

Government of West Bengal  
Directorate of Health Services  
Nursing Section

Swasthya Bhawan , Wing-'A' , 1<sup>st</sup> Floor  
GN-29, Sector-V, Salt Lake City, Kolkata-700091

No.HNG/7L-35-2023/ 600


Dated: 2.5. 2023

To  
The Superintendent,  
MR Bangur Hospital, Tollygunge  
Kolkata-700033

Sub: Regularization of Absence Period from 19.05.2022 to 06.09.2022 of Smt.Chitrlekha Das,  
Staff Nurse, Gr.-II, attached to your Institute

With reference to the aforesaid subject and reference no. you are requested to furnish the following information/documents to the undersigned :-

- 1) Joining date in Govt. Service under WBNS Cadre with documentary evidence.
- 2) Date of confirmation in Govt service with documentary evidence, if any.
- 3) Time to time intimation letter(s) given to the local authority.
- 4) Leave Admissibility Report(LAR) detailing there in up to date leave balance (Earned Leave/ Half Pay Leave/Child Care Leave) credited in favour of Smt. Chitrlekha Das up to 31.12.2022 as of 18.05.2022. Attach authenticated photocopies of relevant leave calculation pages of the service book [Since joining in service].
- 5) Comment of the Superintendent, whether the absence period is authorized or not.
- 6) Other views, if seems necessary.


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

No.HNG/7L-35-2023/1(5) | 600'

  
Dated: 2.5. 2023

Copy forwarded for information & necessary action to:

1. The CMOH, South 24 Parganas
2. The Nursing Superintendent, MR Bangur Hospital, Tollygunge, Kolkata-700033
3. Smt.Chitrlekha Das, S/N, Gr.-II, MR Bangur Hospital, Tollygunge, Kolkata-700033
4. The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Kolkata-91.
5. Office Copy/Guard File.

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