

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-59 -2022/ 780

Dated 13/6/2022

To

The Superintendent,  
North 24 Parganas District Hospital,  
Barasat, North 24 Parganas,

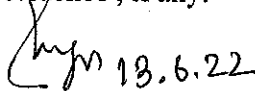
PIN: 700124

Sub: Unauthorized Absence Period of Smt. Kakuli Das,  
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no.2255 dt.25.05.2022.

With reference to the aforesaid subject and reference no. you are requested to furnish the following information/documents to the undersigned :-

- 1) Mention what is your actual claim ? Is it Resumption of Duties of Smt. Kakuli Das or is it prayer of regularisation of absence period ? You didn't mention in your letter whether Smt. Das had resumed her duties on 22.01.2020 or not ?
- 2) It is a continuous absence period w.e.f. 22.07.2019 to 21.01.2020. No part of it should be sanctioned partly. So, mention exact absence period to be regularised carefully.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave, Child Care Leave etc.) due at credit in respect of Smt. Kakuli Das as on 21.07.2019 [up to 31.12.2019]. HPL and Com. Leave are not same. Mention only no. of HPL balance. Attach authenticated photocopies of relevant leave calculation pages of the service book [ Since joining in service].
- 4) Prayer/s for Leave regularization/s mentioning the category of leaves i.e. Child Care Leave, EL, Com. L, HPL, etc. mentioning the period/s of leave/s.
- 5) Joining date in Govt. Service under WBNS with documentary evidence.
- 6) Date of Confirmation in Govt. Service with documentary evidence , if any.

  
Dy. Director of Health Services(Nursing)


Government of West Bengal

No.HNG/7L-59 -2022/ 780 /1(5)

Dated 13/6/2022

Copy forwarded for information & necessary action to:

1. The CMOH, North 24 Parganas, P.O: Barasat, W.B.
2. Nursing Superintendent, North 24 Parganas District Hospital, Barasat , W.B.
3. Smt. Kakuli Das, S/N, Gr.-II, North 24 Parganas District Hospital, Barasat, W.B
4. The IT Coordinator, IT Cell, Swasthyabhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.

  
Dy. Asstt. Director of Health Services(Nursing)

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