

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/6C-39-2019/486

Dated: 30.3.2021

To  
The Block Medical Officer of Health,  
Mathurapur Rural Hospital,  
Diamond Harbour Health District,  
South 24 Parganas.

Sub: Regularisation of period of absence i.r.o. Smt. Suparna  
Ray Das, Staff Nurse, Gr. II attached to your Hospital.

Ref: Your Memo No. MBH/118 dt. 12.02.2021.

In reference above mentioned subject and memo no you are requested to furnish the following documents:-

- 1) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave) due at credit as on 14.06.2019 i.r.o. Smt. Suparna Ray Das, Staff Nurse
- 2) The Original Service Book of Smt. Suparna Ray Das, Staff Nurse, Gr. II with sanction of all kinds of leave till date under proper attestation of the local authority.
- 3) Meanwhile the salary of Smt Suparna Ray Das may be disbursed on "No work and no Pay" basis till completion of her leave regularisation process. Overdrawals, if any detected subsequently, may be deducted from her salary in due course of time.

This may please be treated as **URGENT**.

*Dasgupta*  
30/03/2021  
Dy. Director of Health Services  
(Nursing) West Bengal

Dated: 30.3.2021

No. HNG/6C-39-2019/486/1(4)

Copy forwarded for information & necessary action:-

1. The Chief Medical Officer of Health, Diamond Harbour Health District, South 24 Parganas.
2. Smt. Suparna Ray Das, Staff Nurse, Gr. II, Mathurapur Rural Hospital, Diamond Harbour Health District, South 24 Parganas.
3. The I.T. Coordinator, Swasthya Bhawan, Kolkata - 91- For web posting of this letter.
4. Guard File.

*Dasgupta*  
30.03.2021  
Dy. Asstt. Director of Health Services  
(Nursing) West Bengal.