

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/7LS-05 -2022 / 1681

Dated: 29/12/2022

To
The Principal,
ID & BG Hospital,
57, Belehata Main Rd, Phool Bagan,
Belehata, Kolkata-700010

**Sub: Regularization of Absence Period from 18.07.2022 to 16.11.2022
of Anusri Giri, Staff Nurse, Gr.-II attached to your Institute
Ref: Your memo no. IDBGH/4944 dated 02.12.2022**

With reference to the aforesaid subject and reference no. you are requested to furnish the following information/documents to the undersigned :-

- 1) Joining date of Anusri Giri in Govt. Service under WBNS Cadre with documentary evidence.
- 2) Date of Confirmation in Govt. Service of Anusri Giri with documentary evidence , if any.
- 3) Comment of the Principal whether the absence period is authorized or not.
- 4) Intimation prior to go on leave from Anusri Giri, if any.
- 5) Joining Report on 17.11.2022 allowing her to join by the competent authority, after completion of leave.
- 6) Leave Admissibility Report(LAR) with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave, Child Care Leave etc.) due at credit in respect of Smt. Anusri Giri, as on 17.07.2022 [upto 31.12.2022]. Attach authenticated photocopies of relevant leave calculation pages of the service book [Since joining in service].
- 7) Other views , if necessary.

[Signature]
29.12.22

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

No.HNG/7LS-05-2022/ 1681 11(6)

Dated: 29/12/2022

Copy forwarded for information & necessary action to:

1. The Principal, ID & BG Hospital, Kolkata-700010.
2. The Accounts Officer, ID & BG Hospital, Belehata, Kolkata-700010
3. The Nursing Superintendent, ID & BG Hospital, Belehata, Kolkata-700010
4. Anusri Giri, S/N, Gr.-II, ID & BG Hospital, Belehata, Kolkata-700010
5. The IT Coordinator, IT Cell, Swasthya bhawan, GN-29, Sector-V, Kolkata-91.

6. Office Copy.

M. Mandal. 29.12.22

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