

**Government of West Bengal**  
**Directorate of Health Services**  
**Nursing Section**  
Swasthya Bhaban, 1<sup>st</sup> Floor, Wing- A,  
GN-29, Sector- V, Salt Lake City, Kolkata- 700091.

No.HNG/7L-80-2021/847

Date 8.6. 2021

To  
The MSVP,  
Calcutta National Medical College & Hospital,  
Kolkata -14.

Sub: Regularization of leave in respect of Melphi Jose, Staff Nurse, Grade-II,  
CNMCH, Kolkata.

With reference to the prayer dated 07.07.2020 of Melphi Jose, Staff Nurse, Grade-II in connection with regularization of leave w.e.f. 11.03.2020 to 19.06.2020 duly forwarded by you vide Memo No. 6112 date 20.07.2020, you are requested to furnish the following information/ documents at an early date:

1. Whether the incumbent concerned gave prior intimation to you regarding leaving Kolkata for Kerala on 11.03.2020. If yes, supportive documents are required.
2. Leave admissibility report showing therein earned leave and half pay leave at her credit up to 10.03.2020.
3. Copy of her joining report after said period of absence.
4. Your views regarding regularization of her period of absence w.e.f. 11.03.2020 to 19.06.2020.

*[Signature]* 8.6.21  
Dy. Director of Health Services (Nursing)  
Government of West Bengal

No.HNG/7L-80-2021/847/1(3)

Date 8.6. 2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, Calcutta National Medical College & Hospital, Kolkata -14.
2. Melphi Jose, Staff Nurse, Grade-II, Calcutta National Medical College & Hospital, Kolkata -14.
3. The I.T. Co-ordinator I.T. Cell, Swasthya Bhawan Kolkata -91 123 for web posting.

*[Signature]* 08.06.2021  
Dy.Asstt. Director of Health Services (Nursing)  
Government of West Bengal

*[Signature]*  
04.06.2021