

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING SECTION
SWASTHYA BHAWAN, WING-'A', 1ST FLOOR,
GN-29, SECTOR-V, SALT LAKE, KOLKATA- 700091.

Memo No. HNG/6V-18-2021/940

Date: 06/07/2021

To
The CMOH,
North 24 Parganas.

Sub:- Voluntary retirement from service i.r.o Rita Chakraborty, Staff Nurse ,Gr.II

Ref:- Your memo No. 4679 dated 29.05.2021

You are asked to furnish the following information/ particulars supported by documentary evidences in respect of Smt. Rita Chakraborty, Staff Nurse,Gr.II to the office of the undersigned at an early date for taking necessary action from this end regarding the subject mentioned above.

- 1) Whether Smt. Rita Chakraborty is still continuing her duty if yes, she may be instructed to apply at least three months before her mentioning specific date of voluntary retirement.
- 2) Original Service book of Smt. Rita Chakraborty, Staff Nurse, Gr.II by checking and verifying whether the concerned employee has rendered 20 (Twenty) years of service without any interruption in terms of Finance Deptt. Audit Branch Memo No. 1833-F(P), dated 01.03.2013 and making necessary entry in her original service book regarding 20 (Twenty) years of qualifying service rendered by her and with proper authentication.
- 3) Original Certificate from your end to the effect whether there is :- (a) any disciplinary proceeding/ vigilance cases lying pending against Smt. Rita Chakraborty , Staff Nurse, Gr.II and (b) any overdrawal by her.
- 4) Copy of receipts of Asset Declaration for the last three years.
- 5) 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.

You are further requested to ask the incumbent concerned to submit the following service documents (Self attested photocopies) along with one passport size colour photograph.

- (a) Appointment Order & Joining report as Staff Nurse, Grade II .
- (b) Surname Change Order (if applicable) & Service Confirmation Order.
- (c) Copy of AADHAAR/EPIC/PAN card.

All concerned are informed accordingly.

It may be treated as urgent.


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

Memo No. HNG/6V-18-2021/940/1(3)

Date: 06/07/2021

Copy forwarded for information and necessary action :-

- 1) The Block Medical Officer of Health,Nanna B.P.H.C,Barrackpore-I,North 24 Parganas.
- 2) Smt.Rita Chakraborty, Staff Nurse ,Gr.II, Nanna B.P.H.C, Barrackpore, North 24 Parganas.
- 3) The I.T Coordinator, Swasthya Bhawan, Kolkata -91.


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