

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 -54-2022/169

Dated 2/2/ 2023

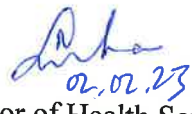
To  
The Superintendent,  
Serampore Walsh SD Hospital,  
Hooghly, West Bengal  
Pin- 712201

**Sub: Resignation from Govt. Service of Smt.Risha Paul Halder,  
Staff Nurse, Gr.-II, attached to your Institute**

**Ref: Your memo no. WH/2022/447 dt.17.02.2022.**

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

- 1) Exact date of Resignation to be accepted & Date of last working day [mention F/N or A/N for each case].
- 2) Certification from 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.
- 3) Leave Admissibility Report(LAR) with detailed leave statement showing therein EL, HPL, Com. Leave, CCL due at credit i.r.o. Smt. Halder.
- 4) Comment of the Superintendent , if any.

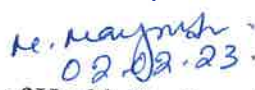
  
Dy. Director of Health Services (Nursing)  
Government of West Bengal

No.HNG/16R-54-2022/169/14

Dated 2/2/ 2023

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, Serampore Walsh SD Hospital, Hooghly
2. Smt. Risha Paul Halder, S/N, Gr.-II, Serampore Walsh SD Hospital
3. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91
4. Office Copy/Guard File

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