

GOVERNMENT OF WEST BENGAL
HEALTH & FAMILY WELFARE DEPARTMENT

Memo No 107/Secy(H&FW)/2021

Dated 18th May 2021

To,

The Additional Chief Secretary/Principal Secretary/ Secretary
(All Departments)

Sub: Preparation of database for COVID-19 vaccination of residuary segments of Government and para-Government employees and Coordination with Districts/KMC for other priority groups

Ref: Guidelines Note of the Chief Secretary to the Government of West Bengal vide No 511-CS/2021 dated 15.05.2021 regarding COVID vaccination

Sir/Madam,

1. Apropos the above subject and reference and in terms of the decision taken in the State Executive Committee of the State Disaster Management Authority on 15.05.2021, residuary segments (those who have not received COVID-19 vaccine earlier) of Government and para-Government employees have been categorized as one of the priority groups for vaccination.
2. It has been further decided that the employees will be further categorized into (i) belonging to the age group 18-44 years and (ii) 45 and above years of age. Those in the former group will be administered vaccine from the State's own procured stock and those above 45 years of age have to be administered vaccine from an earmarked separate stock. Both the age groups will be covered under separate workplace Covid Vaccination Centres(CVC) (which may be at the same physical location), for ensuring proper accounting of vaccines.



3. Data regarding eligible employees/staff under your Department including Directorates/ Parastatals etc. may kindly be prepared and kept ready at your end in the format of the three Excel sheets enclosed with this letter, namely 'Department Synopsis', '18-44 Employees' and '45 & Above Employees'.
4. In the sheet 'Department Synopsis', the number of employees/staffs to be vaccinated may please be mentioned separately for the two age groups i.e., 18-44 years and 45 years & above. In the sheet '45 & Above Employees', if any employee/staff has already received the first dose of vaccine, the date and type of vaccine (Covaxin/Covishield) must also be clearly mentioned. Priority will be given to 40-44+ years in the 18-44 years group and to 55+ in the 45 years and above group.
5. In this regard, I would like to request you to kindly nominate one nodal officer from your department for the purpose of preparing and providing the database of eligible employees/staff as referred above. This officer should immediately share with us the "Department Synopsis" at adlsehealth@gmail.com for enabling us to plan vaccination sessions. If there is any suitable location within your premises where you may like to propose vaccination of your employees, this information may also kindly be shared with us at the earliest by the nodal officer. As an inspection will have to be conducted, this should reach us immediately.
6. In case of offices located in Kolkata Municipal Corporation area, the nodal officer of concerned department may be instructed to liaise with Dr Partha Dey , District Family Welfare Officer (DFWO), Kolkata Mob no 7980514249, email id: dfwbkolkata2020@gmail.com for creating and conducting sessions under workplace CVCs for vaccination of your employees/staff. For any offices at the directorate outside KMA, the concerned District Magistrate may be contacted for ensuring vaccination of the officers through suitable scheduling.



7. A responsible officer/s from your Department may please be deployed at the vaccination site for coordination and assistance.

Enclosure:

1. Detailed guidelines
- 2.3 Excel sheets as mentioned above

Yours sincerely



18/11/2021
Secretary

Health and Family Welfare Department