

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-91-2022/ 1191

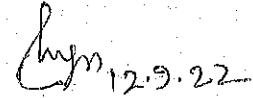
Date: 12/09/2022

To  
The Superintendent  
Ashoknagar State General Hospital,  
Ashoknagar, North 24 Parganas

Sub:- Regularisation of the period of absence i.r.o. Smt. Riya Saha, Staff Nurse, Gr-II, attached to Ashoknagar S.G. Hospital, North 24 Parganas.

In reference to above, you are hereby requested to furnish the following Statements/ documents in respect of Smt. Riya Saha., Staff Nurse, Gr-II:

- 1) Period of absence & cause of absence with supportive documents. Leave application (Offline or online), submitted by the incumbent.
- 2) Leave admissibility report i.e. detailed Leave Statement showing therein Leave Balance (Earned Leave, Half Pay Leave) credited upto 30.06.2022 in respect of Smt. Saha as on date. Attested photocopies of leave entries in the service book of the incumbent need to be enclosed.
- 3) Date of joining in Govt. service of the incumbent with joining report.
- 4) Opinion of the local authority whether the period of absence is authorized or not. If authorized, copies of intimation letters need to be furnished.



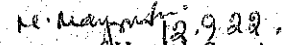
Dy. Director of Health Services  
(Nursing) Govt. of West Bengal

No. HNG/7L-91-2022/ 1191/1(4)

Date: 12/09/2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, Ashoknagar State General Hospital, North 24 Parganas.
- 2) Smt. Riya Saha, Staff Nurse, Gr II, Ashoknagar S.G. Hospital, North 24 Parganas.,
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.

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

