



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-116-2022/643

Date:...../11/...../2023

To  
The Superintendent,  
Gangarampur SDH/SSH  
Dakshin Dinajpur

Sub:- Regularisation of the period of absence w.e.f. 21.11.2022 to 17.03.2023  
(117 days) i.r.o. Smt. Uma Rani Bera, Staff Nurse, Gr.II presently  
attached to Gangarampur SDH/SSH, Dakshin Dinajpur.

In reference to above, you are hereby requested to furnish the following Statements/  
documents in respect of Smt. Uma Rani Bera, Staff Nurse, Gr.II:

- (i) Leave admissibility Report detailing there in up to date Leave Balance (Earned Leave/  
Half Pay Leave/ Child Care Leave) credited in favour of Smt. Bera up to 31.12.2022 as  
of 20.11.2022 along with the copies of leave entries in the Service Book of the  
incumbent.
- (ii) Opinion of the local authority whether the absence period is authorized or not; If  
authorized, the intimation from the incumbent submitted to the local authority time to  
time are to be furnished.
- (iii) Opinion of the local authority whether the incumbent is entitled to avail Child Care  
Leave for of the absence period w.e.f. 21.11.2022 to 17.03.2023 (117 days).
- (iv) Date of joining in service and date of confirmation of Smt. Bera with documentary  
evidence.
- (v) Other remarks, if any.

11.5.23

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

No. HNG/7L-116-2022/643/1(6)

Date: ...../11/...../2023

Copy forwarded for information & necessary action to:

1. The M.S.V.P, R.G.Kar Medical College & Hospital, Kolkata- 700004, is requested to  
furnish the above mentioned (Point ii & iii) documents to the end of the Superintendent,  
Gangarampur SDH/SSH, Dakshin Dinajpur, if required.
2. The Chief Medical Officer of Health, Dakshin Dinajpur.
3. The Nursing Superintendent, Gangarampur SDH/SSH, Dakshin Dinajpur.
4. Smt. Uma Rani Bera, Staff Nurse, Gr.II, Gangarampur SDH/SSH, Dakshin Dinajpur.
5. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91.
6. Guard File/Office Copy.

11.5.23

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