

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-90-2021/ 953

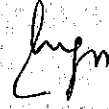
Dated 8/7/ 2021

To  
The Medical Superintendent-cum-Vice Principal,  
N.R.S. Medical College & Hospital,  
138, A.I.C. Bose Road,  
Kolkata-700014

Sub: Regularization of Absence Period of Miss Rinki Kumari,  
Staff Nurse, Gr.-II attached to your Institute.  
Ref: Your memo no. NH/7387 dt.28.12.2020

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

- 1) Copy of joining report allowing Rinki Kumari to resume her duty after availing the leave.
- 2) Documentary evidence whether Rinki Kumari intimated the local authority from time to time about her absence from duties.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Rinki Kumari as on 22.03.2020.
- 4) Documentary evidence in support of cause of absent, as stated by the incumbent.
- 5) Comment of MSVP whether the absent period is authorized or not.
- 6) Any other remarks, if seems necessary.

 8/7/21


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

No.HNG/7L-90-2021/ 953 / 1 (5)

Dated 8/7/ 2021

Copy forwarded for information & necessary action to:

1. The Accounts Officer, N.R.S. Medical College & Hospital, Kolkata-700014.
2. The Nursing Superintendent, N.R.S. Medical College & Hospital, Kolkata-700014.
3. Miss Rinki Kumari, Staff Nurse Gr.-II, N.R.S. Medical College & Hospital, Kolkata-14.
4. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
5. Office Copy/Guard File.

 08/07/2021  
Dy. Asstt. Director of Health Services(Nursing)  
Govt. of West Bengal