

Government of West Bengal
Directorate of Health Services
Nursing Section
Swasthya Bhawan, 1st Floor, Wing-A,
GN-29, Sector-V, Salt Lake City, Kolkata-91.

No. HNG/7L-75-2020/1129

Date: 29.12./2020

To
The Superintendent
Baghajatin S.G. Hospital,
Jadavpur, Kolkata - 92.

**Sub. Leave Regularisation in respect of Smt. Maya Garu,
Staff Nurse, Gr.-II, presently attached to your hospital.**

Ref. Your Memo No. BIH/1129 dated 24.12.2020

In view of above noted subject and reference you are hereby requested to let the undersigned know the followings:

- Copy of Fit certificate in r/o. Smt. Maya Garu, Staff Nurse, Gr. II from competent authority.
- The Copy of Joining Report in r/o. Smt. Maya Garu, Staff Nurse, Gr. II after her absence w.e.f. 28.06.2020 to till date.
- No. of Earned Leave/ Half Pay Leave due at credit as on 27.06.2020 i.r.o. Smt. Maya Garu, Staff Nurse, Gr. II.
- Copies of intimations, if any, submitted to the local authority by Smt. Garu Staff Nurse, Gr. II during her period absence w.e.f. 28.06.2020 to till date.
- Meanwhile the salary of Smt Maya Garu, may be disbursed on "No work and no Pay" basis till completion of her leave regularisation process. Overdrawals, if any detected subsequently, may be deducted from her salary in due course of time.

Basal
29/12/2020
Dy. Director of Health Services
(Nursing), West Bengal

No. HNG/7L-75-2020/1129/1(4)

Date: 29.12./2020

Copy forwarded for information & necessary action to :

- The Nursing Superintendent, Baghajatin S.G. Hospital, Jadavpur, Kolkata - 92
- Smt. Maya Garu, Staff Nurse, Gr. II, Baghajatin S.G. Hospital, Jadavpur, Kolkata - 92
- The IT Coordinator, Swasthya Bhawan - For web-posting of this order in Govt website please.
- Guard File/Office Copy.

Pom
29.12.2020
Dy. Assistant Director of Health Services
(Nursing), West Bengal