

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

No. HNG/16R - 40 - 2020/777

Date : 18.09.2020

To
The Medical Superintendent -cum- Vice Principal,
I.P.G.M.E.& R and S.S.K.M Hospital,
Kolkata- 20

Sub. Resignation tendered by Smt. Mridula Hazra, Staff Nurse,
Gr. II attached to your hospital.

Ref. Memo No. SSKM/4462/2020 dt. 09.09.2020.

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

1. First appointment order i.r.o. Smt. Hazra & corresponding first Joining Report from competent authority.
2. Exact proposed date from which incumbent concerned desires to resign from her services.
3. Whether there is any outstanding Loan/govt. due yet to be recovered from the incumbent concerned.
4. A self declaration from Smt. Hazra, Staff Nurse, Gr. II to the effect that there is any outstanding Loan/govt. due yet to be recovered from the incumbent concerned.
5. Whether there is any disciplinary proceedings (Vigilance cases lying pending) against Smt. Hazra.
6. Up to date Leave Admissibility Report i.r.o. Smt. Hazra, Staff Nurse.
7. The exact period from which the salary i.r.o. Smt. Hazra has been stopped.
8. In case of submission of resignation from service without one month's notice, incumbent concerned is instructed to submit last one month's salary in TR Form No. 7 (Challan for deposit of money in the A/c. Of Govt. of West Bengal) for the purpose of "Refund of One month's salary. & a copy of last months salary.

This may be treated as URGENT.

No. HNG/16R - 40 - 2020/ 777/1(w)
Copy forwarded for information & necessary action to :

1. The Nursing Superintendent, I.P.G.M.E.& R and S.S.K.M Hospital, Kolkata- 20
2. Smt. Mridula Hazra, Staff Nurse, Gr. - II, I.P.G.M.E.& R and S.S.K.M Hospital, Kolkata- 20
3. The I.T. Coordinator, Swasthya Bhawan. - For web posting of the letter.
4. Office Copy/Guard File

[Signature] 18/9/2020
Dy. Director of Health Services
(Nursing) West Bengal
Date : 18.09.2020

[Signature] 18.09.2020
Dy. Assistant Director of Health Services
(Nursing) West Bengal