

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-14-2023/ 565

Dated 26.04.2023


To  
The Superintendent,  
Sagardighi Super Speciality Hospital  
Murshidabad -742226

Sub: Resignation from Govt. Service of Smt. Adity Bhadra,  
Staff Nurse, Gr.-II, attached to your Institute

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

- 1) Joining date in Govt. Service under WBNS Cadre with documentary evidence.
- 2) Date of confirmation in Govt service with documentary evidence, if any.
- 3) i) Date of Intimation for Resignation, if any iii) Date of last working day [mention F/N or A/N for each case].
- 4) 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. Also include last 2 months Pay Slip.
- 5) 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 v) whether the incumbent availed any TR facility. If availed, give details.
- 6) Self declaration by the incumbent regarding DP/Vigilance Case , Loan/Dues , Pending Leaves, Quarter vacation & TR facility etc as stated in point 5. This should be countersigned by the local authority.
- 7) Up to date(till last working day) Leave Statement i.r.o. Smt.Bhadra.


  
26.4.23  
Dy. Director of Health Services(Nursing)

  
Government of West Bengal  
Dated 26.04.2023

No.HNG/16R-14-2023/ 565 /1(5)

Copy forwarded for information & necessary action to:

1. The CMOH, Sagardighi Super Speciality Hospital, Murshidabad- 742226
2. The Nursing Superintendent, Sagardighi Super Speciality Hospital, Murshidabad- 742226
3. Smt.Adity Bhadra, S/N, Gr.-II, Sagardighi Super Speciality Hospital, Murshidabad- 742226
4. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91
5. Office Copy/Guard File

  
M. Mandal. 26.4.23  
Dy. Asstt. Director of Health Services(Nursing)  
Government of West Bengal