

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING BRANCH
SWASTHYA BHAWAN, GN-29
SECTOR-V, SALT LAKE CITY,
KOLKATA-700091

No. HNG/7L-38-2020/790

Dated: 24.09.2020

To
The Medical Superintendent-cum-Vice Principal
North Bengal Medical College & Hospital, Darjeeling
Darjeeling, PIN- 734102

Sub: Regularisation of the period of absence i.r.o. Smt. Bharati Roy, ,
Staff Nurse, Gr. II attached to your hospital w.e.f. 14.02.2020 to
23.07.2020

Ref. Your Memo No. NBMCH/2833 dt. 17.08.2020.

In view of above-mentioned subject and reference, you are hereby requested to furnish the following documents/information for regularisation of the period of absence.

- Documentary evidence, if any whether Smt. Bharati Roy, Staff Nurse, Gr. II, North Bengal Medical College & Hospital, Darjeeling took prior No Objection Permission and "Station Leave " permission from competent authorities to move to Dubai, UAE .
- If, she did not take such "prior "Station Leave Permission" from local competent authorities whether the local authorities took any action till date. If yes, detailed report, thereof to the undersigned.
- Whether Smt. Bharati Roy, , Staff Nurse had submitted any information before proceeding on leave.
- Whether any information/correspondence has been made by Smt. Das, Staff Nurse during her period of absence.
- The Leave Admissibility Report i.r.o. of Smt. Roy as on date.
- Detailed Leave Statement regarding all kinds of Leave due at credit i.r.o. Smt. Bharati Roy, (Earned Leave, Half Pay Leave) as stood on 13.02.2020.
- The opinion of local authority whether her period of absence is authorized or not.

24/09/2020
Dy. Director of Health Services
(Nursing), West Bengal
Dated: 24.09.2020

No. HNG/7L-38-2020/ 790 | 1(4)

Copy forwarded for information & necessary action to :

- The Nursing Superintendent, North Bengal Medical College & Hospital, Darjeeling, PIN- 734012.
- Smt Bharati Roy, Staff Nurse, Gr. II, North Bengal Medical College & Hospital, Darjeeling, PIN-734012.
- The I T Coordinator, Swasthya Bhawan - He is requested to post this letter in website please.
- Guard File/Office Copy.

24.09.2020
Dy. Asstt. Director of Health Services
(Nursing), West Bengal