

WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

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

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

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Memo No :HFW-27099/295/2025 /1842

Date: 07.01.2026

Addendum

Ref: Transfer Guidelines of Contractual HR under National Health Mission, West Bengal
HFW/NHM-466/2020/Pt-I/356 dated 26/5/2022 and HFW-NHM-466/2020/Pt-II/2756 dated 20/9/2024

With reference to the Memo issued vide No. HFW/NHM-466/2020/Pt-I/356 dated 26/5/2022 and HFW-NHM-466/2020/Pt-II/2756 dated 20/9/2024 regarding Transfer Guidelines of Contractual HR under National Health Mission, West Bengal, this is to be mentioned that the above guideline is hereby partially modified which is to be read as follows:

1. **Clause 1.4 of the transfer Guidelines issued on 26.05.2022, to be read as inter district transfers**, where Appointing Authorities are different, will only be allowed for health districts or newly formed districts which are carved out of the administrative district" and **inter district mutual repositioning of NHM employees may be considered on the basis of below mentioned conditions** instead of "Inter-district transfers, where Appointing Authorities are different, will not be allowed except for health districts or newly formed districts which are carved out of the administrative district". Conditions are:
 - a) Appointing authorities will remain same.
 - b) For inter district mutual repositioning, NOC of both District Health & Family Welfare Samities to be submitted to State level in the prescribed format.
 - c) Mutual inter district repositioning where appointing authorities are different may be considered for contractual employees under NHM but only within same designation and same programmes.
 - d) It may be noted that few service delivery positions which were previously recruited by WB SH & FW Samiti, have already been delegated for recruitment to the respective District Health & Family Welfare Samities, now all that positions are also eligible for Mutual inter district repositioning.
 - e) Remuneration should be disbursed by the DH&FW Samity from where the employee(s) were engaged based on the respective working statement.
 - f) Renewal of the employee needs to be done by the DH&FW Samity from where the employee was engaged based on the APR of that employee.
 - g) In case of such inter district mutual repositioning, the current Reporting Officer in his/her present place of posting will assess the performance of the concerned employee.

- h) Review of such inter district mutual repositioning where appointing authorities are different may be done at certain intervals. Such mutual inter district repositioning may also be done on administrative grounds by the authority at any point of time.
 - i) Leave details will be maintained by the concerned District Samity, where the employee will be placed after such mutual repositioning and such leave details should be shared with the District Samity from where the remuneration of the employee will be disbursed.
 - j) Inter district mutual repositioning cannot be claimed as matter of right. When the exigencies of public service so require, discretion to refuse such mutual repositioning is reserved to the competent authority.
2. However, all such proposals will have to be forwarded to State level for examination of the merit of each proposal on a case to case basis and take final decisions accordingly. And such inter district mutual repositioning can be withdrawn by the authority at any time on administrative ground or as per the recommendation of concerned DH&FW Samities, with approval of Executive Director, WBSH&FW Samiti.
 3. Other terms and conditions mentioned in the said orders remain unchanged.
 4. Notwithstanding the conditions above, the applicants who were engaged based on the residential criteria, decision for such mutual repositioning will be taken by the competent authorities, after examination of the merit of each proposal.
 5. All concerned are being informed for compliance.



**Mission Director, NHM &
Executive Director
WB SH & FW Samiti**

Memo No :HFW-27099/295/2025 /1842/1(22)

Date: 07.01.2026

Copy forwarded for information to:

1. Director of Health Services, Health & Family Welfare, Department, Govt. of WB.
2. Director of Medical Education, Health & Family Welfare, Department, Govt. of WB.
3. Senior Special Secretary, NHM, H & FW, Department, Govt. of WB
4. AMD, NHM, H & FW, Department, Govt. of WB.
5. Financial Advisor, WB SH & FW Samiti.
6. Director FMG, Dept. of H & FW, Govt. of WB.
7. Programme Officer-II, NHM and Jt. Secy. to the Govt. of WB, Health & Family Welfare Department.
8. State Family Welfare Officer, Health & Family Welfare, Department, Govt. of WB.

9. Jt. DHS, NCD, Health & Family Welfare, Department, Govt. of WB.
10. Jt. DHS, PH & CD, Health & Family Welfare, Department, Govt. of WB.
11. State TB Officer, Health & Family Welfare, Department, Govt. of WB.
12. State Leprosy Officer, Health & Family Welfare, Department, Govt. of WB.
13. State Programme Officer(All Programme), Health & Family Welfare, Department, Govt. of WB.
14. State Nodal Officer, Quality Assurance, Health & Family Welfare, Department, Govt. of WB.
15. State Nodal Officer, NUHM, Health & Family Welfare, Department, Govt. of WB.
16. Senior Accounts Officer NHM, Dept. of H & FW, Govt. of WB.
17. Chief Medical Officer of Health, All District/Health District.
18. Dy. CMOH (In-charge of HR) All
19. DPM, All District /Health District.
20. State HR Cell, Swasthya Sathi Building, Swasthya Bhawan.
21. IT Cell Swasthya Bhawan with the request to publish in the departmental website.
22. Office Copy.


**Programme Officer,
National Health Mission &
Sr. Deputy Secretary to the Govt. of West Bengal,
Health & Family Welfare Department**

Format for Inter-district mutual repositioning of Contractual HR under NHM WB

	Particulars	Employee 1	Employee 2
1	Designation:		
2	Name of the programme:		
3	Employee ID No. (as per HRMIS)		
4	Name of the Employee		
5	Mobile No.		
6	Date of Joining in service		
7	Present Place of Posting (Facility name)		
8	District of present Place of Posting		
9	Date of Joining in Present place		
10	Joining in Present place (by Appointment/ by Transfer)		
11	Last transfer by (Mutual/General/Administrative)		
12	Last transfer order Memo. & Date		
13	Last transferred FROM		
14	Last transferred TO		
15	Last transfer was issued by DHFWS/SHFWS		
16	Copy of last transfer order enclosed	Yes	Yes
17	Copy of Joining Letter in the present place enclosed	Yes	Yes
18	Last Pay Certificate (LPC) attached	Yes	Yes
The above information is true to the best of my knowledge and I shall be liable if the same is proved incorrect.			
19	Full Signature with date		

	Office use for Employee 1	Office use for Employee 2
Reporting Authority	Memo No & Date: Recommended and forwarded to Member Secretary, DSH&FWS for onward transmission along with all relevant documents. Signature of Reporting Authority Designation: Date & Stamp	Memo No & Date: Recommended and forwarded to Member Secretary, DSH&FWS for onward transmission along with all relevant documents. Signature of Reporting Authority Designation: Date & Stamp
	Memo No & Date: Recommended and forwarded to ED, WBSH&FWS along with all relevant documents for consideration. Signature of Member Secretary, DSH&FWS Designation: Date & Stamp	Memo No & Date: Recommended and forwarded to ED, WBSH&FWS along with all relevant documents for consideration. Signature of Member Secretary, DSH&FWS Designation: Date & Stamp