

To
The Principal
College of Medicine & Sagore Dutta Hospital
Kamarhati, Kolkata- 700058

Sub.: Joining letter and Declaration by the Junior/ Senior Resident in the
Department ofCOM&SDH,
Kamarhati on

Ref. No.- CMSDH/ Prin/Resident/, dated-

(Through Proper Channel)

Sir,

In reference to the above mentioned notification, I, Dr.
have been selected as Junior/Senior Resident in the Department of
....., College of Medicine & Sagore Dutta Hospital, Kamarhati,
Kolkata- 700058.

I shall abide by all the Rules & Regulations of the institution and shall not neglect my duties as
delegated on me by the Department. I should not engage in any type of private practice and
should not be absent from my duty without informing the Unit-in charge/Head of the
Department. I shall take prior permission for leave, as per rule, from the Head of the Department.

I shall sign in the attendance register regularly during arrival and departure as per the duty roster.

I shall not misbehave in any manner including using inappropriate language or physical tiffs with
other staff or any patient and their relatives.

I know that indulgence in any anti-institutional activity is a punishable offence and I will be liable
for punishments for indulging in any such activities.

I am aware that if there will be negligence in my duty at COM&SDH, disciplinary action may be
taken against me and my candidature as Residency may be cancelled without any
communication to me.

I declare that I am physically and mentally fit.

I want to join as Junior Resident / Senior Resident today on/...../.....
(Forenoon/ Afternoon). Please accept this as my joining letter and allow me to join as Junior
Resident / Senior Resident in the Department of, COM&SDH,
Kamarhati, Kolkata- 700058.

Thanking you,

Yours sincerely,

Joined on (FN/AN)

Forwarded to the Principal, COM&SDH

Joining letter accepted

Principal, COM&SDH