

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-57-2022/ 491

Dated 18.4.2022

To

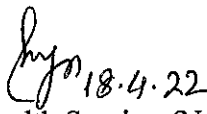
The MSVP,  
Medical College & Hospital,  
88 College Street, Bowbazar  
Kolkata

Sub: Resignation from the Department of Health & Family  
Welfare, W.B. i.r.o. Dipanita Mitra, Staff Nurse Gr.-II,  
attached to your Institute.

Ref: Your Memo. No: MCH/Nursing Estt/3750 dt.31.03.2022.

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

- 1) Incumbent's Prayer for Resignation mentioning date of resignation and her last date of duty and reason of resignation.
- 2) Photocopy of respective service book leave calculation pages (showing EL, HPL, CCL etc.).
- 3) Original Copies of both T.R. Forms No.-7.
- 4) Attested copies of all Pay Slips for which Smt. Mitra has refunded her salaries.
- 5) Self Declaration by the incumbent declaring that she has no disciplinary proceedings or vigilance case lying pending against her and she has no kind of loan/dues to be recovered from her till date. This declaration needs to be countersigned by the concerned DDO.
- 6) Certification by the MSVP i) whether the incumbent has vacated govt. quarter / govt. residence , if occupied by her and iv) whether there is any pending leave to be regularized.
- 7) Date of Joining in govt. service under WBNS Cadre and date of confirmation, if any, with documentary evidence such as; appointment order from DHS,W.B., Joining Report, confirmation Order etc.


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

No.HNG/16R-57-2022/ 491 /1(4)

Dated 18.4.2022

Copy forwarded for information & necessary action:

1. The Nursing Superintendent, Medical College & Hospital, 88 College Street, Kolkata-73.
2. Dipanita Mitra, S/N, Gr.-II, Medical College & Hospital, 88 College Street, Kolkata-73.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91.
4. Office Copy/Guard File.

  
U. Mandal . 18.4.22  
Dy. Asstt. Director of Health Services(Nursing)  
Govt. of West Bengal