

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-54-2021/505

Dated 1.4.2021

To
The Medical Superintendent-cum-Vice Principal,
Dr. B.C.Roy Post Graduate Institute of Paediatric Sciences,
111 Narkelganga Main Road, Phoolbagan, Kankurgachi,
Kolkata-700054

Sub: Regularization of Absence Period of Smt. Amrita Maiti,
Staff Nurse, Gr.-II attached to your Institute.
Ref: Your memo no. 25(MSVP) dt.02.09.2020

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. Maiti to resume her duty on 07.02.2020.
- 2) Documentary evidence whether Smt. Maiti 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 of Smt. Maiti as on 21.08.2019.
- 4) Number of Child Care Leave due at credit i.r.o. Smt. Maiti as on date.
- 5) Copy of Birth Certificates of her children.
- 6) Comment of MSVP whether the absent period is authorized or not.
- 7) Any other remarks, if seems necessary.

Amrita Maiti
20.03.2021
Dy. Director of Health Services(Nursing)
Govt. of West Bengal

No.HNG/7L-54-2021/505/1(4)
Copy forwarded for information & necessary action:

Dated 1.4.2021

1. The Nursing Superintendent, Dr. B.C.Roy PGIPS, Phoolbagan Campus, Kolkata-54.
2. Amrita Maiti, Staff Nurse, Gr.-II, Dr. B.C.Roy PGIPS, Phoolbagan Campus, Kol-54.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

Amrita Maiti
30.03.2021
Dy. Asstt. Director of Health Services(Nursing)
Govt. of West Bengal