

Government of West Bengal
Directorate of Health Services
Nursing Branch

Swasthya Bhawan, Wing-'A', 1st Floor
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/7L-57-2021/ 524

Dated 6/4/2021

To

The Medical Superintendent-cum-Vice Principal,
Medical College & Hospital, 88 College Street,
Kolkata-700073

Sub: Regularization of Absence Period i.r.o. Smt. Dipika Koley,
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no. 4809 dt.30.03.2021

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

- 1) Mention exact period of absence, which is to be regularised.
- 2) Documentary evidence whether Smt. Koley intimated the local authority from time to time about her absence from duties.
- 3) Copy of joining report allowing Smt. Koley by the local authority to resume her duty after her absent period.
- 4) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Smt. Koley as on the date just prior to commencement of her leave.
- 5) Number of Child Care Leave due at credit i.r.o. Smt. Koley as on that date.
- 6) Birth Certificate/s of her child/children.
- 7) Copy of medical reports/other documents in support of her absence.
- 8) Comment of MSVP whether the absent period is authorized or not.
- 9) Any other remarks, if seems necessary.

[Signature] 6.4.21

Dy. Director of Health Services(Nursing)

Govt. of West Bengal

No.HNG/7L-57-2021/ 524 / 1(4) *[Signature]*

Dated 6/4/2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, Medical College & Hospital, 88 College Street, Kolkata-73.
2. Smt. Dipika Koley, S/N, Gr.-II, Medical College & Hospital, 88 College Street, Kol-73.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

[Signature] 6/4/2021

Dy. Asstt. Director of Health Services(Nursing)

Govt. of West Bengal