

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-02-2021/ 36

Date: 08/01/2021

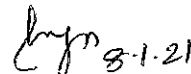
To
The Principal,
ID & BG Hospital, Beliaghata, Kolkata-10.

Sub:- Regularisation of the period of absence i.r.o. Smt.
Purnima Sardar, Staff Nurse, Gr. II now posted at ID &
BG Hospital, Kolkata.

Ref:- Your forwarded letter with memo No. IDBG/7246 dt
01.12.2020.

In context of the 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 in respect of Smt. Sardar as on 08.03.2020.
- 2) No of Child Care Leave due at credit i.r.o. Smt. Sardar as on that date.
- 3) Leave admissibility report i.r.o. Smt. Sardar as on that date.
- 4) Documentary evidence whether Smt. Sardar intimated the local authority from time to time about her absence from duties .

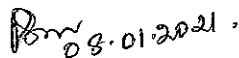

Dy. Director of Health Services
(Nursing) Govt. of West Bengal

No. HNG/7L-02-2021/ 36 / 1 (3)

Date: 08/01/2021

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, ID & BG Hospital, Beliaghata, Kolkata-10.
- 2) Smt. Purnima Sardar ,Staff Nurse, Gr. II, ID & BG Hospital, Beliaghata, Kolkata-10.
- 3) Guard File/Office Copy


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