

Government of West Bengal  
Directorate of Health Services  
Nursing Section

Swasthya Bhawan , Wing-'A' , 1<sup>st</sup> Floor  
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/7L-72 -2022/ 931

Dated 13.7 2022

To

The Block Medical Officer of Health,  
Sadikhan's Dearh Rural Hospital,  
Jalangi, Murshidabad,

PIN: 742305 Sub: Regularization of Absence Period of Smt. Jyotsnara Khatun,  
Staff Nurse, Gr.-II, Sagarpara PHC under control of your Institute.

Ref: Your memo no.SKDRH/2021-Misc/696 dt.14.12.2021.

With reference to the aforesaid subject and reference no. you are requested to furnish the following information/documents to the undersigned :-

- 1) Prayers/online prayers for regularization of leave from the incumbent for each spell separately.
- 2) Joining Reports of the incumbent allowing her to resume duty on each joining dates after each absence periods i.e. on 10.09.2018, 21.08.2019 and 10.01.2020.
- 3) Intimation letters from the incumbent for not attending her duties for each spell of leave.
- 4) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave, Child Care Leave etc.) due at credit in respect of Jyotsnara Khatun as on 28.05.2018 [up to 30.06.2018]. Attach authenticated photocopies of relevant leave calculation pages of the service book [ Since joining in service].
- 5) Joining date in Govt. Service under WBNS with documentary evidence.
- 6) SBA Training Order i.r.o. the incumbent and related documents, if any.
- 7) Birth Certificate/s of her child/children, if any.
- 8) Comment of the BMOH whether the absence periods are authorized or not.

*[Signature]* 13.7.22

Dy. Director of Health Services(Nursing)

Government of West Bengal

No.HNG/7L-72-2022/ 931/ 11(5)

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Copy forwarded for information & necessary action to:

1. The CMOH, Murshidabad, P.O.: Berhampore, W.B., PIN: 742101.
2. The Medical Officer, Sagarpara Primary Health Centre, Murshidabad, W.B.
3. Smt. Jyotsnara Khatun , S/N, Gr.-II, Sagarpara Primary Health Centre under the BMOH, Sadikhan's Dearh RH, Jalangi, Murshidabad, W.B.
4. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.

*[Signature]* 13.07.22

Dy. Asstt. Director of Health Services(Nursing)

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