

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

No.HNG/7L- 155 -2021/ 1659

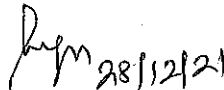
Dated 28/12/2021

To  
The Medical Superintend-cum-Vice Principal,  
IPGME&R-SSKM Hospital,  
Kolkata-700020

Sub: Regularization of Absence Period of Smt. Priti Sharma ,  
Staff Nurse, Gr.-II attached to your Institute.  
Ref: Your memo no. S.S.K.M./5643/2021 dt.20.09.2021

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularization the absence period w.e.f. 08.08.2020 to 01.12.2020 i.r.o. Smt. Priti Sharma :-

- 1) Copy of Joining Report allowing Smt. Sharma to resume her duty on 02.12.2020.
- 2) Documentary evidence whether Smt. Sharma 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 etc.) due at credit in respect of Smt. Sharma as on 07.08.2020.
- 4) Documentary evidence in support of the cause of her absence.
- 5) Comment of MSVP whether the absent period is authorized or not.
- 6) Any other views, if seems necessary.


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

No.HNG/7L-155 -2021/ 1659 /1(4)

Dated 28/12/2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, IPGME&R-SSKM Hospital, Kolkata-20.
2. Smt. Priti Sharma, Staff Nurse, Gr.-II, IPGME&R-SSKM Hospital, Kolkata-20.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

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