

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, KOLKATA- 700091.

No. HNG/7L-76-2022/949

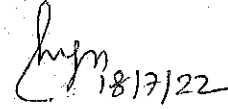
Date: 18/07/2022

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

Sub:- Regularisation of leave availed by Smt. Saswati Sarkar, Staff Nurse, Gr-II, attached to R.G.Kar Medical College & Hospital during the period from 22.04.2021 to 27.04.2022.

In reference to above, you are hereby requested to furnish the following Statements/ documents in respect of Smt. Saswati Sarkar, Staff Nurse, Gr-II , attached to your hospital:

- 1) Leave applications during the period from 22.04.2021 to 27.04.2022 i.r.o. Smt. Sarkar,
- 2) Leave admissibility report i.e. detailed Leave Statement showing therein Leave Balance (Earned Leave, Half Pay Leave ) credited up to 30.06.2021 i.r.o. Smt. Sarkar as on 21.04.2021.
- 3) Whether the Maternity leave for the period from 22.04.2021 to 18.10.2021(=180 days) availed by the incumbent has been sanctioned & recorded in her Service Book or not.
- 4) Attested photocopies of the leave entries in the Service Book of the incumbent,
- 5) Date of resumption (s) of duty after each period of absence of the incumbent with respective joining reports,
- 6) Date of entry in Govt. Service & the date of confirmation of service i.r.o. the incumbent,
- 7) Opinion of the local authority whether the leave availed by the incumbent would be treated as authorized or not. If authorized, copies of intimation letters need to be furnished.

  
18/7/22

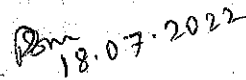
Dy. Director of Health Services  
(Nursing) Govt. of West Bengal

No. HNG/7L-76-2022/949/1(4)

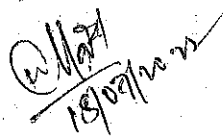
Date: 18/07/2022

Copy forwarded for information & necessary action to:

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

  
18.07.2022

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

  
18/07/22