

Government of West Bengal
Directorate of Health Services
Nursing Section

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

No.HNG/7L-77 -2022/ 979

Dated 25/07/2022

To

The Medical Superintendent-cum-Vice Principal,
Medical College & Hospital,
88, College Street,
Kolkata-700073,

Sub: Regularization of Absence Period of Smt. Mousumi Roy,
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no. 6610 dt.11.06.2022.

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularization the absence period i.r.o. Smt. Mousumi Roy :-

- 1) Mention exact absence period and joining date after this absence period clearly.
- 2) Documentary evidence of time to time intimation to the local authority about this absence period.
- 3) Joining Report allowing Smt. Mousumi Roy to resume her duty after this absence period.
- 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 Smt. Mousumi Roy just prior to proceed on leave . Attach authenticated photocopies of relevant leave calculation pages of the service book [Since her joining in service].
- 5) Joining date in Govt. Service under WBNS with documentary evidence.
- 6) Date of Confirmation in Govt. Service with documentary evidence , if any.
- 7) Comment of MSVP whether the absent period is authorized or not.
- 8) Any other views, if seems necessary.

[Signature] 25.7.22

Dy. Director of Health Services(Nursing)

Government of West Bengal

No.HNG/7L-77-2022/ 979 /1(5)

Dated 25/07/2022

Copy forwarded for information & necessary action to:

1. The Accounts Officer, Medical College & Hospital, 88, College Street, Kolkata-73.
2. Nursing Superintendent, Medical College & Hospital, 88, College Street, Kolkata-73.
3. Smt. Mousumi Roy, S/N, Gr.-II, Medical College & Hosp., 88, College St., Kol-73.
4. The IT Coordinator, IT Cell, Swasthyabhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.

[Signature] 25.07.2022

Dy. Asstt. Director of Health Services(Nursing)

Government of West Bengal