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.

Enclo.: As stated.

Yours faithfully,

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 (Janaswasthya-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 Convenor
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 -  
F. B.M.O.H Concerned -  
G. Prodhon 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 Janaswastrhya-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 Janaswastrhya-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 along with 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 Janaswastrhya-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.


This guideline will come in to effect immediately.
Application Format

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

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 ........................................ Homeopathic/Ayurvedic) Medical Officer (under State Budget) of .................................. Gram Panchayat under ...............................Block 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 :

<table>
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<th>Name of Exam</th>
<th>Year of Passing</th>
<th>% of marks obtained</th>
<th>Division/Class/Grade</th>
<th>Remarks if any</th>
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<td>MD(if any)</td>
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</tbody>
</table>

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 পঞ্চায়েতের পরিচালিত হেমিপাপারিক / আয়ুর্বেদিক উদ্যোগের নিয়োগ সংক্রান্ত চিন্তাভাবনা

গ্রাম পঞ্চায়েতের তরফে শ্রী .................................................. (প্রধান) ও শ্রী .......................................................... (হেমিপাপারিক / আয়ুর্বেদিক চিকিৎসক), চিকিৎসানা ..........................................................

-এর মধ্যে আজ .................................................. (তারিখ) চিকিৎসা সম্পন্ন হয়েছে। যেহেতু .......................... গ্রাম পঞ্চায়েত চিকিৎসকদের (সুপরিচিতি শিশু নিয়মানুসারে ডাঃ) .......................................................... অনুগ্রহ সম্মেলনের চিকিৎসক হিসাবে কাজ করতে সম্মত হয়েছেন - এই বিষয়ে সংক্রান্ত দুই পক্ষ একমত হয়ে গ্রহণ করার সুযোগ দেওয়া হয়েছে যে-

1) তারাকের সমন্বয় পড়া হবে শ্রী .................................. গ্রাম পঞ্চায়েত সদর চিকিৎসকের চিকিৎসক হিসেবে কাজ করার দায়িত্ব পালন এবং শ্রী .......................................................... (চিকিৎসক) এই দায়িত্ব প্রেরণ করা হবে।

2) শ্রী .......................................................... (চিকিৎসক) চিকিৎসকের, বাস্তু ও পরিবারকল্যাণ নগর নির্দেশ অনুসারী, সাধারণ কাজের দিনে ৬ ঘণ্টা (প্রথম সকাল ১০-০০ ঘণ্টা হইতে বৈকল্য ৫-০০ ঘণ্টা) করে উপস্থিত থাকবে এবং চিকিৎসার কাজ করবেন। এখানে রয়ে শিশুর জানায় বিষয়ক সভায় উপস্থিত থাকবে এবং গ্রাম পঞ্চায়েতের তরফে পরিবারী মাস্ত যাত্রা প্রধান হয়ে যে কি পদক্ষেপ নেওয়া উচিত সে শিস্তে নির্দেশ দিতে সহায়তা করবেন।

3) শ্রী .......................................................... (চিকিৎসক) চিকিৎসকের আগত রেবেন্না ও রেবেন্নাদের নাম, চিকিৎসা ও তাদের আগততার সম্পর্কে বিবরণ একটি ব্যাখ্যা (হেমিপাপারিক) নথিবদ্ধ করবেন এবং রেবেন্না ও রেবেন্নাদের মধ্যে বিষয়ক কোনো ব্যাপারের প্রাপ্তি করার যে তার প্রাপ্তি নির্দেশ করবে এবং পূর্বের যোগ্যতা বৃদ্ধি করতে অনুপস্থিত হবে না।

4) গ্রাম পঞ্চায়েতের সদর অধিকারীর উপস্থিত চিকিৎসার কাজ করার জন্য শ্রী .......................................................... (চিকিৎসক) গ্রাম পঞ্চায়েতের কাছ থেকে সরকার আদেশ আস্তরের সামাজিক প্রদর্শন এবং এই চিকিৎসকের কাজে নিজেদের অধিক ১০ শতাংশ উপস্থিত হয়ে তার প্রাপ্তি নির্দেশ করবেন এবং পূর্বের যোগ্যতা বৃদ্ধি করতে পারে না।

5) যদি গ্রাম পঞ্চায়েতের প্রশ্ন লক্ষ করেন যে চিকিৎসকের অধিকার চিকিৎসকের পরিচালনার পরিপরিহার, বিষয়বস্তু নির্দেশিত আচার-আচারের নিয়মও একটি বা একইটি যদি তার কেন্দ্র পরিচালিত হয়, তবে তার (চিকিৎসকের) ব্যবস্থা ব্যবহারের সংক্রান্ত প্রশ্ন গ্রাম পঞ্চায়েতের সফার অনুমানসমূহের এই চিকিৎসা বিষয়ে কাজ করবে।

(১) কাজের অনুধাবন করা ও প্রস্তুতি করা;
(২) ব্যবস্থা ও চর্চিত অপ্রস্থত করা;
(৩) সূচনালী মানুষের নৈতিক সংবাদ দান করা;
(৪) চিকিৎসার শর্ত অনুমান করা।

৬) এই চিকিৎসা বিষয়ে নিজের শর্তগুলোর এক বা একাধিক শর্ত অনুমান করার ফলে শ্রী .......................................................... (গ্রাম পঞ্চায়েতের নাম) গ্রাম পঞ্চায়েতের প্রাথমিক ও গ্রাম পঞ্চায়েতের অনুমানসমূহের শ্রী (চিকিৎসকের নাম) চিকিৎসা করার কাজ অনুমান করেন এবং সেখানে তার চিকিৎসা নোটশিয়েন্স দিতে পারেন। প্রশ্নের চিত্র প্রায় ৭ দিনের মধ্যে সত্ত্বা চিকিৎসকের কাজ দায়িত্ব হয়। চিকিৎসকের উপরের সত্ত্বা না হলে প্রশ্ন গ্রাম পঞ্চায়েতের অনুমানসমূহের পরিপরিহার এই চিকিৎসকের কাজ এবং কমিশন তাদের নোটশিয়েন্স দিতে তা বলতে পারে। যদি গ্রাম পঞ্চায়েতের সত্ত্বা সংক্রান্ত চিকিৎসকের অনুমানের নাম না পাওয়া যায় তা অনুমানের কাজ বলতে পারে।

গ্রাম পঞ্চায়েতের সমস্ত সত্ত্বা না হলে সত্ত্বা চিকিৎসকের প্রথার মধ্যে কমিশন নোটশিয়েন্স দিতে পারেন এবং পূর্বের যোগ্য কাজ চলিয়ে যাবে।

7) শ্রী .......................................................... (চিকিৎসক) তার কার্যক্রমের মধ্যে প্রকাশিত এই সংক্রান্ত সমস্ত সরকারি আদেশগুলো মেনে চলবেন।