

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING SECTION
SWASTHYA BHAWAN, WING-'A', 1ST FLOOR,
GN-29, SECTOR-V, SALT LAKE, KOLKATA- 700091.

Memo No. HNG/6V-27-2023/ 79

Date://...../.....'/2023

To
The CMOH,
North 24 Parganas.

Sub.- Voluntary retirement from service i. r. o Binita Chowdhury, Staff Nurse ,Gr.II ,presently attached to North 24 Parganas DH, Barasat.

Ref.- Your memo No. CMOH (N24Pgs)/Nursing/2022/10465

You are asked to furnish the following information/ particulars supported by documentary evidences in respect of Smt. Binita Chowdhury, Staff Nurse, Gr.-II, presently attached to North 24 Parganas DH, Barasat to the office of the undersigned at an early date for taking necessary action from this end regarding the subject mentioned above.

- 1) Whether Smt. Binita Chowdhury is still continuing her duty if yes, she may be instructed to apply at least three months before her mentioning specific date of voluntary retirement.
 - 2) Original Service book of Smt. Binita Chowdhury, Staff Nurse, Gr.II by checking and verifying whether the concerned employee has rendered 20 (Twenty) years of service without any interruption in terms of Finance Deptt. Audit Branch Memo No. 1833-F(P), dated 01.03.2013 and making necessary entry in her original service book regarding 20 (Twenty) years of qualifying service rendered by her and with proper authentication.
 - 3) Original Certificate from your end to the effect whether there is :- (a) any disciplinary proceeding/ vigilance cases lying pending against Smt. Binita Chowdhury , Staff Nurse, Gr. II and (b) any overdrawal by her.
 - 4) Original Self Declaration by the incumbent concerned whether there is any loan/ dues to be recovered from her. The same is to be submitted having been authenticated by the D.D.O.
- You are further requested to ask the incumbent concerned to submit the following service documents (Self attested photocopies) along with one passport size colour photograph.
- (a) Appointment Order & Joining report as Staff Nurse, Grade II .
 - (b) Surname Change Order (if applicable) & Service Confirmation Order.
 - (c) Copy of AADHAAR/EPIC/PAN card.

All concerned are informed accordingly.

[Signature] 11.1.23
Dy. Director of Health Services(Nursing)
West Bengal.

Memo No. HNG/6V-27-2023/ 79/1(3)

Date://...../.....'/2023

Copy forwarded for information and necessary action to :-

- 1) The Superintendent ,North 24 Parganas District Hospital Barasat,
- 2) Smt. Binita Chowdhury , Staff Nurse , Gr.-II ,District Hospital, Barasat , North 24 Parganas.
- 3) The I.T Coordinator, Swasthya Bhawan, Kolkata -91.

M. Maudou . 11.1.23
Dy. Asstt. Director of Health Services(Nursing)
West Bengal.