

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, KOLKATA- 700091.

No. HNG/7L-25-2021/188

Date: 5/2/2021

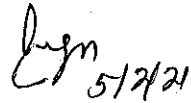
To  
The Superintendent M.R. Bangur Hospital,  
Kolkata-33.

Sub:- Updating leave in the service book of Smt. Anima  
Mondal, Staff Nurse, Gr.II

Ref:- Your memo No. MRBH/1762 dt 21.10.2019.

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

- 1) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit is to be recorded in her Service Book from her previous places of posting from time to time. For this reason you are asked to send her service book to the previous respective places of her posting.
- 2) Documentary evidence is needed while regularising her leave whether Smt. Mondal intimated the local authority from time to time about her absence from duties.
- 3) Copy of joining report allowing Smt. Mondal to resume her duty after her every sphere of absence is required for regularising her leave.


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

No. HNG/7L-25-2021/188/164

Date: 5/2/2021

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, M.R. Bangur Hospital, Kolkata-33.
- 2) Smt. Anima Mondal, Staff Nurse, Gr. II, M.R. Bangur Hospital, Kolkata-33.
- 3) The I.T Coordinator, Swasthya Bhawan, Kolkata -91. -with the requested to post this order in website.
- 4) Guard File/Office Copy

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