

WEST BENGAL HEALTH RECRUITMENT BOARD

Right to Information Act, 2005

4(1)(b)(i) The Particulars of its organization, function and duties:-

'West Bengal Health Recruitment Board' has been constituted by Health & Family Welfare Department Notification No. HF/O/GA/2378/2E-04/11 Pt. II dated Aug 1, 2012 for direct Recruitment of different type of Posts (119 in No.) of Health & Family Welfare Department delinking the same from Public Service Commission, West Bengal vide Finance Department Memo No. 4969 F (P) dated the 20th June, 2013.

The West Bengal Health Recruitment Board (WBHRB) is responsible for selecting and recommending candidates for direct recruitment to posts permanent or temporary for which the appointing authority is the Government in the Department of Health & Family Welfare and authority subordinate to the Governor excepting those cadre posts of the Secretariat of the Health & Family Welfare Department & the Directorate for which the cadre control authorities are the Departments other than the Health & Family Welfare Departments.

Functions and Duties

1. To conduct examinations mainly for recruitment to the different categories of posts of the Health & Family Welfare Department, West Bengal Government and .
2. Forward to the appointing authority, on the basis of the results, the names and other details of the candidates recommended for the vacancies reported.

4(1)(b)(ii) Power and duties of its officers and employees.

Powers and duties of its officers and employees are fixed on the basis of guidelines as laid down in West Bengal Secretariat Manual, West Bengal Service Rules, Part-I, West Bengal Service (Classification, Control and Appeal) Rules, 1971 and important circulars as issued by the Government from time to time etc.

4(1)(b)(iii) The procedure followed in the decision making process, including channel of supervision and accountability.

While disposing of many cases, generally West Bengal Service Rule Part-I and specific norms of Government as fixed by the Finance Department, Health & Family Welfare Deptt. and also by some other Departments like Backward Class Welfare etc. Departments are followed. Decision in vital cases are taken specially (i) on the approval of Chairman and (ii) through Board Meeting attended by Chairman & all other Members of the Board.

4(1)(b)(iv) The norms set by it for the discharge of its functions.

As per the West Bengal Secretariat Manual and also as per directives issued by the Head of Office as and when necessary.

4(1)(b)(v) The rules, regulations, instructions, manuals and records held under its control or used by its employees for discharging its functions.

- (i) RTI Act, 2005
- (ii) West Bengal Service Rule (Part-I & II);
- (iii) West Bengal Secretariat Manual;
- (iv) Delegation of Financial Power Rules, 1970;
- (v) West Bengal Service (Duties, Rights and Obligations) Rules, 1980;
- (vi) West Bengal Service (Classification, Control & Appeal) Rules, 1971;
- (vii) West Bengal Service (Determination of Seniority) Rules, 1981;
- (viii) Official Secrets Act, 1923
- (ix) West Bengal Health Scheme 2008

4(1)(b)(vi) A statement of the categories of documents that are held by it or under control.

1. Merit list of successful candidates taking different recruitment examinations;
2. Register showing allotment of successful candidates of different recruitment examinations;
3. Tabulation Book indicating marks obtained by candidates at different recruitment examinations;
4. List of candidates called to interview & recommended on selection after interview;

4(1)(b)(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the Public in relation to the formulation of its policies or implementation thereof.

Nil

4(1)(b)(viii) A statement of the boards, councils, committees & other bodies etc.

The Chairman may constitute Board consisting of one or more Members for dealing with cases of recruitment by selection, promotion, examination or of any other matter. The Board may be assisted by the outside experts invited by the Board as and when necessary.

4(1)(b)(ix) A Directory of its officers and employees. &

4(1)(b)(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

No. of existing posts in the Secretariat of the West Bengal Health Recruitment Board, as on 06.11.2013.

Sl. No.	Name of the Post	No. of post	Pay Band Scale + Grade Pay
1.	Chairman & CEO	1(one)	-
2.	Member	3(Three)	-
3.	Secretary	1(one)	PB-4B. (Rs. 28,000-52000/- + G.P. 7,600/-)
4.	Deputy Secretary	2(Two)	PB-4A. (Rs. 15,600-42,000/- + G.P. 6,600/-)
5.	Accounts Officer	1(One)	An Officer of the WBAAS
6.	Law Officer	1(One)	An Officer of the WBLS/WBJS
7.	Manager Data-base	1(one)	PB-4. (Rs.9,000-40,500/- + G.P.-4,400/-)
8.	Asstt. Manager Data-base	1(One)	PB-3. (Rs. 7,100-37,600/- + G.P.-3,900/-)
9.	Stenographer	2(Two)	PB-3. (Rs. 7,100-37,600/- + G.P.-3,900/-)
10.	Head Clerk	1(One)	PB-3. (Rs. 7,100-37,600/- + G.P.-4,220/-)
11.	U.D.A. (Including 1 Accountant and 1 Cashier)	5(Five)	PB-3.(Rs. 7,100-37,600/- + G.P.-3,600/-)
12.	L.D. Asstt.	4(Four)	PB-2.(Rs. 5,400-25,200/- + G.P. 2,600/-)
13.	Data Entry Operator	2(Two)	PB-2. (Rs. 5,400-25,200/- + G.P. 2,600/-)
14.	Record Keeper	2(Two)	PB-2. (Rs. 5,400-25,200/- + G.P. 2,600/-)
15.	Group 'D'	7(Seven)	PB-1. (Rs. 4,900-16,200/- + G.P. 2,600/-)

4(1)(b)(xi) The Budget allocated indicating expenditures and reports on disbursements made.

Head of Accounts:“2051-Public Service Commission-00-103-Staff selection Commission-NP-non-plan-002-Establishment of West Bengal Health Recruitment Board [HF] under demand no. 24 during the Financial Year 2013-14.”

Year	Budget Provision (Rs.)	Budget Allotment (as on 6.11.13) (Rs.)	Total Expenditure (Rs.)
2013-14	2,72,54,000/-	2,40,50,250/-	

4(1)(b)(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

NIL

4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

Nil

4(1)(b)(xiv) Details in respect of the information, available to or held by it, reduced to an electronic form.

Computerization of all the vital information relating to the works of the West Bengal Health Recruitment Board is in the process and has partially been completed.

4(1)(b)(xv) The particulars of facilities available to citizen for obtaining information including the working hours of a library or reading room, if maintained for public use.

Nil

4(1)(b)(xvi) The names, designations and other particulars of the Public Information Officers.

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4(1)(b)(xvii) Appellate Authority, West Bengal Health Recruitment Board

Sri Saibal Chakraborty

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4(1)(b)(xviii) For enquiry and information West Bengal Health Recruitment Board

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