

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-39-2020/824

Date: 30/09/2020

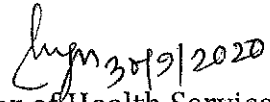
To
The Medical Superintendent-cum-Vice Principal,
Medical College & Hospital, Kolkata
Kolkata - 700 073

Sub:- Regularisation of the period of absence w.e.f. 31.01.2020 to 13.08.2020 i.r.o. Smt. Manisha Kayal, Staff Nurse, Gr. II attached to your hospital.

Ref:- Your Memo No. MCH/Nursing Estt/8416 dt. 12.09.2020

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

- 1) Copy of joining report of Smt. Manisha Kayal, Staff Nurse as on 14.08.2020.
- 2) Documentary evidence whether Smt. Manisha Kayal intimated the local authority from time to time about her absence from duties w.e.f. 31.01.2020 to 13.08.2020.
- 3) Detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave) due at credit in respect of Smt. Manisha Kayal, Staff Nurse as on 30.01.2020



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

No. HNG/7L-39-2020/824/1(4)

Date: 30/09/2020

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, Medical College & Hospital, Kolkata, Kolkata - 700 073
- 2) Smt. Manisha Kayal, Staff Nurse, Gr. II, Medical College & Hospital, Kolkata, Kolkata - 700 073
- 3) The I T Coordinator, Swasthya Bhawan, Kolkata-91 - With request for web positing of this letter please.
- 4) Guard File/Office Copy


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