

Government of West Bengal
Directorate of Health Services
Nursing Branch,
SwasthyaBhawan, 1st Floor, Wing-A,
GN-29, Sector-V, Salt Lake City, Kolkata-91.

HNG/4V-5-2018/Pt.-1 / 943

Date: 07/07/2021

To
The OSD & ADHS,
Incharge of District Family Welfare Officer
District Family Welfare Bureau, Kolkata
141, A.J.C. Bose Road, Kolkata-700014

Sub: Regularization of leave i.r.o. Smt. Sunita Roy, PHN

Smt. Sunita Roy was absent from her duty w.e.f. 09.07.2018 to 23.10.2019 for a period of 472(four hundred and seventy five) days as per her application dated: 14.01.2020 forwarded with Memo No: 26; Dated: 14.01.2020.

Now, you are requested to furnish the following documents/ information in respect of Smt. Roy, PHN at the earliest for taking necessary action on the above mentioned matter from this end.

a) Whether Smt. Roy is continuing her duty after joining or not and the exact period of her absence which is unauthorized.

a) Original Service Book with up to date entries of leave (both E.L. & H.P.L.) duly signed with seal.

b) Leave Admissibility Report up to date on which she proceeded on leave as per proforma in the Service Book duly signed with seal.

Further action will be taken on receipt of the aforesaid documents from your end.

All concerned are being informed accordingly.

[Signature] 7.7.21
Dy. Director of Health Services
(Nursing), West Bengal.

HNG/4V-5-2018/Pt.-I / 943 / 1 (2)

Date: 07/07/2021

Copy forwarded for information and necessary action to:

1. Smt. Sunita Roy, PHN, Dhapa Dispensary under DFWB, Kolkata.
2. Guard File.

[Signature] 7/7/21
Dy. Assistant Director of Health Services
(Nursing), West Bengal.