

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-31-2022/ 574

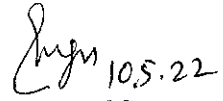
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To
The Medical Superintendent-cum-Vice Principal,
IPGME&R-SSKM Hospl,
244, A.J.C. Bose Road, Kolkata-700020

Sub:- Regularisation of the period of absence w.e.f. 20.07.2021 to
08.10.2021 (=81 days) i.r.o. Smt. Reni Regi, Staff Nurse, Grade II.

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

- 1) Copy of joining report of Smt. Reni Regi after the period of absence from 20.07.2021 to 08.10.2021;
- 2) Leave admissibility report i.e. detailed Leave Statement showing therein leaves (Earned Leave, Half Pay Leave) due at credit in respect of Smt. Regi as on 19.07.2021;
- 3) Date of joining in Govt. service of the incumbent & Number of Child Care Leave due at credit i.r.o. Smt. Regi as on 19.07.2021;
- 4) Whether the Maternity Leave w.e.f. 04.01.2021 to 02.07.2021 (=180days) availed by Smt Regi has been recorded in the Service Book or not;
- 5) Opinion of the local authority whether the period of absence is authorized or not. If authorized, copies of intimation letters need to be furnished.

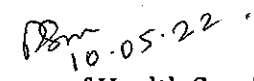

Dy. Director of Health Services
(Nursing) Govt. of West Bengal

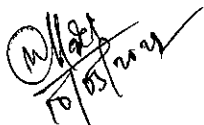
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Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, IPGME&R-SSKM Hospl, Kol-20
- 2) Smt. Reni Regi, Staff Nurse, Gr. II, IPGME&R-SSKM Hospl, Kol-20
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.


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


10/05/2022