

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

No. HNG/7L-61-2022/798

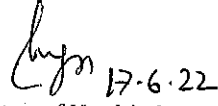
Date: 17/06/2022

To
✓ The Medical Superintendent-cum-Vice Principal,
R.G.Kar Medical College & Hospital, Kolkata-700004,

Sub:- Regularisation of the period of absence w.e.f. 03.02.2022 to
13.05.2022 i.r.o. Smt. Sangeeta Banik, Staff Nurse, Gr-II, attached to
your Hospital.

In reference to above, you are hereby requested to furnish the following Statements/
documents in respect of Smt. Sangeeta Banik, Staff Nurse, Gr-II, attached to your Hospital,
who had been absent from her duties w.e.f. 03.02.2022 to 13.05.2022 :-

- 1) Leave admissibility report i.e. detailed Leave Statement showing therein Leave Balance
(Earned Leave, Half Pay Leave) credited upto 30.06.2022 in respect of Sangeeta Banik,
Staff Nurse, Gr II as on date. Attested photocopies of leave entries in the Service Book of
the incumbent are to be produced.
- 2) Copy of joining report of Smt. Banik after the period of absence, duly signed by the
MSVP, R.G. Kar MCH
- 3) Opinion of the local authority whether the period of absence is authorized or not. If
authorized, copies of intimation letters need to be furnished.

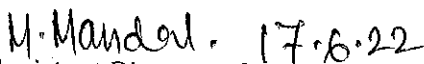

17-6-22
Dy. Director of Health Services
(Nursing) Govt. of West Bengal

No. HNG/7L-61-2022/798/1(4)

Date: 17/06/2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, R.G.Kar Medical College & Hospital, Kolkata-700004,
- 2) Smt. Sangeeta Banik, S/N, Gr-II, R.G.Kar Medical College & Hospital, Kolkata-4,
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.


17.6.22
Dy. Assistant Director of Health Services
(Nursing), West Bengal


17/06/2022