

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 - 700 091

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Memo No. SHFWS/ESTD-797/2015 / 5879

Dated 07.04.2015

ORDER

URGENT
DPE to circulate
Ans 16/04/15
B-1

Several orders were issued from time to time concerning entitlement of leave by contractual employees under WB State Health & Family Welfare Samiti. It is considered necessary to issue a uniform consolidated order in this respect collating all the existing orders, in force, for case of reference.

The following leaves are admissible to all contractual employees under WB State Health & Family Welfare Samiti and employees under its various tiers in all programmes.

CASUAL LEAVE: 14 days in a financial year or pro-rata basis in a contractual period less than one year.

EARNED LEAVE: Maximum 30 days in a financial year or contractual period of one year @ 2.5 days in a completed calendar month. The leave cannot be taken in advance neither it can be rolled over to the next financial year/contract period. Prior approval /sanction must be taken to avail of this leave. Earned leave for more than 10 days cannot be availed at a time. In exceptional cases authority may allow extension beyond 10 days.

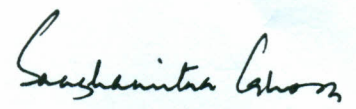
MATERNITY LEAVE: A maximum of 135 days maternity leave is admissible with remuneration, to the female employees on her contract period or residual tenure of contract period whichever is less. In case of abortion /miscarriage a leave up to a maximum of 42 days is admissible. Other leave, as admissible, may, however, be availed of in continuation with this leave.

CHILD ADOPTION: LEAVE A maximum of 135 days Child Adoption Leave is admissible to the female employees, with remuneration, on her contract period or residual tenure of contract period whichever is less subject to the condition that the employee shall have less than 2 surviving children and the child so adopted is less than one year age. Any kind of leave, as admissible may be availed in continuation with this leave.

This order collates the following existing orders:

- i) Memo No. SHFWS/ESTD-128/2007/1925 dt. 05.10.2007.
- ii) Memo no. HTB/Maternity-22/2009/2550 dt. 23.02.2009.
- iii) Memo No. HF/MERT/SS-199/05/Pt XII/3192 dt. 05.11.2009.
- iv) Memo No. HTB/Maternity-22/2009/3629 dt. 13.04.2010.
- v) Memo No. SHFWS/ESTD-797/2015 dt. 10.02.2015.

This consolidated leave order will take effect from 01.04.2015.


Executive Director,
WBSH FW Samiti

Copy forwarded for information and necessary action to:

1. Director of Health Services, W.B., Swasthya Bhawan, Salt Lake, Kol - 91.
 2. Director of Medical Education, W.B.
 3. Commissioner (FW) & Mission Director, NHM.
 4. Secretary PHP, Health & FW Deptt.
 5. Joint Secretary, MA, H & FW Deptt.
 6. Project Director, WBSAP & CS, Swasthya Bhawan.
 7. Additional Mission Director, NHM.
 8. Addl. DHS (AA & V), W.B.
 9. Addl. DHS & State Family Welfare Officer, Swasthya Bhawan.
 10. Director of Finance, State FMG, Swasthya Bhawan.
 11. Senior Regional Director, Ministry of H & FW, Govt. of India.
 12. Program Officer, NHM, Swasthya Bhawan.
 13. Program Officer, NLEP, Swasthya Bhawan.
 14. Program Officer, NPCB, Swasthya Bhawan.
 15. Program Officer, NCD & Thalassaemia, Swasthya Bhawan.
 16. Program Officer, NVBDCP, Swasthya Bhawan.
 17. Program Officer, Mental, Swasthya Bhawan.
 18. Program Officer, Cancer & Tobacco Control, Swasthya Bhawan.
 19. Nodal Officer, IDSP, Swasthya Bhawan.
 20. Financial Advisor, WB State Health & FW Samiti, W.B.
 21. Addl. Director of Finance, State FMG, Swasthya Bhawan.
 22. Sr. Accounts Officer, NHM.
 23. Sr. P.A. to Principal Secretary, H & FW Deptt., Swasthya Bhawan.
 24. Manager, HR Cell, GTZ Building, Swasthya Bhawan.
 25. CMOH & Secretary, District H & FW Samiti JALPAIGURI (All)
- with the request to circulate among the BMOHs and Member Secretary, Block H & FW Samiti.

Sanghamita Ghosh
Executive Director,
WBSH FW Samiti