

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/7L-05-2023/305


Dated: 02/03 2023

To
The Medical Superintendent-cum-Vice Principal,
Burdwan Medical College & Hospital,
Purba Bardhaman, PIN - 713104

Sub:- Regularisation of the period of absence w.e.f. 04.07.2022 to 31.10.2022 i.r.o. Nilima Bhanja, Staff Nurse, Gr.II, attached to Burdwan Medical College & Hospital, Purba Bardhaman, W.B.

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

- (i) Documentary evidence whether the incumbent intimated the local authority time to time about her absence.
- (ii) Leave Admissibility Report detailing there in up to date Leave Balance (Earned Leave/ Half Pay Leave) credited in favour of Smt. Bhanja up to 31.12.2022 as of 03.07.2022 along with the photocopies of the leave entry pages in the original Service Book of the incumbent (since joining to 31.12.2022).
- (iii) Date of joining in service and date of confirmation with documentary evidence.
- (iv) Comment of the MSVP, concerned, whether the absence period is authorized or not.
- (v) Any other views, if necessary.


23.23
Dy. Director of Health Services(Nursing)
Government of West Bengal

Abhishek
02/03/23

No. HNG/7L-05-2023/305/1 (5)

Dated: 02/03/ 2023

Copy forwarded for information & necessary action to:

- 1) The Accounts Officer, Burdwan MC&H, Purba Bardhaman, W.B.
- 2) The Nursing Superintendent, Burdwan MC&H, Purba Bardhaman, W.B.
- 3) Smt. Nilima Bhanja, Staff Nurse, Gr. II, Burdwan MC&H, Purba Bardhaman, W.B.
- 4) The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91.
- 5) Guard File/Office Copy.

M. Rajumder
23.23
Dy. Assistant Director of Health Services (Nursing),
Government of West Bengal

Abhishek
02/03/23