

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-81-2021/ 16

Date:6...../1...../2021

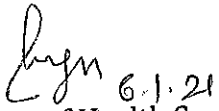
To
The Medical Superintendent Cum Vice Principal,
College of Medicine & Sagar Dutta Hospital, Kolkata-58.

Sub:- Regularisation of the period of absence w.e.f.
23.03.2020 i.r.o. Smt. Ananya Saha, Staff Nurse, Gr. II
now posted at COMSDH, Kolkata-58.

Ref:- Your memo No. CMSDH/4014 dt 17.11.2020.

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

- 1) Documentary evidence whether Smt. Saha intimated the local authority from time to time about her absence from duties w.e.f. 23.03.2020
- 2) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Smt. Saha as on 23.03.2020.
- 3) No of Child Care Leave due at credit i.r.o. Smt. Saha as on that date.
- 4) Whether she has been allowed to resume her duty now? State her date of joining.
- 5) Leave admissibility report of her as on that date.



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

No. HNG/7L-81-2021/ 16/1 (3)

Date:6...../1...../2021

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, College of Medicine & Sagar Dutta Hospital, Kolkata-58
- 2) Smt. Ananya Saha, Staff Nurse, Gr. II, College of Medicine & Sagar Dutta Hospital, Kolkata-58.
- 3) Guard File/Office Copy


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