

Government of West Bengal
Directorate of Health Services
Nursing Section
Swasthya Bhawan , Wing-'A' , 1st Floor
Gn-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/7L-136-2021/1502

Dated 16/11/2021


To
The Principal,
I.D. & B.G. Hospital,
Phoolbagan , Belehata,
Kolkata-700010

Sub: Regularization of Absence Period of Asima Maity,
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo nos. IDBGH/3055 dt.05.06.2021 & IDBGH/5086 dt.10.09.2021.

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularisation of the leave w.e.f. 18.05.2021 to 08.09.2021 i.r.o. Asima Maity :-

- 1) Copy of Joining Report allowing Asima Maity to resume her duty after availing leave. [i.e. Joining Report on 09.09.2021].
- 2) Documentary evidence whether Asima Maity intimated the local authority from time to time about her absence from duties for the aforesaid period.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave, Child Care Leave etc.) due at credit in respect of Asima Maity as on 17.05.2021.
- 4) Documentary evidence in support of cause of absence , as stated by her.
- 5) Date of Joining in Service under WBNS with evidence.
- 6) Date of Confirmation in service with evidence.
- 7) Comment of MSVP whether the absent period is authorized or not.


16.11.21


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

No.HNG/7L-136-2021/ 15/11/1(4)

Dated 16/11/2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, I.D.& B.G. Hospital, Phoolbagan , Belehata, Kolkata-10.
2. Asima Maity, S/N Gr.-II, I.D.& B.G. Hospital, Phoolbagan , Belehata, Kolkata-10.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.


16.11.2021
Dy. Asstt. Director of Health Services(Nursing)
Govt. of West Bengal