**If Appointing Authority is Executive Director, WBSH&FWS:**

**Memo No:**

**Date:**

Recommended and forwarded to ED, WBSH&FWS along with all relevant documents for consideration.

Comments of CMOH (if any)

Name of CMOH : .....

District/Health District : .....

Full Signature of CMOH : .....

Date & Stamp : .....

**Note:**

1. *Transfer prayers without recommendation, official stamp and forwarding by Reporting Authority & CMOH in the standard format will summarily be rejected.*
2. *All scanned copies of transfer applications in the standard format along with required documents will have to be submitted in the email id [hrcelltransfer@gmail.com](mailto:hrcelltransfer@gmail.com)*
3. *Any Appointing Authority initiating pro bono transfer proposals of employees under NHM, will send the matters through e-file along with all required documents to the State HR Cell through Programme Officer (In charge of HR) [Clause 3.5 of Transfer Guidelines of contractual HR under National Health Mission, WB issued vide Memo. No. HFW/NHM-466/2020/Pt-I/356 dated 26.05.2022].*
4. *All previous transfer applications to be submitted afresh in this format by following the procedure laid down in the Transfer Guidelines of contractual HR under National Health Mission, WB issued vide Memo. No. HFW/NHM-466/2020/Pt-I/356 dated 26.05.2022.*



**Government of West Bengal  
Health & Family Welfare Department  
National Health Mission**



**Last Pay Certificate (LPC) for Contractual Employees of NHM under Transfer**

1. Last Pay Certificate of Ms./Mrs./Mr./Dr. (name).....  
working as (designation) ..... in  
(place of posting, Block & District/Health District)  
.....  
proceeding on transfer to (new place of posting, Block & District/Health District)  
.....  
..... vide Release Order No.  
..... Dated.....
2. Last Drawn Consolidated Remuneration of Ms./ Mrs./ Mr./Dr. (name) .....  
..... is Rs.(amount of remuneration) ..... (Rupees  
.....)  
(amount in words) as on ..... (month & year to be mentioned).
3. As per available leave records of this office, he/ she has availed ..... (no. of Casual Leave),  
..... (no. of Earned Leave), ..... (no. of Maternity Leave, if any) as on  
..... (date, month & year to be mentioned).
4. As per available leave records of this office he/she is not on unauthorised leave. If on  
unauthorised leave, period of unauthorised leave and regularisation of such unauthorised  
leave as on ..... (date).
5. He/She has handed over the charge of his/ her duties on ..... (date).
6. All dues (if any) have been cleared by the employee.

Date:

**Signature of DDO/DDO In-Charge of the  
Concerned Office with Official Stamp**

**Note:**

1. Maximum three (3) days transit time will be given to the concerned employee for joining, starting from the date of release from the previous place of posting.
2. Any employee, who fails to join at the new place of posting within the specified time period as mentioned above after being released from his/her present place of posting and has not informed the same to the Reporting