

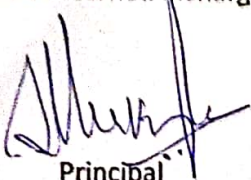
GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH & FAMILY WELFARE  
OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL  
NRS MEDICAL COLLEGE & HOSPITAL  
138, A.J.C. BOSE ROAD, KOLKATA - 700014.

Memo No. 1940

Date: 29/3/2020

CIRCULAR

In view of the present situation of outbreak of COVID-19 and decreasing patient census in the hospital, effective manpower and resource management has become essential to run the hospital and provide emergency services. In this regard all Head of the departments, Nursing superintendent and unit incharges e.g. Blood bank, Central Laboratory, General Emergency, stores, offices (establishment and accounts) etc. are requested to prepare a duty roster with minimal staff strength to run the services. The roster may be prepared in such a manner that the staffs working at a stretch for a few days are subsequently allowed to remain at home as stand by. The duration of standby period is to be decided by the concerned incharges as deemed fit for smooth running of the respective unit.

  
Principal  
NRSMC

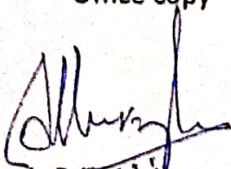
  
MSVP  
NRSMCH

Memo No. 1940 / 1 (11)

Date: 29/3/2020

Copy forwarded through e-mail, to :

- All Head of the Departments.
- Deputy Superintendent NRSMCH.
- MOIC – General Emergency, Blood Bank, Central Laboratory, Medical Records.
- Nursing Superintendent.
- Deputy Superintendent (NM)
- All Assistant Superintendents.
- Accounts officer NRSMC and NRSMCH.
- Head clerk establishment section, accounts section, NRSMC & NRSMCH
- All store incharges.
- Security officer
- All facility managers
- Office copy

  
Principal  
NRSMC

  
MSVP  
NRSMCH