

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

Dated 3.1.2023

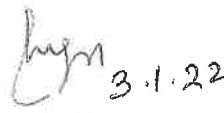
No.HNG/16R – 91-2022/ 29

To
The Superintendent,
Sambhu Nath Pandit Hospital,
11 Elgin Rd, Sreepally, Bhowanipore
Kolkata-700020

Sub: Resignation from Govt. Service of Smt. Mandira Kundu,
Staff Nurse, Gr.-II, attached to your Institute
Ref: Your memo no. SNPH/3665 dt.05.07.2022.

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

- 1) i) Exact date of Resignation to be accepted ii) Date of Intimation for Resignation, if any iii) Date of last working day [mention F/N or A/N for each case].
- 2) If the incumbent didn't intimate about her resignation one month before the date of her Resignation, she has to refund her last month's Gross Salary through TR Form No.-7. In that case, submit the original TR Form No.-7 refunding the salary accordingly. Include last 2 months Pay Slip.
- 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) Exact absence period she enjoined since 12/03/2022 with documentary evidence, if any, in support of her cause of absence.
- 6) Intimation letters from the incumbent for not attending her duties for this period of absence.
- 7) Leave Admissibility Report(LAR) with detailed leave statement showing therein EL, HPL, Com. Leave, CCL due at credit i.r.o. Smt. Kundu. Attach authenticated photocopies of relevant leave calculation pages of the service book [Since joining in service].
- 8) Comment of the Superintendent whether this absence period is authorized or not.


Dy. Director of Health Services(Nursing)

Government of West Bengal

No.HNG/16R-91-2022/ 29 /1(5)

Dated 3.1.2023

Copy forwarded for information & necessary action to:

1. The Accounts Officer, Sambhu Nath Pandit Hospital, Kolkata-20
2. The Nursing Superintendent, Sambhu Nath Pandit Hospital, Kolkata-20
3. Smt. Mandira Kundu, S/N, Gr.-II, Sambhu Nath Pandit Hospital, Kolkata-20
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

