

VERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING SECTION
SWASTHYA BHAWAN, WING-'A', 1ST FLOOR,
GN-29, SECTOR-V, SALT LAKE, KOLKATA- 700091.

No. HNG/7L-45-2023/706

Date:....18/05/2023

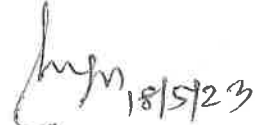
To
The Medical Superintendent-cum-Vice Principal,
IPGME&R-SSKM,
Kolkata-20

Sub:- Regularization of the absence period i.r.o. Smt. Shrabani Khatua Pradhan,
Staff Nurse, Gr.II, attached to IPGME&R-SSKM, Kolkata-20.

Ref:- Your office Memo No. SSKM/NE/2939, Dated 18.04.2023.

In reference to above, you are hereby requested to furnish the following statements/ documents in respect of Smt. Shrabani Khatua Pradhan ,Staff Nurse, Gr.II

- i) Leave admissibility Report detailing there in up to date Leave Balance (Earned Leave/ Half Pay Leave) credited in favour of Smt. Shrabani Khatua Pradhan up to 30.06.2022 as of 19.06.2022 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) Photocopies of 1st Joining report & Confirmation order.
- iv) Joining report after availing leave i.e. on 03-01-2023.
- v) Purpose of leave along with copy of application for leave.
- vi) Other remarks, if any.

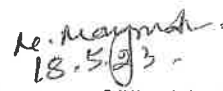

Dy. Director of Health Services
(Nursing), Govt. of West Bengal

No. HNG/7L-45-2023/706/1(5)

Dated....18/05/2023

Copy forwarded for information & necessary action to:

- 1) The Accounts Officer, IPGME&R-SSKM, Kolkata-20.
- 2) The Nursing Superintendent, IPGME&R-SSKM, Kolkata-20.
- 3) Smt. Shrabani Khatua Pradhan , Staff Nurse, Gr.II, IPGME&R-SSKM, Kolkata-20.
- 4) The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91.
- 5) Guard File/Office Copy.


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