

Government of West Bengal
Directorate of Health Services
Nursing Branch

Swasthya Bhawan , Wing-'A' , 1st Floor
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/7L-19-2020/ 817

Dated. 01/06/2021

To

The Medical Superintendent-cum-Vice Principal,
R.G. Kar Medical College & Hospital,
1, Khudiram Bose Sarani,
Kolkata-700004

Sub: Regularization of Absence Period i.r.o. Mrs. Tania Das ,
Staff Nurse, Gr.-II attached to your Institute.


Ref: Your memo no. NSO/RGK/989 dt.03.11.2020

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

- 1) Mention exact period of absence, which is to be regularised.
- 2) Documentary evidence whether Mrs. Tania Das intimated the local authority from time to time about her absence from duties.
- 3) Copy of joining report allowing Mrs. Das by the local authority to resume her duty after her absent period.
- 4) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Mrs. Das as on the date just prior to commencement of her leave.
- 5) Number of Child Care Leave due at credit i.r.o. Mrs. Das as on that date.
- 6) Birth Certificate/s of her child/children.
- 7) Copy of medical reports/other documents in support of her absence.
- 8) Comment of MSVP whether the absent period is authorized or not.
- 9) Any other remarks, if seems necessary.


Dy. Director of Health Services(Nursing)


Govt. of West Bengal

No.HNG/7L-19-2020/ 817/1(4) 

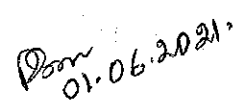
Dated. 01/06/2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, R.G.Kar Medical College & Hospital, Kolkata-700004.
2. Mrs. Tania Das, S/N, Gr.-II, R.G.Kar Medical College & Hospital, Kol-700004.
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


01.06.2021