

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

No.HNG/7L-73-2021/795

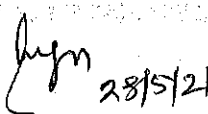
Dated 28/05/2021

To
The Medical Superintendent-cum-Vice Principal,
College of Medicine and Sagore Dutta Hospital,
578, B.T.Road, Kamarhati,
Kolkata-700058

Sub: Regularization of Absence Period of Smt. Anamika Datta
Staff Nurse, Gr.-II attached to your Institute.
Ref: Your memo no.CMSDH/869 dt.23.03.2021

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

- 1) Copy of joining report allowing Smt. Datta to resume her duty on 08.03.2021(F/N).
- 2) Documentary evidence whether Smt. Datta intimated the local authority from time to time about her absence from duties.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave, etc.) due at credit of Smt. Datta as on 12.03.2020.
- 4) Number of Child Care Leave due at credit i.r.o. Smt. Datta as on date.
- 5) Copy of Birth Certificate/s of her child/children.
- 6) Proof of treatment related to Maternity Leave.
- 7) Comment of MSVP whether the absent period is authorized or not.
- 8) Any other remarks, if seems necessary.

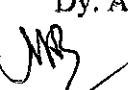

Dy. Director of Health Services(Nursing)
Govt. of West Bengal

No.HNG/7L-73-2021/795/1(4)

Dated 28/05/2021

Copy forwarded for information & necessary action:

1. The Nursing Superintendent, College of Medicine and Sagore Dutta Hospital, Kolkata-58.
2. Anamika Datta, Staff Nurse, Gr.-II, College of Medicine and Sagore Dutta Hospital, Kol-58.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.


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