

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

No. HNG/S-2445-IIA/985

Date 15/07/2021

To:

The Block Medical Officer of Health,
Madhyamgram Rural Hospital North 24- Parganas

Sub: Prayer of voluntary retirement in respect of Smt. Santwana Basu, Staff Nurse, Grade-II, Madhyamgram Rural Hospital North 24- Parganas.

Enclosed please find herewith an advance copy of a prayer of voluntary retirement in respect of Smt. Santwana Basu, Staff Nurse, Grade-II which was received by you on 16.04.2021. This has not yet been received by the undersigned after duly forwarded from your end. You are requested to furnish her prayer of voluntary retirement (submitted to you on 16.04.2021) with effect from 07.07.2021 duly forwarded from your end along with the following documents/information:

1. Whether she is continuing her duties after 07.07.2021. It is expected that she was not permitted to resume her duties after 07.07.2021, since she prayed for voluntary retirement with effect from 07.07.2021.
2. Whether her any leave remains pending for regularization. If so, details of her period of leave along with her leave applications, her joining reports and leave admissibility report showing therein earned leave and half pay leave at her credit just prior to the date of her absence from duty are to be submitted.
3. Whether any disciplinary proceedings are pending or being contemplated against her.
4. Whether any dues are to be recovered from her by the Government.
5. 20 (Twenty) years uninterrupted and satisfactory qualifying certificate is to be submitted to this end along with her service book duly updated under proper attestation.
6. Self declaration of the incumbent concerned whether any disciplinary proceedings are pending or being contemplated against her or any dues are to be recovered from her by the Government.

This may be treated as Urgent the request to do the needful within 15(fifteen) days from the receipt of this letter.

Encl: As stated above.

Rambal
19/07/2021
Dy. Director of Health Services (Nursing)
Government of West Bengal
Date 2021

No. HNG/S-2445-IIA/985/1(2)

Copy forwarded for information & necessary action to:

1. Smt. Santwana Basu, Staff Nurse, Grade-II, Madhyamgram Rural Hospital North 24- Parganas.
2. The I.T. Co-ordinator, I.T. Cell, Swasthya Bhawan, Salt Lake City, Kolkata-91 for web posting.

Pom
14.07.2021
Dy. Asstt. Director of Health Services (Nursing)
Government of West Bengal

SHZ
14.07.21

ADVANCE COPY

To,

2427
29.4

R.M.
Jan 29.04.21

HNA/S-2445-IIA/95

The Dy Director of Health Service (NWSSD)
Swasthya Bhawan
Kolkata-700091.

Through paper channel

Respected Sir,

This is for your kind information
I Santwana Basu (G.N.M) am working at Madhy-
angram Rural Hospital. My service period will be over
27 years on 17th April 2021, as my 1st service
joining date 17th April 1995.

I am suffering from severe Allergy, Asthma,
problems, Lumber Spondylitis etc. I want to -
V.R.S from my Govt Service from 7/07/2021

Please arrange my ^{V.R.} ~~permission~~ as early as pos-
sible as I can lead my family smoothly

Thanking you

Yours faithfully
Santwana Basu
Santwana Basu
(G.N.M)

Date - 7/4/2021

PH No - 7407939759

Received but not verified

7/4/21
Block Medical Officer of Health
Madhyangram Rural Hospital
Dist. North 24 Parganas