

BY SPEED POST

Government of West Bengal
Directorate of Health Services
Nursing Branch
Swasthya Bhawan, 1st Floor, Wing -A
GN-29, Sector-V, Salt Lake City, Kolkata-91

No. HNG/16R-10-2021/449

Dated:-

19/3/2021.

To
The Block Medical Officer of Health,
Joypur B.P.H.C.,
Dist. - Purulia
PIN - 723213

Sub: - Prayer for resignation in respect of Smt. Arpita Mukherjee,
HA (F), attached to Mantarh SC under Joypur B.P.H.C., Purulia.
Ref: - Memo. No. 28/Hc, dtd.24.02.2017. of BMOH Joypur, Purulia

Kindly refer to the above subject & memo under reference.

You are requested to furnish the following information/particulars supported with documentary evidences in respect of Smt. Arpita Mukherjee, HA (F) attached to Mantarh SC under Joypur B.P.H.C., Purulia to the office of the undersigned within **7 (seven)** days from the date of receipt of this letter positively for taking necessary action from this end regarding the subject mentioned above, failing which the matter is not possible to be processed further.

1. Original certificate from your end whether there is Whether there is (i) any disciplinary proceeding/vigilance case lying pending, (ii) any over drawal / any loan against Smt. Arpita Mukherjee, HA(F) attached to Mantarh SC under Joypur B.P.H.C., Purulia.
2. Account of leave (EL, HPL, and EOL etc.) upto date of seeking resignation of the incumbent on a sheet duly signed by local authority.
3. Copy of first appointment letter & joining letter of the incumbent
4. Submission of One month's salary in treasury form No.7 at local treasury or one month's prior notice.
5. Last pay slip in case of refund of one month's salary in Treasury Form No.7
6. Original Self declaration by the incumbent concerned whether there is any loan/dues to be recovered from her. The same is to be submitted having been authenticated by the D.D.O. with counter signature.

Further course of action will be taken in the matter on receipt of your reply.

Please treat this matter as **extremely urgent**.

Ranjan
19/3/2021
Dy. Director of Health Services
(Nursing), West Bengal

Schawal

No. HNG/16R-10-2021/449/1(2)

Dated:-

19/3 /2021.

Copy forwarded for information and necessary action to:-

1. The Chief Medical Officer of Health, Purulia Pin- 723101.
2. Smt. Arpita Mukherjee, HA (F) attached to Mantarh SC under Joypur B.P.H.C., Purulia, PIN - 723213.

Blowm...
19/3/2021
Dy. Asstt. Director of Health Services
(Nursing), West Bengal.
S. Chowdhury