

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

No. HNG/7L-76-2020/1133

Date: 30/12/2020

To
The Medical Superintendent-cum-Vice Principal,
Dr. B C Roy Post Graduate Institute of Paediatric Sciences,
Kolkata-54

Sub:- Regularisation of the period of absence w.e.f. 30.05.2018 to 08.07.2019 i.r.o. Smt. Jayashree Giri, Staff Nurse, Gr. II attached to your hospital.

In context of above mentioned subject , you are hereby requested to furnish the following documents/take following necessary steps:

- 1) Documentary evidence whether Smt. Giri intimated the local authority from time to time about her absence from duties w.e.f. 30.05.2018 to 08.07.2019.
- 2) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Smt. Giri as on 30.05.2018.
- 3) Number of Child Care Leave due at credit i.r.o. Smt. Giri as on that date.
- 4) Leave admissibility report i.r.o. Smt. Giri as on that date.

Barbed
30/12/2020
Dy. Director of Health Services
(Nursing) Govt. of West Bengal

No. HNG/7L-76-2020/1133/1(3)

Date: 30/12/2020

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, Dr. B C Roy Post Graduate Institute of Paediatric Sciences, Kolkata-54
- 2) Smt. Jayashree Giri , Staff Nurse, Gr. II, Dr. B C Roy Post Graduate Institute of Paediatric Sciences, Kolkata-54
- 3) Guard File/Office Copy

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30.12.2020
Dy. Assistant Director of Health Services
(Nursing), West Bengal