

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING BRANCH
SWASTHYA BHAWAN, GN-29
SECTOR-V, SALT LAKE CITY,
KOLKATA-700091

No. HNG/16R - 52 - 2020/ 1092

Date : 18.12.2020

To
The Superintendent,
Dr. B.N. Bose S.D.Hospital,
North 24 Parganas

Sub. Resignation tendered by Smt. Nibedita Mandharam,
Staff Nurse, Gr. II attached to your hospital.

Ref. Your Memo No. BNH/2594 dt. 05.12.2020 (Memo No.
CMOH(NPG)/5584 dt 07.12.2020 of the C.M.O.H,
North 24 Parganas.

In respect of above mentioned subject and reference you are requested to
furnish the following details required for taking further necessary action:

- 1 Employee Number of employee concerned. :
- 1 Date of Resignation (Proposed) :
- 2 Whether there is any outstanding Loan/govt. dues yet to be recovered from the
incumbent concerned :
- 3 Whether there is any disciplinary proceedings (Vigilance cases lying pending) :
against the incumbent concerned. :
- 4 Whether all leaves been sanctioned in respect of the incumbent concerned. :
- 5 Receipt in original of submission of one month's salary in Treasury Form No. 7, :
at RBI, Kolkata, Treasury - PAO-II, /Local Treasury in lieu of one month's prior
notice. :
- 6 Self declaration by the incumbent that there is no pending loan/dues to be :
recovered from her. The same is to be submitted with the counter signature by
the D.D.O. :
- 7 Last Pay Slip in case of refund of one month's salary in Treasury Form No. 7 :

This may be treated as URGENT.

Nibedita
18/12/2020
Dy. Director of Health Services
(Nursing) West Bengal
Date : 18.12.2020

No. HNG/16R - 52 - 2020/1092/1(5)
Copy forwarded for information & necessary action to :

1. The Chief Medical Officer of Health, North 24 Parganas, Barasat, North 24 Parganas.
2. The Nursing Superintendent, Dr. B.N. Bose S.D Hospital, Barrackpore, 24 Parganas
(North)
3. Smt. Nibedita Mandharam, Dr. B.N. Bose S.D Hospital, Barrackpore, 24 Parganas
(North)
4. The I.T Coordinator, Swasthya Bhawan - For web posting of this letter please.
5. Office Copy/Guard File

P. S. 18.12.2020
Dy. Assistant Director of Health Services
(Nursing) West Bengal