

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- 36 -2020/734

Dated: 02/09/2020

To  
The Superintendent,  
Baruipur Super Speciality Hospital,  
Baruipur, Dist- South 24 Parganas

**Sub:** Regularisation of the period of absence in respect of Smt. Mahasweta Halder, Staff Nurse, Gr. II attached to your hospital

**Ref:** Memo No. CMOH(SPG) 2074 dt. 15.02.2019 of the Chief Medical Officer of Health, South 24 Parganas.

In view of above-mentioned subject and reference you are requested to furnish the following documents:-

- 1) The joining report of Smt. Halder allowing her to resume her duty.
- 2) Chronologically arranged all relevant medical reports and advises of attending physician clearly indicating that she has been diagnosed to be suffering from pulmonary tuberculosis.
- 3) The exact period (s) of absence in respect of Smt. Halder, Staff Nurse, Gr. II and the copies corresponding date(s) of joining report(s), if any.
- 4) A detailed Leave Statement regarding all kinds of Leave (Earned Leave and Half Pay Leave) due at her credit as stood on 07.11.2017
- 5) Documentary evidence, if any, clearly indicating whether Smt. Halder, intimated the local authority time to time during her period of absence.
- 6) The Leave Admissibility Report of Smt. Halder, Staff Nurse, Gr. II with up to date leave entries under proper attestation of the competent local authority regarding all kinds of Leave (Earned Leave/Half Pay Leave/Child Care Leave).

*[Signature]* 2/9/2020  
Dy. Director of Health Services  
(Nursing) West Bengal  
Dated: 02/09/2020

No. HNG/7L- 36 -2020/734 (15)

Copy forwarded for information & necessary action:-

- 1) The Chief Medical Officer of Health, South 24 Parganas, Kolkata - 33
- 2) The Nursing Superintendent, Baruipur Super Speciality Hospital, Baruipur, Dist- South 24 Parganas
- 3) Smt. Mahasweta Halder, Staff Nurse, Gr. II, Baruipur Super Speciality Hospital, Baruipur, Dist- South 24 Parganas
- 4) The I.T. Coordinator, Swasthya Bhawan - For web posting of this letter please.
- 5) Guard File/Office Copy.

*[Signature]* 02/09/2020  
Dy. Asstt. Director of Health Services  
(Nursing) West Bengal.