

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-135-2021/1500

Date: 16/11/2021

To
The Medical Superintendent Cum- Vice Principal,
Kolkata Medical College & Hospital, Kolkata-73

Sub:- Regularisation of the period of absence of Smt. Ruma Sahoo, Staff Nurse, Gr. II, attached to Kolkata MCH, Kolkata w.e.f. 18.12.2020 to 24.10.2021 (Total for 311 days).

In reference to above, you are hereby requested to furnish the following Statements/ documents in respect of Smt. Ruma Sahoo, Staff Nurse, Gr. II, attached to your hospital.

- 1) Leave Admissibility Report with detailed leave statement showing therein leave balance (Earned Leave, Half Pay Leave etc.) at credit of the incumbent before proceeding the absence (Attested Xerox copies of entries of Leave in the Service Book of the incumbent are to be produced);
- 2) Status of Maternity Leave/ Child Care Leave, if already granted in favour of the incumbent;
- 3) Entry in Govt. Service of the incumbent, related documents are to be furnished;
- 4) Opinion of the local authority, if seems necessary.

[Signature] 16.11.21
Dy. Director of Health Services
(Nursing) Govt. of West Bengal

No. HNG/7L-135-2021/1500/113

Date: 16/11/2021

Copy forwarded for information & necessary action to:

- 1) Nursing Superintendent, Kolkata Medical College & Hospital, Kolkata-73
- 2) Smt. Ruma Sahoo, Staff Nurse, Gr. II, Kolkata Medical College & Hospital, Kolkata
- 3) The IT Coordinator, Swasthya Bhawan, Salt Lake, Kol-91 for web posting.

[Signature] 16.11.2021
Dy. Assistant Director of Health Services
(Nursing), West Bengal

[Signature]
12/11/2021