

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

No. HNG/16R - 47 - 2020/ 963

Date: 18-11-2020

To
The Block Medical Officer of Health,
Krishnaganj Rural Hospital,
Nadia

Sub. Resignation tendered by Smt. Neha Rani, Staff Nurse, Gr. II attached to Joyghata PHC under Krishnaganj Rural Hospital, Nadia.

Ref. Your Memo No. 742 dt. 7.10.2020.

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

1. The date from which Smt. Neha Rani, Staff Nurse, Gr. II attached to your hospital is willing to resign from Govt service.
2. First appointment order i.r.o. Smt. Neha Rani.
3. Employee No. of Smt. Rani, Staff Nurse
4. Whether there is any outstanding Loan/govt. due yet to be recovered from the incumbent concerned.
5. A self declaration from Smt. Neha Rani, Staff Nurse, Gr. II to the effect that there is any outstanding Loan/govt. due yet to be recovered from the incumbent concerned.
6. Whether there is any disciplinary proceedings (Vigilance cases lying pending) against Smt. Neha Rani
7. The up to date Leave Admissibility Report i.r.o. incumbent concerned.
8. Original receipt of submission of last month's salary in TR Form No -7 (challan for deposit of money in the A/c of Govt. of WB) for acceptance of her resignation from service.
9. A copy of last month's pay slip i.r.o. Smt. Neha Rani.

This may be treated as URGENT.

No. HNG/16R - 47 - 2020/ 963/1 (6)
Copy forwarded for information & necessary action to :

1. The Chief Medical officer of Health, Nadia, Krishnanagar,
2. The B.M.O.H, Krishnaganj Rural Hospital, Nadia.
3. The M.O. in Charge - Joyghata PHC under Krishnaganj Rural Hospital, Nadia.
4. Smt. Neha Rani, Staff Nurse, Gr. - II, Joyghata PHC under Krishnaganj Rural Hospital, Nadia
5. The I.T. Coordinator, Swasthya Bhawan. - For web posting of the letter.
6. Office Copy/Guard File

Dabul
18-11-2020
Dy. Director of Health Services
(Nursing) West Bengal
Date: 18-11-2020

Pam
18-11-2020
Dy. Assistant Director of Health Services
(Nursing) West Bengal