

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/7LS-01 -2023 / 52

Dated: 6/11/ 2023

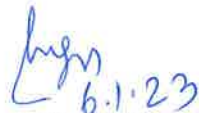
To
The BMOH,
Khandaghosh BPHC,
Purba Bardhaman, W.B.
Pin- 713142

**Sub: Regularization of Absence Period of Mousumi Singh Staff Nurse, Gr.-II
attached to your Institute**

Ref: Your memo no. KH/BMOH/22/299 dated 19.10.2022

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

- 1) Mention exact period(s) of absence(s).
- 2) Mention the dates of resumption after each spell of absence period with joining reports.
- 3) Intimation letter regarding her absence, if any.
- 4) Documentary evidence in support of the cause of her absence.
- 5) Leave Admissibility Report(LAR) with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave, Child Care Leave etc.) due at credit in respect of Smt.Mousumi Singh, as on 26.05.2017. Attach authenticated photocopies of relevant leave calculation pages of the service book [Since joining in service].
- 6) Comment of the BMOH whether the absence period is authorized or not.
- 7) Date of 1st joining in govt service with documentary evidence.
- 8) Date of confirmation in govt service with documentary evidence, if any.
- 9) Prayer for Leave Regularization mentioning category of leave.

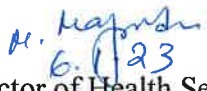

Dy. Director of Health Services (Nursing)
Government of West Bengal

Dated: 6/11/ 2023

No.HNG/7LS-01-2023/ 52/1(5)

Copy forwarded for information & necessary action to:

1. The CMOH, Purba Bardhaman, W.B.
2. The ACMOH(Sadar), Purba Bardhaman, W.B.
3. The Accounts Officer, Khandaghosh BPHC, Purba Bardhaman, W.B.
4. Mousumi Singh, S/N, Gr.-II, Khandaghosh BPHC, Purba Bardhaman, W.B.
5. The IT Coordinator, IT Cell, Swasthya bhawan, GN-29, Sector-V, Kolkata-91.


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