

**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/7L-52-2021/ 467

Dated 23.3.2021

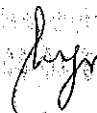
To
The Medical Superintendent-cum-Vice Principal,
IPGME&R-SSKM Hospital,
Kolkata-700020

**Sub: Regularization of Absence Period of Smt. Eshani Gayen ,
Staff Nurse, Gr.-II attached to your Institute.**

Ref: Your memo no. SSKM/134/2021-dt.03.03.2021

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

- 1) Copy of joining report allowing Smt. Gayen to resume her duty after her period of absence.
- 2) Documentary evidence whether Smt. Gayen intimated the local authority from time to time about her absence from duties.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Smt. Gayen as on 26.02.2020.
- 4) Number of Child Care Leave due at credit i.r.o. Smt. Gayen as on 26.02.2020.



23.3.21
**Dy. Director of Health Services(Nursing)
Govt. of West Bengal**

No.HNG/7L-52-2021/ 467 /1(4)

Dated 23.3.2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, IPGME&R-SSKM Hospital, Kolkata-20.
2. Smt. Eshani Gayen, 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.


23.03.2021
**Dy. Asstt. Director of Health Services(Nursing)
Govt. of West Bengal**