

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-91-2021/986

Dated 15/07/2021

To  
The Superintendent,  
Kakdwip Sub Division Hospital,  
Kakdwip,  
South 24 Parganas,

PIN : 743347 Sub: Regularization of Absence Period of Chayanika Mitra ,  
Staff Nurse, Gr.-II attached to your Institute.  
Ref: Your memo no. KDP/SDH/1205 dt.19.05.2021

With reference to the aforesaid subject and reference no. this is for your kind information that there is no Service Book of Chayanika Mitra found attached with your letter. You have requested to regularize 11(eleven) spells of leave i.r.o. Chayanika Mitra to this end. Out of which 10 (Ten) spells of leave are below 60(sixty) days. If there is available credit leaves balance i.r.o. Chayanika Mitra to sanction those leaves, you may sanction those 10(Ten) spells of leave as per existing rules from your end. Then, you may request to sanction the 11<sup>th</sup> spell of leave i.e. w.e.f. 28.09.2020 to 07.03.2021 (161 days) to this end attaching the following information/documents with your requesting letter.

- 1) Copy of joining report allowing Chayanika Mitra to resume her duty after availing the leave.
- 2) Documentary evidence whether Chayanika Mitra 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 Chayanika Mitra as on 27.09.2020.
- 4) Documentary evidence in support of cause of absent , as stated by the incumbent.
- 5) Comment of Superintendent whether the absent period is authorized or not.
- 6) Any other remarks , if seems necessary.

*Ranjan*  
14/07/2021  
Dy. Director of Health Services (Nursing)  
Govt. of West Bengal

No.HNG/7L-91-2021/986/1(4)

Dated 15/07/2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, Kakdwip Sub Division Hospital, South 24 Parganas, W.B.
2. Chayanika Mitra, Staff Nurse Gr.-II, Kakdwip S.D.H., South 24 Parganas, W.B.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

*Ranjan*  
14/07/2021  
Dy. Asstt. Director of Health Services(Nursing)  
Govt. of West Bengal