

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-56-2022/799

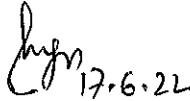
Date: ...17.../...06.../2022

To
✓ The Medical Superintendent-cum-Vice Principal,
I.P.G.M.E.&R- S.S.K.M. Hospital,
244, A.J.C. Bose Road, Kolkata-700020

Sub:- Regularisation of the period of absence w.e.f. from 23.03.2020 to 07.09.2020 & from 12.09.2020 to 04.01.2021 i.r.o. Smt. Sunita Chatterjee, 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. Sunita Chatterjee, Staff Nurse, Gr.- II:

- 1) Copies of joining report of Smt. Chatterjee after the period of absence i) from 23.03.2020 to 07.09.2020 & ii) from 12.09.2020 to 04.01.2021 respectively.
- 2) Leave admissibility report i.e. detailed Leave Statement showing therein leave (Earned Leave, Half Pay Leave) balance credited upto 30.06.2020 in respect of Smt. Chatterjee as on 22.03.2022. Attested photocopies of leave entries in the Service Book of Smt. Chatterjee need to be furnished.
- 3) Details of Disciplinary proceeding taken against the incumbent for such long absences without any information.
- 4) 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

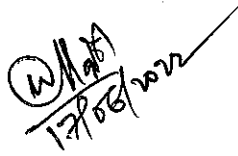
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Date: ...17.../...06.../2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, IPGME&R-SSKM Hospl, Kol-20
- 2) Smt. Sunita Chatterjee, Staff Nurse, Gr. II, IPGME&R-SSKM Hospl, Kol-20
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.

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


17/06/2022