

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, KOLKATA- 700091.

No. HNG/S-4685-II/2008/Part I/ 1008

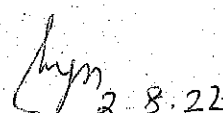
Date: 02/08/2022

To  
The Medical Superintendent Cum-Vice Principal,  
IPGME&R-SSKM Hospital,  
Kolkata-700020

Sub:- Regularisation of the period of absence during previous service period i.r.o. Smt. Sudeshna Banerjee, Staff Nurse, Gr-II, presently attached to IPGME&R-SSKM Hospital, Kol-20

In reference to above, you are hereby requested to furnish the following Statement/documents i.r.o. Smt. Sudeshna Banerjee, Staff Nurse, Gr-II, presently attached to IPGME&R-SSKM Hospital, Kol-20

- 1) Periods of absence availed by the incumbent during her past service period in different hospitals not yet regularized & the corresponding leave applications mentioning the reasons behind abstaining from duties for the periods. Corresponding Joining Reports are also to be produced.
- 2) Whether the periods of absence availed by the incumbent are authorized or not. Specific comments from the local authorities are also invited.
- 3) Date of entry in Govt. service of the incumbent with Joining Report.
- 4) Birth Certificate of the Baby of the incumbent.
- 5) Leave admissibility report i.e. detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave) due at credit up to 30.06.2014 & latest Child Care Leave status in respect of the incumbent as on date. Photocopies of leave recordings in the Service book of the incumbent need to be furnished.

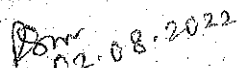
  
Dy. Director of Health Services  
(Nursing) Govt. of West Bengal

Memo. No. HNG/S-4685-II/2008/Part I/ 1008/1(4)

Date: 02/08/2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, IPGME&R-SSKM Hospital, Kol-20 ,
- 2) Smt. Sudeshna Banerjee, Staff Nurse, Gr-II, IPGME&R-SSKM Hospital, Kol-20
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.

  
Dy. Assistant Director of Health Services  
(Nursing), West Bengal

  
02/08/2022