

Government of West Bengal
Directorate of Health Services
Nursing Section

Swasthya Bhawan , Wing- 'A' , 1st Floor
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/16R-49-2019/ 262

Dated 24/02/ 2023

To


The Medical Superintendent cum Vice Principal,
Calcutta National Medical College & Hospital,
Kolkata-700014,

Sub: Resignation from the Department of Health & Family Welfare,
W.B. i.r.o. Medha Chakraborty , Staff Nurse Gr.-II, attached to
your Institute.

Ref: Your Memo Nos: 5504 dt.11.11.2019 & 2397 dt.21.06.2022

With reference to the aforesaid subject and reference nos. you are requested to furnish us the following information/documents :-

- 1) Date of resignation mentioning forenoon/afternoon and last working day mentioning forenoon/afternoon also.
- 2) Original Copy of T.R. Form No.-7 refunding last one month's Gross Salary with Pay Slips of July-2019 and August-2019.
- 3) Certification by the MSVP i) whether any disciplinary proceedings or vigilance case lying pending against the incumbent ii) whether any kind of loan/dues to be recovered from the incumbent iii) whether the incumbent has vacated govt. quarter / govt. residence , if occupied and iv) whether the incumbent has availed any TR facilities , if so, mention TR period v) whether there is any kind of leave pending to be regularised. Include a leave statement showing leave balance as on the date of resignation.
- 4) Self declaration by the incumbent regarding DP/Vigilance Case, Loan/dues/overdrawn, Govt. Quarter/residence/hostel, TR facility and pending leaves as mentioned in the sl. no.- 3. This declaration needs to be countersigned by the concerned DDO/MSVP.
- 5) For any kind of difficulties contact to the undersigned. You may provide the contact no. of the incumbent, if seems necessary.

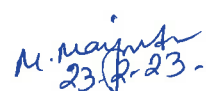

23.02.23
Dy. Director of Health Services(Nursing)
Government of West Bengal

No.HNG/16R-49-2019/ 262 /1(5)

Dated 24/02/ 2023

Copy forwarded for information & necessary action:

1. The Accounts Officer, Calcutta National Medical College & Hospital, Kolkata-14.
2. The Nursing Superintendent, Calcutta National Medical College & Hospital, Kolkata-14.
3. Medha Chakraborty, S/N, Gr.-II, Calcutta National Medical College & Hospital, Kolkata-14.
4. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.


23.02.23
Dy. Asstt. Director of Health Services(Nursing)
Government of West Bengal