

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-120-2021/ 1344

Dated 27.09.2021

To

The Medical Superintendent-cum-Vice Principal,  
North Bengal Medical College & Hospital,  
Sushrutnagar ,  
Darjeeling,  
PIN: 734012

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

Ref: Your memo no. NBMCH/3417 dt.16.09.2020

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularisation of the absence period w.e.f. 13.06.2020 to 02.09.2020 i.r.o. Smt. Dali Gorai :-

- 1) Copy of joining report allowing Smt. Gorai to resume her duty on 03.09.2020.
- 2) Documentary evidence whether Smt. Gorai 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. Gorai as on 12.06.2020.
- 4) Copy of Last Commuted Leave (w.e.f. 08.02.2020 to 27.05.2020) sanctioned order.
- 5) Comment of MSVP whether the absent period is authorized or not.
- 6) Any other remarks , if seems necessary.

  
Dy. Director of Health Services (Nursing)

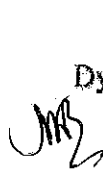
Govt. of West Bengal

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Copy forwarded for information & necessary action to:

1. The Deputy Superintendent, North Bengal M.C.& H., Sushrutnagar, Darjeeling, W.B.
2. The Accounts Officer, North Bengal M.C.& H., Sushrutnagar, Darjeeling, W.B.
3. The Nursing Superintendent, North Bengal M.C.& H., Sushrutnagar, Darjeeling, W.B.
4. Smt. Dali Gorai, S/N Gr.-II, North Bengal M.C.& H., Sushrutnagar, Darjeeling, W.B.
5. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91.
6. Office Copy/Guard File.

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