

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 CITY, KOLKATA- 700091.

No. HNG/7L-34-2020/699

Dated: 17/08/2020

To  
The Medical Superintendent cum Vice Principal,  
N.R.S. Medical College & Hospital,  
Kolkata - 14

**Sub:** Regularisation of the period of absence in respect of  
Smt. Mou Ghosh, Staff Nurse, Gr. II attached to your Hospital.

**Ref:** Your Memo No. NH/1599 dt. 12.03.2020

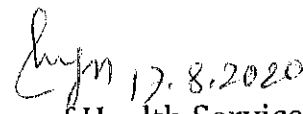
In reference to above-noted subject and reference you are hereby requested to furnish the following documents/information

- 1) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave) due at credit in respect of Smt. Mou Ghosh, as on **10.11.2018**
- 2) A copy of birth certificate of the baby of Smt Mou Ghosh, Staff Nurse, Gr. II.
- 3) Up to date Child Care Leave due at credit in respect of Smt. Mou Ghosh, Staff Nurse, Gr. II.
- 4) Documentary evidence whether Smt. Ghosh, intimated the local authority about her long absence
- 5) Any specific comment whether her period of absence is authorised or not.


No. HNG/7L-34-2020/699/1(4)

Copy forwarded for information & necessary action:-

1. The Nursing Superintendent, N.R.S Medical College & Hospital, Kolkata - 14
2. Smt. Mou Ghosh, Staff Nurse, Gr. II, N.R.S Medical College & Hospital, Kolkata - 14
3. The I.T. Coordinator, Swasthya Bhawan, Kolkata - 19 - For web posting of this letter please.
4. Guard File.

  
Dy. Director of Health Services  
(Nursing) West Bengal

Dated: 17/08/2020

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

17.08.2020