

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-01-2021/ 12/5

Dated...31.08./2021

To
The Superintendent,
M.R. Bangur Hospital,
Tollygunge,
Kolkata-700033

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

Ref: Your memo no. MRBH/1137 dt.17.07.2021

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularisation of leave w.e.f. 01.05.2020 to 28.01.2021 i.r.o. Smt. Mouparna Adhikari :-

- 1) Copy of joining report allowing Smt. Mouparna Adhikari to resume her duty after the abovementioned absence period.
- 2) Documentary evidence whether Smt. Mouparna Adhikari 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 Smt. Adhikari as on 30.04.2020.
- 4) Documentary evidence in support of cause of absent, as stated by the incumbent.
- 5) Comment of the Superintendent whether the absent period is authorized or not.
- 6) Any other remarks, if seems necessary.


31.8.21
Dy. Director of Health Services (Nursing)

Govt. of West Bengal

No.HNG/7L-01-2021/ 12/5/1(5)

Dated...31.08.2021

Copy forwarded for information & necessary action to:

1. The Chief Medical Officer of Health, South 24 Parganas, Kolkata-700033.
2. The Nursing Superintendent, M.R. Bangur Hospital, Tollygunge, Kolkata-700033.
3. Smt. Mouparna Adhikari, S/N Gr.-II, M.R. Bangur Hospital, Tollygunge, Kolkata-33.
4. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.


31.08.2021
Dy. Asstt. Director of Health Services (Nursing)

Govt. of West Bengal