

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-68-2021/800

Date: 31/05/2021


To
The Medical Superintendent Cum Vice-Principal
R.G.Kar Medical College & Hospital
Kolkata.

Sub:- Regularisation of the period of absence w.e.f.
18.09.2020 i.r.o. Smt. Madhumita Tung, Staff Nurse, Gr. II
now posted at R.G.Kar Medical College & Hospital,
Kolkata

Ref:- Your memo No.RGKH/N/2015 dt. 08.04.2021.

In context of above mentioned subject and reference, you are hereby requested to furnish the following documents/take following necessary steps:

- 1) Documentary evidence whether Smt. Tung intimated the local authority from time to time about her absence from duties w.e.f. 18.09.2020
- 2) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Smt. Tung as on 16.09.2020 .
- 3) Whether maternity Leave from 18.09.2020 to 16.03.2021 has already been sanctioned from your end if not relating documents i. e discharge certificate mentioning D.O.B of her baby.
- 4) Whether she has been allowed to resume her duty now? State her date of joining.
- 5) Leave admissibility report of her as on that date.

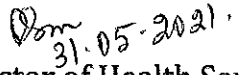

31.5.21
Dy. Director of Health Services
(Nursing) Govt. of West Bengal

Date: 31/05/2021

No. HNG/7L-68-2021/800/1(4)

Copy forwarded for information & necessary action to:

- 1) The Medical Superintendent Cum Vice Principal, R.G.Kar Medical College & Hospital, Kolkata-700004.
- 2) The Nursing Superintendent,, R.G.Kar Medical College & Hospital, Kolkata-04
- 3) Smt. Madhumitya Tung, Staff Nurse, Gr. II, R.G.Kar Medical College & Hospital, Kolkata-04.
- 4) Guard File/Office Copy


31.05.2021
Dy. Assistant Director of Health Services
(Nursing), West Bengal