

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-115-2021/1406

Dated 25.10.2021

To
The Medical Superintendent-cum-Vice Principal,
College of Medicine & Sagore Dutta Hospital,
578 B.T. Road ,
Kolkata-700058

Sub: Regularization of Absence Period of Mrs. Mampi Biswas,
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no. CMSDH/3499 dt.12.09.2019.

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularisation of the four spells of leaves i.r.o. Mrs. Mampi Biswas:-

- 1) Copy of Joining Reports allowing Mampi Biswas to resume her duty after availing every spells of leave i.e. on 02.03.2019 , 30.04.2019 , 28.06.2019 , and 28.01.2020.
- 2) Documentary evidence whether Mampi Biswas intimated the local authority from time to time about her absence from duties for every spell of leave.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Mampi Biswas as on 17.12.2018.
- 4) Leave applications from Mrs. Mampi Biswas for each spell of leave.
- 5) Comment of MSVP whether the absent period is authorized or not.

Dy. Director of Health Services (Nursing)

Govt. of West Bengal

No.HNG/7L-115-2021/1406 /1(5)

Dated 25.10.2021

Copy forwarded for information & necessary action to:

1. The Accounts Officer, College of Medicine & Sagore Dutta Hospital, Kolkata-700058.
2. The Nursing Superintendent, College of Medicine & Sagore Dutta Hospital, Kolkata-58.
3. Mrs. Mampi Biswas, S/N Gr.-II, College of Medicine & Sagore Dutta Hospital, Kol-58.
4. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.

Dy. Asstt. Director of Health Services(Nursing)

Govt. of West Bengal