

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-156-2021/ 1658

Dated 25/12/2021

To
The Medical Superintend-cum-Vice Principal,
R.G. Kar Medical College & Hospital,
1, Khudiram Bose Sarani ,
Bidhan Sarani, Shyam Bazaar,
Kolkata-700004

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

Ref: Your memo no. RGKH/N6716 dt.25.10.2021.

With reference to the aforesaid subject and reference no. you are requested to furnish us the following information/documents towards regularising the absence period w.e.f. 06.04.2021 to 20.10.2021 i.r.o. Smt. Falguni Pal :-

- 1) Copy of Joining Report allowing Smt. Falguni Pal to resume her duty on 21.10.2021.
- 2) Documentary evidence whether Smt. Falguni Pal 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. Pal as on 05.04.2021.
- 4) Documentary evidence in support of the cause of her absence.
- 5) Comment of MSVP whether the absent period is authorized or not.
- 6) Any other views ,if seems necessary.

Jug 28.12.21

Dy. Director of Health Services(Nursing)

Government of West Bengal

No.HNG/7L-156-2021/ 1658 /1(4)

Dated 28/12/2021

Copy forwarded for information & necessary action to:

1. The Nursing Superintendent, R.G. Kar Medical College & Hospital, Kolkata-700004.
2. Smt. Falguni Pal, S/N Gr.-II, R.G. Kar Medical College & Hospital, Kolkata-700004.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

Pov 28.12.2021

Dy. Asstt. Director of Health Services(Nursing)

Government of West Bengal