

Government of West Bengal
Directorate of Health Services, Nursing Branch
Swasthya Bhawan , Wing-'A' , 1st Floor
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/7L-02-2020/ 743

Dated 2.6. 2022

To
The Superintendent,
Chandannagar S.D. Hospital, Hoogly,
P.O. - Chandannagar , Dist.-Hoogly, PIN-712136

Sub: Regularization of absence periods while posted at your Hospital i.r.o. Smt. Tapati Acharyya, Staff Nurse Gr.-II, presently attached to Fatepur P.H.C, Hoogly.

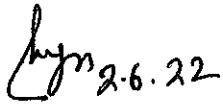
Find enclosed herewith the Original Service Book & other attached papers & documents in respect of Smt. Tapati Acharyya, Staff Nurse Gr.-II., presently posted at Fatepur P.H.C., Pursura, Hoogly under Ankri-Srirampur B.P.H.C., Pursura, Hoogly.

On examining the leave entries in the Service Book, it appears that the leave entries in the leave account (Page 35) during her previous service period from 15.09.2015 to 23.06.2021 i.r.o. Smt. Acharyya, while she was posted in your office, have not been made skillfully. Calculation of the HPL portion appears to be in-correct. It is not clear what type of leave (whether those are HPL or Commuted leave) have been granted.

So, you are requested to review the leave entries made in the Service Book of Smt. Acharyya once again during the period from 15.09.2015 to 23.06.2021, while the incumbent was under your control. You are requested either to update the leave entries for the period as mentioned above after necessary rectifications or to furnish the following documents/statements:-

- 1) Period of absence in different spells i.r.o. Smt. Tapati Acharyya, Staff Nurse, Gr.-II during the period from 15.09.2015 to 23.06.2021 while she was posted at Chandannagar SDH, Hoogly & the leave applications, lying in your custody.
- 2) Please state whether, the incumbent had been granted Maternity Leave and/or Child Care Leave during the cited period. If granted, the periods of leave are to be mentioned categorically and the leave applications, lying in your office, are also to be furnished.
- 3) Original Service Book of Smt. Acharyya, Staff Nurse, Gr.-II needs to be returned by updating therein the leave entries as requested earlier at your earliest convenience.

This may be treated as urgent.

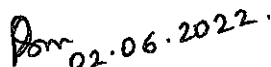

Dy. Director of Health Services (Nursing)
Govt. of West Bengal

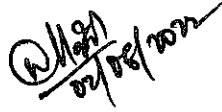
No.HNG/7L-02-2020/ 743/1(3)

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Copy forwarded for information & necessary action to:

1. Smt. Tapati Acharyya, Staff Nurse, Gr-II, Fatepur P.H.C, Pursura, Hoogly
- ✓ 2. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
3. Office Copy/Guard File.


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


2/6/2022