

Government of West Bengal
Department of Health and Family Welfare
Directorate of Health
Swasthya Bhavan,
GN-29, Sector-V, Salt Lake,
Kolkata 700091

Memo No. HAD/12M-01-2025/DME/Pt-I/2025/M/449

Dated: 26-02-2026

Standard Operating Procedure for Senior Residents on Indemnity Bond after passing Post Graduate Degree/ Diploma/ Post Doctoral Examination

After careful consideration **Standard Operating Procedure (SOP)** for dealing with different issues of non-sponsored candidates placed as Senior Residents (under Indemnity bond) who have completed Post Doctoral/ Postgraduate Degree/ Postgraduate Diploma courses from Medical Teaching Institute in West Bengal for the year 2025-2026 is stated below.

In supersession of all previous orders in this regard, following methodology will be followed for the placement of Senior Residents under Indemnity Bond to the different hospitals and other facilities across the state:-

1) The candidates, who have completed Post doctoral / Post graduate Degree course have to serve for 3 (three) completed years of service on indemnity bond, and candidates, who have completed 2 (two) years Post graduate Diploma course have to serve 2 completed years of service on indemnity bond.

Thus, during counting of the period served by such candidates as Senior Resident on Indemnity bond, the period availed by the Senior Resident as admissible leave will be included but the period they remain absent beyond admissible leave, will be excluded for calculating the period served by the candidate on indemnity bond.

Thus the bond tenure will include the additional days of duty equivalent to the period of absence, other than admissible leave.

2) The original certificates will be released only after successful completion of the required tenure of indemnity bond period of the respective candidates on receipt of Bond Completion Certificate from the head of the respective Directorates, as the case may be.

As the bond candidates shall be placed contractually to serve the State, the local authority of any tier of Health Care Facility shall issue a certificate mentioning the





completed bond period addressed to the office of the Directorates, as the case may be, and thereafter, the concerned Directorate shall communicate the same to the office of the Directorate of Medical Education with a recommendation for instructing the concerned Medical College and Hospital to release the original documents of the candidates.

In case of any break/ discontinuation/ unauthorized absence of the Senior Resident in respect of point no 7 (b) of the SOP, the above referred recommendation will be forwarded only after the successful completion of the residual bond period duly certified by the local authority.

3) The Directorate of Medical Education and the Directorate of Health Services along with the concerned branches of the Department, i.e MERT & HS (MA), will deal with the issues of such candidate for finalization of release of original documents duly signed jointly by the Director of Health Services and Director of Medical Education.

4 (a) The candidates who have completed Post Graduate Degree will be deployed as Senior Resident at different Health facilities i.e., DH, SDH, SSH, SGH, Rural Hospitals and medical college and hospitals / teaching institutions, as per departmental requirements throughout the state. The deployments will be liable to transfer / reassignment, as per departmental requirements, at any stage.

4 (b) The candidates who have completed Post Graduate Diploma will be deployed as Senior Residents at different Hospitals including Rural Hospitals, as per departmental requirements throughout the state. The deployments will be liable to transfer / reassignment, as per departmental requirements, at any stage.

4 (c) The candidates who have completed Post Doctoral courses will be generally deployed as Senior Resident at different Medical College and Hospitals / Teaching Institutions and will serve their entire indemnity bond period at such institutions. As per requirement they may also be placed at DH, SDH, SSH, SGH and other hospitals. The deployments will be liable to transfer / reassignment, as per departmental requirements, at any stage.

5) The Directorate of Medical Education along with the concerned branch of the Department, i.e. MERT, will deal with the issues of placement of such candidates as Senior Resident at different Medical College and Hospitals / Teaching Institutions and the Directorate of Health Service along with the concerned branch of the Department, i.e. HS (MA), will deal with the issues of placement of such candidates as Senior Resident at different Secondary tier Hospitals (DH, SDH, SSH, SGH, etc.), Rural Hospitals and other hospitals.



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6) (a) After publication of the result in each session, all the eligible pass-out candidates shall provide their better particulars on line to the link <https://www.wbhealth.gov.in/> by clicking the menu 'Career, Education & Recruitment,' at the bottom of the page and selecting submenu 'Better particulars for new PG and PD pass-out Candidates'.

6) (b) The Directorate of Medical Education will verify the particulars of such non service candidates, on their successful completion of the course, from the WBUHS or Principals of concerned Medical College and Hospitals /Teaching Institution of the state containing the i) Name of the candidate, ii) WBUHS Registration number, iii) Roll number, iv) Contact number, v) Email address, vi) Permanent Residential address with domicile State and District, vii) PAN, viii) Institute from which the course was completed, ix) Name of Post doctoral/Postgraduate Degree or Diploma, x) Discipline of the course, xi) Total marks obtained, xii) Rank obtained in the discipline, xiii) Medical Council Registration number, or any other particulars as be required time to time.

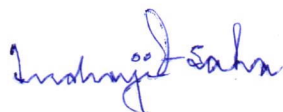
7 (a) Thereafter the Directorate of Medical Education along with concerned branch of the Department (MERT), the Directorate of Health Service along with the concerned branch of the Department, i.e. HS (MA), will place such candidates as Senior Residents, who have completed Post Graduate / Post Doctoral courses, as per the requirement of the department, as contained under paragraphs – 4 (a), 4 (b) and 4 (c) above through Departmental notifications.

The tenure of Indemnity bond period will start from the date of joining as Senior Resident as per Departmental Notification.

7 (b) The candidates willing to discontinue with the indemnity bond by re-compensating the state Government the prescribed penal amount, must declare such willingness to the respective Director/ Principal of the concerned Medical College & Hospital/Teaching Institution/ Hospital Authorities/CMOH, who will take necessary steps and to send the same to the Directorate of Medical Education/ Directorate of Health Services, as the case may be, through e-file only.

7 (c) If such candidates, while serving as Senior Resident intend to discontinue with the indemnity bond, by submitting the re-compensation amount for the residual indemnity bond period, then a penal amount of ₹10 lakhs (rupees ten lakhs) for each full defaulting year will have to be paid even if the candidate serve any length of service of the said year which is less than 365 days/ 366 days, as the case may be.

7 (d) However, all the candidates after completing Post Graduate & Post Doctoral Degree, including candidates after passing the supplementary exam or any other atypical issues, will be placed/ deployed at different Health facilities including those in





the secondary tier i.e., DH, SDH, SSH, SGH and medical college and hospitals / teaching institutions, as per departmental requirements throughout the state.

8) Such candidates while serving as Senior Resident will be entitled for following leave for each year:-

(a) Casual Leave upto a maximum 14 working days

(b) Annual Leave upto a maximum of 30 days with non-cumulative effect

(c) Maternity Leave for all female candidates upto a maximum of 180 days for 2 children only with full remuneration.

The candidates are required to get their leaves sanctioned/ approved by the competent authorities prior to availing the same. In case of any exigency, the candidates are required to intimate their controlling authority in writing or through e-mail within 24 hours for availing such leave. In case of any dispute regarding sanction or rejection of leave, the decision of the Director of Health Services/ Director of Medical Education, as the case may be, shall be final and binding on the Senior Residents.

9) If such candidates, while serving as Senior Resident, are permitted to apply for the post of Assistant Professor under West Bengal Medical Education Service (WBMES) or GDMO and Specialist MO under West Bengal Health Service (WBHS) or Officer under West Bengal Public Health-cum-Administrative Service (WBPHAS) through fresh recruitment and thereafter selected for appointment as Assistant Professor under WBMES or GDMO and Specialist MO under WBHS or Officer under WBPHAS through West Bengal Health Recruitment Board (WBHRB), but will be allowed to join in the respective post/cadre subject to the condition that the indemnity bond period will run concurrently and the candidate will have to submit a bond to the CMOH or Principal/ MSVP, clearly mentioning the fact that in case any discontinuation of service during the residual indemnity bond tenure, they will recompense the penal amount as applicable under clause 7 (c), failing which the original documents will not be returned to him or her.

10) If such candidates, while serving as Senior Resident, intend for further higher study to pursue DM/ MCh courses, they may be allowed to pursue DM/ MCh courses only, subject to the condition they will either recompense the penal amount as required under clause 7 (c) or will have to submit Bond to the DME or DHS with a pledge to perform the cumulative indemnity bond tenure together on return from the study. They will not be permitted to undertake any other course or fellowship or stewardship etc during such indemnity bond tenure.

11 (a) The Senior Residents would be assigned duty as per extant orders of the State Government ascribable to Medical Officers. They will be liable to record attendance

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through Biometric Attendance System (BAS), on the basis of which their stipends / remuneration would be disbursed.

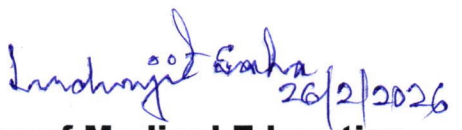
If any complaint or allegation is raised against senior residents, or in any cases of dereliction in duty or in cases concerning misconduct while serving as Senior Resident, the respective senior residents will be suspended, if allegation against the Senior Resident, is proved. In the Suspension period no remuneration will be paid to the alleged Senior Resident. Initially the suspension period may be 3 months, but it may extend upto 6 months. After withdrawal of the suspension, the Senior Resident will have to continue the indemnity bond period equal to the period of suspension.

However, considering the level and gravity of the sensitivity of public service involved in the service provided by the Senior Resident, in case of any medical negligence and / or infamous conduct on the part of the Senior Resident, may lead to termination of the Senior Resident-ship along with forfeiture of the entire bond amount for re-compensation, in default the original documents will not be returned to him or her. If the Senior Resident against whom an order of termination would have been passed and/ or he/she could not re-compensate, then in that case, the Department shall sue against him or her before appropriate Court of Law for such recovery.

11 (b) The post of Senior Residency under Indemnity bond is strictly Non-Practicing and any violation to this provision, if proved, will lead to forfeiture of entire bond amount.

12) The duties of the Senior Residents on indemnity bond, will be assigned by the institutional authorities, under which they are serving, the Institution / or by the hospital authorities under which they are placed and the Department of Health & Family Welfare, Government of West Bengal.



Director of Health Services
Government of West Bengal


Director of Medical Education
Government of West Bengal

Copy forwarded for information to:-

1. The Principal Accountant General (A & E), West Bengal.
2. The Accountant General (A & E), West Bengal
3. The Accountant General (Local Bodies Audit), West Bengal, CGO Complex, Salt Lake City, Kolkata- 700064
4. The Director of Health Services, West Bengal;
5. The Director of Medical Education, West Bengal;
6. The Director, Family Welfare & Additional Mission Director, N.H.M., West Bengal;
7. The Director, Public Health Programme, West Bengal;
8. The Director, Hospital Administration and Planning, West Bengal;
- 9-11. Additional Director of Health Services (Admn/AA&V/ Accounts), West Bengal.
12. Principal/ Director, _____ All concerned
13. MSVP, _____ All concerned
- 14-15. Deputy Director of Health Services (Admn/ HA), West Bengal.
16. Assistant Director of Health Services (P&E), West Bengal.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office, 234/4, A J C Bose Road, Lala Lajpat Rai Sarani, Kolkata, West Bengal – 700 020.
18. Pay & Accounts Officer, Kolkata Pay & Accounts Office–III, Subhanna, SGO Complex, 5th and 6th Floor, Plot no. 9, DF Block, Sector–I, Salt Lake City, Kolkata – 700 064.
19. Chief Medical Officer of Health, _____ All concerned
20. Superintendent, _____ All concerned
21. Treasury Officer, _____ All concerned
22. P.S. to the Principal Secretary (Health), Department of Health & FW
23. P.A. to the Senior Special Secretary (HS), Department of Health & FW
24. P.A. to Director SPSRC & Secretary (MS), Department of Health & FW
25. P. A. to MD (NHM), Commissioner (Family Welfare) & Secretary, Department of Health and Family Welfare.
26. P.A. to AMD (NHM), Project Director, WBSAPCS, Member Secretary SBDC, Addl. Secretary, Dept. of Health & FW
27. P.A. to the Addl. Secretary (MES), Dept. of Health & FW
28. P.A. to the Additional Secretary (MS) of this Department.
29. _____
30. Co-ordinator I.T. Cell; to publish the order in the website
31. Dealing Assistant
32. Guard file.


Director of Health Services
Government of West Bengal


Director of Medical Education
Government of West Bengal