

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-44-2022/500

Date: 21/04/2022

To  
The Medical Superintendent-cum-Vice Principal,  
Calcutta National Medical College & Hospital,  
24, Gorachand Road, Kolkata-14

Sub:- Regularisation of the period of absence w.e.f. 18.09.2021 to  
16.02.2022 i.r.o. Smt. Sathi Mandal, Staff Nurse, Grade II, Calcutta  
National Medical College & Hospital, Kolkata

In reference to above, you are hereby requested to furnish the following  
Statements/ documents in respect of Smt. Sathi Mandal, Staff Nurse, Grade II:

- 1) Copy of joining report allowing Smt. Mandal to resume her duty after the period of absence,
- 2) Leave admissibility report i.e. detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave) due at credit upto 31.12.2021 in respect of Smt. Mandal as on 18.09.2021,
- 3) Date of joining in Govt. service of the incumbent & Number of Child Care Leave due at credit i.r.o. Smt. Mandal as on 18.09.2021,
- 4) Opinion of the local authority whether the period of absence is authorized or not. If authorized, copies of intimation letters need to be furnished.

*[Handwritten Signature]*  
21.4.22

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

No. HNG/7L-44-2022/500/1(4)

Date: 21/04/2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, Calcutta National Medical College & Hospital, Kol-14.
- 2) Smt. Sathi Mandal, S/N, Gr-II, Calcutta National MC&H, Kolkata -14
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.

*[Handwritten Signature]*  
21.04.2022

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

*[Handwritten Signature]*  
21/04/2022