

Government of West Bengal  
Directorate of Health Services  
Nursing Section  
Swasthya Bhawan , Wing-'A' , 1<sup>st</sup> Floor  
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/16R-117-2022/

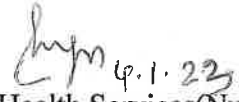
Dated 04/01/2023


To  
The Superintendent,  
Asansol District Hospital,  
Paschim Bardhaman

Sub: Resignation from Govt. Service of Smt. Maitri Mukherjee,  
Staff Nurse, Gr.-II, attached to your Institute  
Ref: Your memo no. ADH/2780 dt.17.11.2022.

With reference to the aforesaid subject and reference no. you are requested to furnish the following information/documents to the undersigned :-

- 1) i) Date of Intimation for Resignation, if any ii) Date of last working day [mention F/N or A/N for each case].
- 2) Intimation letters from the incumbent for not attending her duties for this period of absence i.e from 02.05.2019 to till date.
- 3) Certification by the Superintendent i) whether there is any Disciplinary Proceedings/ Vigilance case lying pending against the incumbent ii) whether there is any pending loan / dues to be recovered from the incumbent iii) whether there is pending leave to be settled iv) whether the incumbent has vacated the govt. quarter/hostel/residence, if occupied by her.
- 4) Self declaration by the incumbent regarding DP/Vigilance Case, Loan/Dues, Quarter vacation etc as stated in point 3. This should be countersigned by the local authority.
- 5) Leave Admissibility Report(LAR) with detailed leave statement showing therein EL, HPL, Com. Leave, CCL due at credit i.r.o. Smt. Mukherjee as on 30.06.2019. Attach authenticated photocopies of relevant leave calculation pages of the service book [ Since joining in service].
- 6) The exact cause of her long absnce from service (since 02/05/2019 till date) supported with documentary evidence.

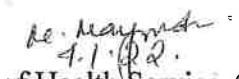
  
Dy. Director of Health Services(Nursing)  
Government of West Bengal

No.HNG/16R-117-2022/ 31 /1(5) 

Dated 04/01/2023

Copy forwarded for information & necessary action to:

1. The Accounts Officer, Asansol District Hospital, Paschim Bardhaman
2. The CMOH, Asansol DH, Paschim Bardhaman
3. Smt. Maitri Mukherjee, S/N, Gr.-II, Asansol DH, Paschim Bardhaman
4. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91
5. Office Copy/Guard File

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

