

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-128-2021/ 1428

Dated 27-10-2021

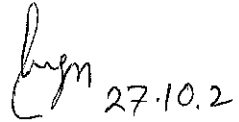
To
The Medical Superintend-cum-Vice Principal,
I.P.G.M.E. & R-S.S.K.M. Hospital,
244, A.J.C. Bose Road ,
Kolkata-700020

Sub: Regularization of Absence Period of Ankita Roy ,
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no. S.S.K.M./4028 /2021 dt.09.07.2021

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularisation of the leave w.e.f. 12.07.2020 to 03.01.2021 i.r.o. Ankita Roy :-

- 1) Copy of joining reports allowing Ankita Roy to resume her duty after availing leave. [i.e. Joining Report on 04.01.2021].
- 2) Documentary evidence whether Ankita Roy intimated the local authority from time to time about her absence from duties for the aforesaid period.
- 3) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Ankita Roy as on 11.07.2020.
- 4) Comment of MSVP whether the absent period is authorized or not.



27.10.21
Dy. Director of Health Services (Nursing)
Govt. of West Bengal

No.HNG/7L-128-2021/ 1428 /1(4)

Dated 27-10-2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, I.P.G.M.E.&R.-S.S.K.M. Hospital, Kolkata-700020.
2. Ankita Roy, S/N Gr.-II, I.P.G.M.E.&R.-S.S.K.M. Hospital, Kolkata-700020.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.


27.10.2021
Dy. Asstt. Director of Health Services(Nursing)
Govt. of West Bengal