

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-157-2021/ 1665

Dated 28-12-2021

To

The Medical Superintendent-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. Abhishikta Maiti ,
Staff Nurse, Gr.-II attached to your Institute.

Ref: Your memo no. RGKH/N6297 dt.24.09.2021.

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. 07.03.2020 to 22.09.2021 i.r.o. Smt. Abhishikta Maiti :-

- 1) Copy of Joining Report allowing Smt. Abhishikta Maiti to resume her duty on 23.09.2021.
- 2) Documentary evidence whether Smt. Abhishikta Maiti 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. Maiti as on 06.03.2020.
- 4) Documentary evidence in support of the cause of her absence.
- 5) Copy of Permission/NOC Order for going in UK.
- 6) First Appointment Order from DHS, W.B. for joining as a employee under WBNS and related Joining Report.
- 7) Confirmation Order , if any.
- 8) Comment of MSVP whether the absent period is authorized or not.
- 9) Any other views ,if seems necessary.

[Signature] 28/12/21

Dy. Director of Health Services(Nursing)
Government of West Bengal

No.HNG/7L-157-2021/ 1665/1(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. Abhishikta Maiti, S/N Gr.-II, R.G. Kar Medical College & Hospital, Kolkata-4.
3. The IT Coordinator, Swasthyabhawan, GN-29, Sector-V, Kolkata-91 for web posting.
4. Office Copy/Guard File.

[Signature] 28.12.2021

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