

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

No. HNG/16R - 53 - 2020/ 1094

Date : 21.12.2020

To
The Medical Superintendent-cum-Vice Principal,
Midnapore Medical College & Hospital,
Paschim Medinipur

Sub. Resignation tendered by Smt. Hema Roy, Staff Nurse,
Gr. II attached to your hospital.

Ref. Your Memo No. MMCH/7367 dt. 30.03.20219.

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

- 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. :
- 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.

Barshil
21/12/2020
Dy. Director of Health Services
(Nursing) West Bengal

Date : 21.12.2020

No. HNG/16R - 53 - 2020/ 1094/1(4)

Copy forwarded for information & necessary action to :

1. The Nursing Superintendent, Midnapore Medical College & Hospital, Paschim Medinipur.
2. Smt. Hema Roy, Midnapore Medical College & Hospital, Paschim Medinipur.
- ✓ 3. The I.T Coordinator, Swasthya Bhawan - For web posting of this letter please.
4. Office Copy/Guard File

M. Mandal . 21.12.20
Dy. Assistant Director of Health Services
(Nursing) West Bengal