



Government of West Bengal

Panchayats & Rural Development Department

Joint Administrative Building, Block:HC-7, Sector-III, Saltlake City, Kolkata-700106

Memo No.258(21)/PRD-14098/1/2020-SPHC SEC-Dept. of PRD

Date: 17.12.2021

From : Special Secretary to the Govt. of West Bengal,
Panchayats & Rural Dev. Department.

To : The District Magistrate, All districts &
The Ex-Officio Executive Officer, All Zilla Parishad.

Sub. : Notification cum Guideline for recruitment of State Budget aided Gram Panchayat level part-time Homoeopathic and Ayurvedic doctors.

Sir/Madam,

This is to inform you that the Notification cum Guideline of the selection procedure of the State Budget aided Gram Panchayat level part-time Homoeopathic and Ayurvedic doctors has been amended in consultation with the Finance and Health & Family Welfare Department, Govt. of West Bengal.

I am directed to forward herewith the said Notification cum Guideline for your necessary action.

Yours faithfully,

Enclo.: As stated.

Special Secretary

Panchayats & Rural Dev. Department

Memo No.258(21)/1(90)/PRD-14098/1/2020-SPHC SEC-Dept. of PRD

Date:17.12.2021

Copy forwarded for information and necessary action to:-

1. The Commissioner, Directorate of Panchayats & Rural Development, Jessop Building, Mezzanine floor, 63, N.S. Road, Kolkata- 700001;
2. The Director of Homoeopathy, Department of Health & Family Welfare, AYUSH Branch, Swasthya Bhawan, Salt lake City, Sector-V, Block.GN-29, Kolkata-700091;
3. The Director of Ayurveda, Department of Health & Family Welfare, Swasthya Bhawan, 6th floor, Salt lake City, Sector-V, Block.GN-29, Kolkata-700091;
4. The Joint Secretary (AYUSH), Department of Health & Family Welfare, AYUSH Branch, Swasthya Bhawan, 6th floor, Salt lake City, Sector-V, Block.GN-29, Kolkata-700091;
5. The Additional Executive Officer..... Zilla Parishad(All)/ Siliguri Mahakuma Parishad;
6. The Secretary.....Zilla Parishad(All)/ Siliguri Mahakuma Parishad;
7. The P. S. to the Minister-in-Charge, P & RD Department for his kind appraisal;
8. The P. S. to the Additional Chief Secretary, P & RD Department for his kind appraisal.
9. The Nodal Medical Officer.....Zilla Parishad(All)/ Siliguri Mahakuma Parishad;
10. The Public Health Programme Coordinator, DPHC,Zilla Parishad(All)/ Siliguri Mahakuma Parishad;

Special Secretary

Panchayats & Rural Dev. Department

Notification cum Guideline for recruitment
of State Budget aided Gram Panchayat level part-time doctors

Selection procedure of the State Budget aided Gram Panchayat level part-time Homoeopathic and Ayurvedic doctors were being guided by the Order no H/AUH/379/3H-270/85 I dated 23.05.1988 and HF/O/ISMH/118/1A-10/2006 dated 24.02.2006 from long time past. The same have become almost impertinent in respect of the present situation and need to be modified. The matter was under consideration of this Department and now after careful consideration of the whole matter, this Department has decided to amend the guidelines in consultation with the Finance and Health & Family Welfare Department, Govt. of West Bengal for engagement of part-time Homoeopathic and Ayurvedic Medical Officers in Gram Panchayat level dispensaries under State Budget aided in the following manner:

1. Qualifications & other eligibility required:

A. Educational qualification: Higher Secondary examination, certified by 'West Bengal Council of Higher Secondary Education' or its equivalent is the minimum educational qualification.

B. Professional qualification:

I. For Homoeopathy :

A Bachelor Degree (BHMS) in Homoeopathy from a recognized University or Institution recognized by Central Council of Homoeopathy and must be registered with State or Central Council of Homoeopathy.

II. For Ayurveda :

A Bachelor Degree (BAMS) in Ayurveda from a University or its equivalent as recognized under the Indian Medicine Central Council Act, 1970. Candidate must be registered with 'Paschim Banga Ayurveda Parishad', West Bengal.

At the time of submitting application, all candidates must be registered with proper Council/Parishad and have to submit the registration certificate. Provisional certificate from the same authority can also be entertained but he/she have to produce the original registration certificate within Six months of his/her selection. In anyway, late submission of Registration Certificate will not be entertained.

C. Age: Entry age for part-time Homoeopathic/Ayurvedic Medical Officer in Gram Panchayat dispensaries shall be not more than 50 years and exit age shall be 65 years.

Age should be calculated on 1st January of the Publication of recruitment notification. Entry age limit is relaxable for 5 years for SC/ST and 3 years for OBC candidates.

D. Language known: Candidate must have knowledge in Bengali both speaking and writing.

E. Candidate must be a citizen of India.

F. Papers to be submitted with prescribed application form(Annexure-I):

1. Admit Card/Certificate of Secondary examination or equivalent or Birth Certificate issued by proper Government authority as age proof document.
2. Mark Sheets as in certificates for professional qualification.
3. Any Three of the EPIC, AADHAR, PAN, Ration card, Passport, Bank Pass Book, Certificate of address having photo issued by 'Member of Parliament' or 'Member of Legislative Assembly' or Group 'A' Gazetted Officer on proper letter head, Household Utility bill (Gas, Electric, Water, fixed Land line) showing name and current address (not more than three months old), Property/ Wealth tax assessment certificate with same details as address proof cum identity proof.
4. Self Declaration of same present and permanent address (if any).
5. Medical Registration Certificate.
6. Caste Certificate where applicable.

Selection procedure

2. A Selection Committee consisting of the Block Development Officer(B.D.O), Block Medical Officer of Health (B.M.O.H), Sabhapati of the Panchayat Samity concerned, Karmadhyaksha (Janaswsthya-O-Paribesh Sthayee Samity of the Panchayat Samity concerned), One Medical Officer shall be deputed by the Chief Medical Officer of Health (C.M.O.H) of the district as expert to such committee at the request of Block Development Officer along with the Assistant Chief Medical of Health (A.C.M.O.H) and the Prodhan of the Gram Panchayat concerned will select the candidate. The constitution of the Selection Committee will be as detailed below:

- | | |
|--|----------------------------|
| A. Sabhapati of the Panchayat Samity concerned - | Chairman |
| B. B.D.O Concerned - | Vice-Chairman cum Convener |
| C. Karmadhyaksha, Janaswasthya-O-Paribesh-Sthayee Samity of the Panchayat Samity - | Member |

- | | | |
|--|---|--------|
| D. One Medical Officer to be nominated by C.M.O.H. (Preferably from AYUSH cell) | - | Expert |
| E. A.C.M.O.H. from the respective sub-division | - | Expert |
| F. B.M.O.H. Concerned | - | Expert |
| G. Prodhan of the Gram Panchayat concerned | - | Member |

3. An advertisement will be published in at least two widely circulated newspapers by the Zilla Parishad concerned mentioning the terms and conditions inviting applications from the intending candidates for the engagement of part-time Medical Officers in the sanctioned dispensaries at the Gram Panchayats. In response to such advertisement, the applications will be received by the Block Development Officer and Ex-officio Executive Officer of the respective Panchayat Samity. The Zilla Parishad should publish an advertisement, even for one vacancy.
4. Recruitment shall be done in those Gram Panchayats only where no other Govt. aided Medical facilities exist.
5. For selection of the candidates total marks 60 (sixty) will be distributed as follows :-

A. Academic & professional qualifications – 45

The above number will be allocated in the following way:

I. Academic : Higher Secondary – 10

II. Professional :

(i) Bachelor's Degree (BHMS/BAMS) – 30

(ii) Post Graduation Degree (MD) – 5 (not based on mark sheets, only certificate)

B. Others (residing in GP concerned) – 5

(For Academic and Professional qualification a candidate may be given marks on percentage basis against his/her qualification only.

C. Viva-voce – 10

Final selection will be made adding marks in Academic Qualification, Professional Qualification and Viva-voce taken together.

The entire process of selection shall be recorded in written and attendance of Candidates, if called for interview, should form part of the record. After closing of receiving date, all applications would be sorted out according to the eligibility criteria. A candidate can apply for more than One Gram Panchayat. Interview will be called

for each post (i.e. for each Gram Panchayat). All eligible candidates should come under interview. Any candidate residing in Gram Panchayat area concerned will get additional 5 marks in the interview. Panel cum merit list should be prepared for each Gram Panchayat. Interview of the candidates for one GP will be held in a single day. Interview dates will be fixed Gram Panchayat wise. All successful candidates should come in to the panel in order of merit for each GP.

6. The Committee will prepare a panel of each successful candidate in order of merit for each Gram Panchayat and get such panel of candidates approved in the next meeting of the Janaswasthya-O-Paribesh Sthayee Samity of the Panchayat Samity concerned and send the panel recommending the name of 1st candidate for engagement to the Zilla Parishad.
7. The Janaswasthya-O-Paribesh Sthayee Samity of the Zilla Parishad shall consider the proposal referred in Para-6 above is in order and will take a resolution recommending the name of 1st candidates to the Panchayat and Rural Development Department for approval. A copy of such resolution alongwith the panel made by the selection committee (if any) and a copy of educational qualification, age proof certificate, residential certificate, Professional Certificate, copy of Registration Certificate under the respective Council/Parishad as mentioned in Para-5(II) i) and ii) of the selected candidate should be sent to the Panchayats and Rural Development Department.
8. The Panchayats and Rural Development Department will consider such proposal and if found in order, will accord approval to such proposals.
9. On receiving approval of the Panchayats and Rural Development Department, the respective Zilla Parishad will communicate the same to the Panchayat Samity and Gram Panchayat concerned and the Prodhan of the Gram Panchayat will enter into an agreement with the approved candidate in the prescribed proforma circulated vide Panchayats and Rural Development Department vide memo no. 534 (18)/RD/PH&S/PH/2M-5/08 dated 31.01.2014 and engage him on part time basis. For the purpose an agreement may be made on specific terms & conditions. If the approved candidate refuses to join or resigns after joining, then the selection committee will consider next candidate from the list for engagement and a resolution may be taken in the Janaswasthya-O-Paribesh Sthayee Samity of the Panchayat Samity concerned recommending the name of the next candidate and so on.

10. The date of joining of the concerned doctor(after signing of the contract paper) must be sent to the Panchayats & Rural Development Department within two months from the date of receiving and the approved candidate must join in his/her post within One month from the date of receiving of appointment letter.
11. Maximum days of absence permissible in a year will be 30. However, they will be entitled honorarium for 12 off days(maximum 08 days in one stretch) only.
12. Validity of the panel is fixed to be of one year from the date of joining of the candidate for the first time from the panel. In case where validity of the panel has expired in accordance with above or where there is no other candidate in the panel, the fresh recruitment process may be initiated as per. Zilla Parishad concerned will advertise for this purpose at least two widely circulated newspapers. Permission for filling up vacancies in such cases no further approval will be required from this end but final approval of the candidate needs to be certified from this Deptt. as usual.
13. Any candidate engaged by any authority without maintaining the prescribed guideline would not be accepted for candidature by this Department.
14. Engagement will be on part time basis up to a maximum of 65 years of age. Terms and conditions will be as per contract. Their honorarium will be fixed by the Health & Family Welfare Department in consultation with Finance Department.
15. The Zilla Parishad, before recommending the selected candidate, must declare the present court case status.
16. The contract between the Pradhan and the selected doctor will be for one time. The work responsibilities, working period, attendance and the terms and conditions for continuation of their service are as laid down in the prescribed Contract proforma (Annexed).

You are requested to inform to the Block Development Officer & Ex-Officio Executive Officer of Panchayat Samities concerned about the selection procedure and the steps to be taken from their end.

The guideline cum notification is issued in concurrence with Finance Department U.O. no. Group P2/2021-2022/0275 dated 05.10.2021.

This guideline will come in to effect immediately.

Application Format

To
The Block Development Officer
..... Block.
..... District

Self attested
photograph

Sir/Madam,

Understanding from the advertisement published in the Patrika
Dated. and from the Notification No....., I
offer myself as a candidate for engagement as part time
(Homoeopathic/Ayurvedic) Medical Officer (under State Budget) ofGram
Panchayat underBlock of District. My
particulars are given below:

- I. Name of the candidate :
- II. Name of father/husband :
- III. Address mentioning of Block, Sub Division,
District, Pin code and Telephone no. :
- IV. Whether a permanent resident of
the Gram Panchayat for which applied for?(Yes/No) :
- V. Date of birth :
- VI. Category (General/SC/ST/OBC) :
- VII. Nationality :
- VIII. Sex :
- IX. Qualification in following Proforma :

| Name of Exam | Year of Passing | % of marks obtained | Division/Class/Grade | Remarks if any |
|------------------|-----------------|---------------------|----------------------|----------------|
| Higher Secondary | | | | |
| BHMS/BAMS | | | | |
| MD(if any) | | | | |

- X. Work experience :
- XI. Whether attached with any Govt. service(Yes/No) :

Declaration: I do hereby certify that the details stated above are true and that in case any information proves to be false, my candidature will be liable to be cancelled.

Enclosed: Required papers to be submitted as per notification.

Date:

Place:

.....
signature of the candidate

গ্রাম পঞ্চায়েত পরিচালিত হোমিওপ্যাথিক/আয়ুর্বেদিক ডাক্তারদের নিয়োগ সংক্রান্ত চুক্তির নিদর্শ

..... গ্রাম পঞ্চায়েতের তরফে শ্রী (প্রধান) ও
শ্রী.....(হোমিওপ্যাথিক/আয়ুর্বেদিক চিকিৎসক), ঠিকানা

-এর মধ্যে আজ(তারিখ) চুক্তি সম্পাদিত হলো। যেহেতু গ্রাম পঞ্চায়েত
চিকিৎসাকেন্দ্রে (ডিসপেনসারি) নিম্নলিখিত শর্ত নিয়মসাপেক্ষে ডাঃ আংশিক সময়ের
চিকিৎসক হিসাবে কাজ করতে সম্মত হয়েছেন-- এই বিষয়ে সংশ্লিষ্ট দুই পক্ষ একমত হয়ে ঘোষণা করছেন যে---

- ১)তারিখের সভার সিদ্ধান্ত ক্রমেগ্রাম পঞ্চায়েতের প্রধান
শ্রী..... কে গ্রাম পঞ্চায়েত সদর চিকিৎসাকেন্দ্রে চিকিৎসক হিসাবে কাজ করার দায়িত্ব
দিলেন এবং শ্রী (চিকিৎসক) এই দায়িত্ব গ্রহণ করলেন।
- ২) শ্রী(চিকিৎসক) চিকিৎসাকেন্দ্রে, স্বাস্থ্য ও পরিবারকল্যাণ দপ্তরের নির্দেশ
অনুযায়ী, সাপ্তাহিক কাজের দিনে ৬ ঘণ্টা (প্রত্যহ সকাল ১১-০০ ঘটিকা হইতে বৈকাল ৫-০০ ঘটিকা) করে উপস্থিত
থেকে চিকিৎসার কাজ করবেন। এবং মাসের শেষ শনিবার জনস্বাস্থ্য বিষয়ক সভায় উপস্থিত থেকে গ্রাম পঞ্চায়েতের
তরফে পরবর্তী মাসে স্বাস্থ্য ক্ষেত্রে কি কি পদক্ষেপ নেওয়া উচিত সে বিষয়ে সিদ্ধান্ত নিতে সাহায্য করবেন।
- ৩) শ্রী(চিকিৎসক) চিকিৎসাকেন্দ্রে আগত রোগী ও রোগিনীদের নাম, ঠিকানা ও
তাদের অসুস্থতার সংক্ষিপ্ত বিবরণ একটি খাতায় (রেজিস্টারে) নথিবদ্ধ করবেন এবং রোগী ও রোগিনীদের মধ্যে বিশেষ
কোনো রোগের প্রাদুর্ভাব লক্ষ্য করলে তা গ্রাম পঞ্চায়েতের প্রধানের কাছে লিখিতভাবে জানাবেন।
- ৪) গ্রাম পঞ্চায়েতের সদর স্বাস্থ্য উপকেন্দ্রে চিকিৎসার কাজ করার জন্য শ্রী.....(চিকিৎসক) গ্রাম
পঞ্চায়েতের কাছ থেকে সরকারি আদেশনামা অনুসারে সাম্মানিক পাবেন এবং ওই চিকিৎসাকেন্দ্রের কাজের দিনগুলির
অন্তত ৯০ শতাংশ উপস্থিত হয়ে তাঁর দায়িত্ব নির্বাহ করবেন এবং পূর্ব ঘোষণা ব্যতীত কখনই অনুপস্থিত হবেন না।
- ৫) যদি গ্রাম পঞ্চায়েতের প্রধান লক্ষ্য করেন যে চিকিৎসকের আচরণ চিকিৎসাকেন্দ্র পরিচালনার পরিপন্থী, বিশেষতঃ
নিম্নবর্ণিত আচার-আচরণগুলির কোনও একটি বা একাধিক যদি তাঁর ক্ষেত্রে পরিলক্ষিত হয়, তাহলে তাঁর (চিকিৎসকের)
বক্তব্য পেশের সুযোগ সাপেক্ষে প্রধান গ্রাম পঞ্চায়েতের সভার অনুমোদনক্রমে এই চুক্তি বাতিল করতে পারবেন।
 - (ক) কর্তব্যে অবহেলা করা ও গাফিলতি করা;
 - (খ) নৈতিক বা চারিত্রিক অধঃপতন;
 - (গ) ফৌজদারী মামলায় দোষী সাব্যস্ত হওয়া;
 - (ঘ) চুক্তির শর্ত অমান্য করা।
- ৬) এই চুক্তিপত্রে বর্ণিত শর্তগুলির এক বা একাধিক শর্ত অমান্য করার কারণে.....(গ্রাম
পঞ্চায়েতের নাম) গ্রাম পঞ্চায়েতের প্রধান, গ্রাম পঞ্চায়েতের অনুমোদন সাপেক্ষে শ্রী..... কে
(চিকিৎসকের নাম) চুক্তির কোন কোন শর্ত অমান্য করেছেন এবং সেক্ষেত্রে তাঁর চুক্তি কেন বাতিল করা হবেনা সে বিষয়ে
কারণ দর্শানোর নোটিশ দিতে পারেন। প্রধানের চিঠি পাওয়ার ৭ দিনের মধ্যে সংশ্লিষ্ট চিকিৎসককে কারণ দর্শাতে হবে।
চিকিৎসকের উত্তরে সন্তুষ্ট না হলে প্রধান গ্রাম পঞ্চায়েতের অনুমোদন সাপেক্ষে ঐ চুক্তিকালীন যে কোন সময়ে পনেরো দিনের
নোটিশ দিয়ে তা বাতিল করতে পারেন। যদি গ্রাম পঞ্চায়েতের সভায় সংশ্লিষ্ট চিকিৎসকের চুক্তি নবীকরণ না করানোর সিদ্ধান্ত
নেওয়া হয়, সংশ্লিষ্ট প্রধান চুক্তি শেষ হওয়ার ১৫দিন আগে ঐ চিকিৎসককে লিখিতভাবে তা জানাবেন। সংশ্লিষ্ট চিকিৎসকও
চুক্তিকালীন সময়ে গ্রাম পঞ্চায়েতের প্রধানের কাছে পনেরো দিনের নোটিশ দিয়ে পদত্যাগ করতে পারেন।
গ্রাম পঞ্চায়েতের সিদ্ধান্তে সন্তুষ্ট না হলে সংশ্লিষ্ট চিকিৎসক নোটিশ পাওয়ার থেকে ৭টি কাজের দিনের মধ্যে মহকুমা
শাসকের কাছে আপীল করতে পারেন। মহকুমা শাসক চূড়ান্ত সিদ্ধান্ত না নেওয়া পর্যন্ত ঐ চিকিৎসক কাজ চালিয়ে যাবেন।
- (৭) শ্রী (চিকিৎসক) তাঁর কার্যকালের মধ্যে প্রকাশিত এই সংক্রান্ত সমস্ত সরকারি আদেশনামা মেনে
চলবেন।