

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-62-2022/ 797
To

Dated 17/6/2022


The Medical Superintendent cum-vice Principal,
Midnapore Medical College & Hospital,
Vidyasagar Road, Paschim Medinipur,
PIN: 721101

Sub: Regularization of Absence Period of Smt. Jharna Tapader (Sarkar),
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no.2599 dt.04.04.2022.

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

- 1) Prayers for regularization of leave from the incumbent for each spell.
- 2) Joining Reports of the incumbent allowing her to resume duty on each joining dates as you mentioned in your letter.
- 3) Intimation letters from the incumbent for not attending her duties.
- 4) 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. Tapader (Sarkar) as on 22.02.2020 [up to 30.06.2020]. 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].
- 5) Joining date in Govt. Service under WBNS with documentary evidence.
- 6) Date of Confirmation in Govt. Service with documentary evidence , if any.
- 7) Birth Certificate/s of her child/children, if any.


17.6.22

Dy. Director of Health Services(Nursing)

Government of West Bengal

No.HNG/7L-62 -2022/ 797 11(5)

Dated 17/6/2022

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, Midnapore Medical College & Hospital, Vidyasagar Road, Paschim Medinipur, W.B.
2. Smt. Jharna Tapader (Sarkar) , S/N, Gr.-II, Midnapore Medical College & Hospital, Vidyasagar Road, Paschim Medinipur, W.B.
3. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91.
4. Office Copy/Guard File.


17.6.22

Dy. Asstt. Director of Health Services(Nursing)

Government of West Bengal