

Government of West Bengal
Department of Health & Family Welfare

PROFORMA FOR APPLICATION FOR RESUMPTION OF SERVICE AFTER REMAINING ABSENT FROM DUTIES

Sl No	Items	Particulars		
1	Name (In Block Letters)			
2	Designation			
3	Employee ID			
4	Place of posting on the date on and from which the applicant remained absent (Mentioning Name of Facility, Block/ Municipality and District)			
5	Present Scale of Pay/ Level of Pay in Pay Matrix			
6	Present Basic Pay	Rs.		
7	Date of Joining in the service (PSC/Adhoc) (DD-MM-YYYY)			
8	If Adhoc, then date of Regularisation (DD-MM-YYYY)			
9	Date of Confirmation of service (DD-MM-YYYY)			
10	Date from which the applicant remained absent from duties (DD/MM/YYYY)			
11	Cause of such absence (in brief) (Attach supportive documents, if any)			
12	Whether resumption of service was allowed previously (If yes, mention Memo No & Date of resumption order)	Yes/ No	Memo No:	
			Date :	

Full Signature of Applicant with date

13	View of the Head of the Office (HOO) regarding application for regularisation of absent period	
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14	Certified that above information have been verified from Service Book and office record of the incumbent concerned and found correct
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Signature of the Head of the Office (HOO) with seal