

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-43-2022/576

Date: 11/05/2022

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

Sub:- Regularisation of the period of absence w.e.f. .01.12.2021 to
24.01.2022 i.r.o. Smt. Swagata Sinha, Staff Nurse Gr II, R.G.Kar MC&H.

In reference to above, you are hereby requested to furnish the following
Statements/ documents in respect of Smt. Swagata Sinha, Staff Nurse, Grade II, R.G.Kar
MC&H, Kolkata :

- 1) Leave admissibility report i.e. detailed Leave Statement showing therein Leave Balance (Earned Leave, Half Pay Leave) credited upto 31.12.2021 as on 01.12.2021 in respect of Smt. Sinha;
- 2) Whether the incumbent has been allowed to resume on 25.01.2022 & to enjoy leave from 26.01.2022 to 24.07.2022 as Maternity Leave;
- 3) Joining report, allowing the incumbent to resume on 25.01.2022,
- 4) Date of joining in Govt. service of the incumbent with joining report;
- 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.

[Signature] 11.5.22
Dy. Director of Health Services
(Nursing) Govt. of West Bengal

No. HNG/7L-43-2022/576/1(R)

Date: 11/05/2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, R.G. Kar Medical College & Hospital, Kolkata - 4,
- 2) Smt. Swagata Sinha, S/N, Gr-II, R.G.Kar MC&H, Kolkata-4,
- 3) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.
- 4) Guard File/Office Copy.

[Signature] 11.05.2022
Dy. Assistant Director of Health Services
(Nursing), West Bengal

[Signature]
10/05/2022