

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-43-2022/ 83

Date: 13/01/2023

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

Sub:- Regularisation of the period of absence w.e.f. . 01.12.2021 to
24.01.2022 i.r.o. Smt. Swagata Sinha, Staff Nurse, Gr II, R.G.Kar MC&H.

In reference to above, you are hereby requested to furnish the following
Statements/ documents in respect of Smt. Swagata Sinha, Staff Nurse, Grade II, R.G.Kar
MC&H, Kolkata :-

- 1) Whether the incumbent informed her local authority time to time before proceeding on leaves. If yes, the letters of intimation from the incumbent are to be furnished.
- 2) The Date of joining her duty after each spell of absence i.e. from 01.12.2021 to 24.01.2022, from 01.12.2021 to 24.01.2022, from 26.01.2022 to 24.07.2022, from 26.07.2022 to 22.09.2022 & other spell of absence (if any). Photocopies of the Joining report / Joining in Attendance Register, kept in the office are also to be enclosed.
- 3) Opinion of the concerned authority, whether the above absence period of the incumbent would be considered as Authorised or not.
- 4) Remarks, if any.



13.1.23
Dy. Director of Health Services
(Nursing) Govt. of West Bengal

No. HNG/7L-43-2022/ 83/1(4)

Date: 13/01/2023

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, R.G. Kar Medical College & Hospital, Kolkata - 4,
- 2) Smt. Swagata Sinha, S/N, Gr-II, R.G.Kar MC&H, Kolkata-4,
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.


13/1/2023
Dy. Assistant Director of Health Services
(Nursing), West Bengal


13/01/2023