

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-55-2021/ 512

Dated 01.04.2021

To
The Medical Superintend-cum-Vice Principal,
Calcutta National Medical College & Hospital,
24 Garachand Road,
Kolkata-700014

Sub: Regularization of Absence Period of Smt. Dipshikha Das,
Staff Nurse, Gr.-II attached to your Institute.
Ref: Your memo no. 757 dt.19.02.2021

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. Dipshikha Das to resume her duty on 24.06.2020.
- 2) Documentary evidence whether Smt. Das 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. Das as on 16.02.2020.
- 4) Number of Child Care Leave due at credit i.r.o. Smt. Das as on date.
- 5) Copy of Birth Certificates of her child/children.
- 6) Documentary evidence in support of cause of absent, as stated by her.
- 7) Comment of MSVP whether the absent period is authorized or not.
- 8) Any other remarks, if seems necessary.

Basbl
01.04.2021
Dy. Director of Health Services(Nursing)
Govt. of West Bengal

No.HNG/7L-55-2021/ 512/1(4)

Dated 01.04.2021

Copy forwarded for information & necessary action:

1. The Nursing Superintendent, Calcutta National Medical College & Hospital, Kolkata-14.
2. Dipshikha Das, Staff Nurse, Gr.-II, Calcutta National Medical College & Hospital, Kolkata-14.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

01.04.2021
Dy. Asstt. Director of Health Services(Nursing)
Govt. of West Bengal