

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-51-2022/ 645

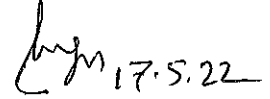
Date: .....17/ 5...../2022

To  
The Medical Superintendent-cum-Vice Principal,  
I.P.G.M.E.&R-S.S.K.M. Hospital, Kolkata-20

Sub:- Regularisation of the period of absence from 15.03.2020 to  
10.09.2020 & from 12.09.2020 to 23.02.2021 i.r.o. Smt. Shovana Ghosh,  
Staff Nurse, Gr II, S.S.K.M. Hospital, Kolkata-20.

In reference to above, you are hereby requested to furnish the following  
Statements/ documents in respect of Smt. Shovana Ghosh, Staff Nurse, Grade II, S.S.K.M.  
Hospital, Kolkata :

- 1) Date of joining in Govt. Service i.r.o. Smt. Shovana Ghosh , S/Nurse, Gr-II.
- 2) Whether Maternity Leave from 15.03.2020 to 10.09.2020 availed by the incumbent has  
duly been sanctioned & recorded in the Service Book of the incumbent or not.
- 3) Leave admissibility report i.e. detailed Leave Statement showing therein leaves (Earned  
Leave, Half Pay Leave) balance at credit upto 30.06.2020 in respect of Smt. Shovana  
Ghosh , S/Nurse, Gr-II as on 14.03.2020,
- 4) Opinion of the local authority whether the period of absence is authorized or not. If  
authorized, copies of intimation letters submitted by the incumbent time to time need to  
be furnished.



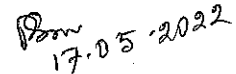
Dy. Director of Health Services  
(Nursing) Govt. of West Bengal

No. HNG/7L-51-2022/ 645/1(4)

Date: .....17/ 5...../2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, I.P.G.M.E.&R-S.S.K.M. Hospital, Kolkata -20,
- 2) Smt. Shovana Ghosh, S/N, Gr-II, IPGME&R-SSKM Hospital, Kolkata -20,
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.



Dy. Assistant Director of Health Services  
(Nursing), West Bengal

