

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING SECTION
SWASTHYA BHAWAN, WING-'A', 1ST FLOOR,
GN-29, SECTOR-V, SALT LAKE, KOLKATA- 700091.

No. HNG/7LS-04-2022/295

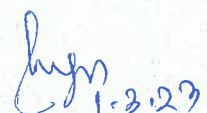
Date: 01/03/2023

To
Block Medical Officer of Health
Singur, Hoogly

Sub:- Regularization of the absence period i.r.o. Sultana Khatun, Staff Nurse, Gr.II,
attached to Singur Trauma Care Facility under Rural Hospital of Singur.

In reference to above, you are hereby requested to furnish the following Statements/
documents in respect of Sultana Khatun, Staff Nurse, Gr.II, :

- (i) Leave admissibility Report detailing there in up to date Leave Balance (Earned Leave/
Half Pay Leave) credited in favour of the incumbent along with the copies of leave
entries in the Service Book of the incumbent.
- (ii) Actual period of absence of the incumbent and Copy of joining report allowing to resume
her duty after her period of absence.
- (iii) Status of granted & recorded leave during her absence period along with the copies of
leave entries in the Service Book of the incumbent.
- (iv) Opinion of the local authority whether the absence period is authorized or not; If
authorized, the intimation from the incumbent submitted to the local authority time to
time are to be furnished otherwise the local authority may be requested to issue Show
Cause against incumbent for her absence & submit report accordingly to this end.


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

No. HNG/7LS-04-2022/295/1(5)

Date: 01/03/2023

Copy forwarded for information & necessary action to:

- 1) The Chief Medical Officer of Health, Hooghly
- 2) The Nursing Superintendent, Singur Trauma Care Facility under RH of Singur.
- 3) Sultana Khatun, Staff Nurse, Gr.II, Singur Trauma Care Facility under RH of Singur.
- 4) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 5) Guard File/Office Copy.


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


28/02/23