

**Government of West Bengal**  
**Urban Development and Municipal Affairs Department**  
**NAGARAYAN, DF-8, Sector-I**  
**Salt Lake, Kolkata-700 064.**

**Memo No. 1506- UDMA-11012(99)/45/2021**

**Date : 27.06.2025**

**From : Shri Joly Chaudhuri, WBCS (Exe.)**  
**Special Secretary to the Govt. of West Bengal,**  
**Urban Development & Municipal Affairs Department.**

**To : 1. Chairman (Concerned ULBs) Municipality / N.A.A.**  
**2. Commissioner (Concerned ULBs) Municipal Corporation.**

**Sub : Engagement of Health Officer: regarding.**

**Sir /Madam,**

Apropos the captioned subject, the post of Health Officer at your ULB is a sanctioned post and engagement to the post was approved vide no. 925/MA/O/C-9/2A-7/2015 dated 02.11.2020 by the UD & MA Department read with memo no. SUDA-11017(18)/1/2020/5608 dated 04.11.2020.

But however as per the reports available with this office the post is yet to be filled up.  
In this context I am directed to inform you to take the following actions immediately.

- (1) Immediately put out the advertisement to conduct a Walk-In interview for engagement to the post of Health Officer purely on contract for a period of **1 (one) year** from the date of joining to the post. **Prior to the engagement approval from SUDA may kindly be taken.**
- (2) In the interim period and till the Health Officer is engaged to join the post you are requested to designate 1 (one) FTMO for NUHM ULBs as the Health Officer in addition to his normal duties.
- (3) For Non NUHM ULBs, the post can be filled up only after engagement.

This issue with the approval of the competent authority of this Department.

Yours faithfully,



27.06.2021

**Special Secretary**  
**to the Govt. of West Bengal**



Copy forwarded for kind information & necessary action to :

- (1) Mission Director, NHM & Secretary, Health & Family Welfare Department, Govt. of West Bengal.
- (2) District Magistrate, Concerned Districts.
- (3) CMOH, Concerned Districts / Health Districts.
- (4) State Nodal Officer, NUHM, Health & Family Welfare Department, Govt. of West Bengal.
- (5) Executive Officer, (Concerned ULBs) Municipality / N.A.A.
- (6) Private Secretary to Hon'ble MIC, UD & MA Department, Govt. of West Bengal.
- (7) Sr. P.S. to Principal Secretary, UD & MA Department, Govt. of West Bengal.

*Handwritten signature*  
27.06.2025

**Special Secretary  
to the Govt. of West Bengal**