

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-65-2022/827

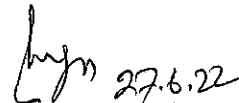
Date: 27/6/2022

To
The Medical Superintendent-cum-Vice Principal,
IPGME&R-SSKM Hospital,
244, A.J.C. Bose Road, Kolkata-700020

Sub:- Regularisation of the period of absence w.e.f. 09.02.2021 to
02.05.2021 i.r.o. Smt. Shrabanti Sengupta, Staff Nurse, Grade II,
IPGME&R-SSKM Hospl., Kolkata

In reference to above, you are hereby requested to furnish the following Statements/
documents in respect of Smt. Shrabanti Sengupta, Staff Nurse, Grade II, attached to your
Hospital:

- 1) Copy of joining report of Smt. Sengupta after her absence period,
- 2) Leave admissibility report i.e. detailed Leave Statement showing therein leave balance
(Earned Leave, Half Pay Leave) credited up to 30.06.2021 & the status of Child Care
Leave in respect of Smt. Sengupta as on 08.02.2021,
- 3) Date of joining in Govt. service of the incumbent & Photocopy of Birth Certificate of the
baby of Smt. Sengupta, if applied for Child Care Leave,
- 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.

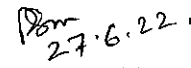

Dy. Director of Health Services
(Nursing) Govt. of West Bengal

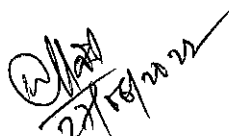
No. HNG/7L-65-2022/827/1(4)

Date: 27/6/2022

Copy forwarded for information & necessary action to:

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


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


27/6/2022