

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-129-2021/1433


Dated 28/10/2021

To  
The Medical Superintendent-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 Jhuma Mukherjee ,  
Staff Nurse, Gr.-II attached to your Institute.  
Ref: Your memo no. SSKM/NE/5050 dt.23.08.2021

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. 19.05.2018 to 03.02.2020 and w.e.f.12.02.2020 to 08.08.2021 i.r.o. Jhuma Mukherjee:-

- 1) Copies of joining reports allowing Jhuma Mukherjee to resume her duty after availing leave. [ i.e. Joining Report on 04.02.2020 and on 09.08.2021].
- 2) Documentary evidence whether Jhuma Mukherjee intimated the local authority from time to time about her absence from duties for the aforesaid periods.
- 3) Documentary evidence in support of the cause of her absence.
- 4) Birth Certificate/s of her child/children.
- 5) Prayer for leave regularisation mentioning category of leave i.e. EL/HPL/C.C.L. etc.
- 6) Leave Admissibility Report with detailed leave statement showing therein leaves (Earned Leave, Half Pay Leave etc.) due at credit in respect of Jhuma Mukherjee as on 18.05.2018.
- 7) Joining date in govt. service with documentary evidence.
- 8) Comment of MSVP whether the absent period is authorized or not.
- 9) Any other views, if necessary.


  
28.10.21  
Dy. Director of Health Services (Nursing)  
Govt. of West Bengal

Dated 28/10/2021

No.HNG/7L-129-2021/1433/11(4)

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. Jhuma Mukherjee, 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.

  
28.10.2021  
Dy. Asstt. Director of Health Services(Nursing)  
Govt. of West Bengal