

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-04-2021/ 826

Dated 02/6/2021

To
The Medical Superintendent-cum-Vice Principal,
Chittaranjan Seva Sadan,
College of Obstetrics, Gynecology & Child Health,
37, S.P.Mukherjee Road,
Kolkata-700026

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

Ref: Your memo no. CSS/Estt/794/2021 dt.13.05.2021

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents only for the first spell of leave i.e. 20.03.2016 to 26.05.2016. Information/documents for the second spell of leave i.e. 16.03.2020 to 08.02.2021 are asked to be furnished only after sanctioning the first spell of leave.

- 1) Documentary evidence whether Mrs. Bangasri Barman intimated the local authority from time to time about her absence from duties.
- 2) Copy of joining report allowing Mrs. Barman by the local authority to resume her duty after her absent period.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Mrs. Barman as on 19.03.2016.
- 4) Number of Child Care Leave due at credit i.r.o. Mrs. Barman as on that date, if any.
- 5) Birth Certificate/s of her child/children.
- 6) Comment of MSVP whether the absent period is authorized or not.
- 7) Any other remarks, if seems necessary.

Enclosure : Original Service Book of
Smt. Bangasri Barman, S/N, Gr.-II.

Dy. Director of Health Services(Nursing)

Govt. of West Bengal

No.HNG/7L-04-2021/ 826/1(4) MS
Copy forwarded for information & necessary action to:

Dated 02/6/2021

1. The Nursing Superintendent, Chittaranjan Seva Sadan, Kolkata-700026.
2. Mrs. Bangasri Barman, S/N, Gr.-II, Chittaranjan Seva Sadan, Kolkata-700026.
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