

Government of West Bengal
Department of Health & Family Welfare
G.A.Branch, Swasthya Bhavan, GN-29, Sector-V,
Salt Lake City, Kolkata -91

URGENT

No. 2181/HF/O/GA/W-71/2023

Dated, Kolkata, the 27th July, 2026.

C I R C U L A R

From: The Deputy Secretary
to the Government of West Bengal;

To:

1. The Director of Health Services, WB
2. The Director of Medical Education, WB
3. The Director of Ayurveda, WB
4. The Director of Homoeopathy
5. The Director of Drugs Control
6. The Secretary, WBHRB
7. The Secretary, WBCERC
8. The Mission Director, NHM
9. The Executive Director, WBSH&FW Samiti
10. The Executive Director, WB AYUSH Samiti
11. The MD, WBMSCL
12. The MD, GLUCONATE
13. The MD, EMAIL
14. The Director, State Drugs Control & Research Laboratory (SDCRL)
15. The Director, State Pharmacopoeial Laboratory & Pharmacy for Indian Medicine (SPLPIM)
16. The Director, ISM Drugs Control
17. The Jt. Director (Personnel), under DHS, WB
18. The Jt. DHS (Transport), SHTO under Directorate of Health Services
19. The Joint DHS (Nursing) In-Charge, WB
20. The Director, Institute of H&FW
21. The Director, Public Health
22. The Director, Family Welfare
23. The Director, Hospital Administration
24. The DDHS (Admin), WB
25. The ADHS (Admin), WB

Sub: Circular on Transfer Policy

Ref: P&AR Deptt. Notification No. 972-PAR(Genl)/17-ACR/PAR/2026 Dt. 13.07.2026

Sir,

In enclosing herewith a copy of Notification from P&AR Department, GoWB referred as above, which speaks for itself, I am directed to request you to take necessary course of action on following point(s):-

a) No Officer/Official shall ordinarily be posted in his/her Home District, except during the last two years preceding the date of superannuation, subject to administrative convenience.

b) An Officer/Official shall be ordinarily considered for transfer on completion of **three years** of continuous service in a post and, in any case, no officer/official shall ordinarily be continued in the same post **beyond four years**.

c) Officers holding revenue collection, tax collection or other sensitive filed assignments, shall ordinarily be transferred on completion of **two years of service** in the post and shall not continue beyond **three years** in the same assignment.

d) While effecting transfers, convenience of the officers/officials in terms of district may be considered subject to administrative convenience and public interest.

e) The Administrative Department may, on special cases, relax any of the above provision(s) in case of administrative exigencies, hardship or other exceptional circumstances.

Hence, for improvement of *i)* Administrative Efficiency, *ii)* Greater Transparency & *iii)* Accountability in H&FW Department, I am further directed to request you to kindly onward transmit the Circular along with the above-mentioned Order to your administrative counter-parts & subordinate offices under your control and instruct to take further course of action(s) with *strict adherence in this regard*.

This may please be treated as important.

Enclo: As stated above

Yours faithfully

Sd/-

Deputy Secretary
to the Government of West Bengal

No. 2181/1(12)/HF/O/GA/W-71/2023

Dated, Kolkata, the 27th July, 2026.

Copy forwarded for information to:

1. Private Secretary to the Hon'ble Chief Minister, West Bengal;
2. The Secretary, D&E, H&FW Department;
3. The DG AYUSH & Special Secretary, H&FW Department;
4. The Special Secretary, Nursing, H&FW Department;
5. The Special Secretary (ME), H&FW Department;
6. The Joint Secretary HS(MA), H&FW Department;
7. Sr. PS to the Chief Secretary, West Bengal;
8. Sr. PS to the Additional Chief Secretary, P&AR Department;
9. Sr. PS to Principal Secretary, H&FW Department;
10. Establishment Cell of this Department;
- ✓ 11. IT Cell for web posting;
12. Guard file.

Sd/-

Deputy Secretary
to the Government of West Bengal

No. 2181/2(1)/HF/O/GA/W-71/2023

Dated, Kolkata, the 27th July, 2026.

Copy forwarded for information & necessary action to:

1. The Commissioner of Food Safety, West Bengal, West Bengal;



Deputy Secretary
to the Government of West Bengal

S.S. (50)
N. 20/7/26

Government of West Bengal
Personnel & Administrative Reforms Department
General Cell
Nabanna, 325, Sarat Chatterjee Road, Howrah-711102

Memo No. 972-PAR (Genl)/17-ACR/PAR/2026

Dated: 13/07/2026

NOTIFICATION

Sub: Policy regarding Transfer of Field Level Officers up to the Rank of Extension Officer.

To improve administrative efficiency, ensure greater transparency and accountability in public administration and facilitate transparency, the Governor is pleased to prescribe the following policy guidelines for transfer of field level officers up to the rank of Extension Officers serving under various Departments of the Government of West Bengal.

- 1) No officer shall ordinarily be posted in his/her Home District, except during the last two years preceding the date of superannuation, subject to administrative convenience.
- 2) An officer shall ordinarily be considered for transfer on completion of three years of continuous service in a post and, in any case, no officer shall ordinarily continue in the same post beyond four years.
- 3) Officers holding revenue collection, tax collection or other sensitive field assignments shall ordinarily be transferred on completion of two years of service in the post and shall not continue beyond three years in the same assignment.
- 4) While effecting transfers, convenience of officers in terms of district may be considered subject to administrative convenience and public interest.
- 5) The Personnel & Administrative Reforms Department may, on reference being made by the concerned administrative department, relax any of the above provisions in cases involving administrative exigencies, hardship or other exceptional circumstances.

These guidelines are issued with the approval of the competent authority in the interest of public service and shall come into force with immediate effect.

By order of the Governor

Sd/-

Copy forwarded for information and necessary action to:

1. The Advisor to Hon'ble Chief Minister, Govt. of West Bengal.
2. The Additional Chief Secretary / Pr. Secy. / Secretary, _____ Department.
3. The Secretary to the Governor of West Bengal, Lok Bhavan, Kolkata-700 001.
4. The Divisional Commissioner, _____ Division.
5. The District Magistrate, _____.
6. The P.S. to the Hon'ble Chief Minister, Govt. of West Bengal, Nabanna, Howrah-711102.
7. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1
8. The Deputy Secretary to the Govt. of West Bengal, P & AR Department, I T Cell.
9. The Deputy Secretary to the Govt. of West Bengal, P & AR Department, Estt. Cell.
10. The P.A.O., _____ PAO - I/II/III.
11. The Treasury Officer, _____ Treasury.
12. Shri / Smt. _____, WBCS(Exe.)
13. Sr. P.S. to the Chief Secretary, Govt. of West Bengal, Nabanna, Howrah-711102.
14. P.S. to the Addl. Chief Secretary to the Govt. of West Bengal, P & AR Department, Nabanna, Howrah-711102.
15. Sr. P.S. to the Sr. Special Secretary, P & AR Department (W.B.C.S. Cell), Nabanna, Howrah-711102.
16. The SR & ACs Cell, P & AR Department, Writers' Buildings, Kolkata-700 001.
17. Guard File.


Additional Chief Secretary to the Government of West Bengal