

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-44-2023/707

Date: 18.5.2023

To
The Medical Superintendent-cum-Vice Principal,
IPGME&R-SSKM,
Kolkata-20

Sub:- Regularization of the absence period i.r.o. Smt. Nasrina Sultana,
Staff Nurse, Gr.II, attached to IPGME&R-SSKM, Kolkata-20.

Ref:- Your office Memo No. SSKM/2812, Dated 12.04.2023.

In reference to above, you are hereby requested to furnish the following statements/ documents
in respect of Smt. Nasrina Sultana, 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 Smt. Nasrina Sultana up to 30.06.2023 as of 15.01.2023 along with the copies of leave entries in the Service Book of the incumbent.
- (ii) 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.
- (iii) Photocopies of 1st Joining report & Confirmation order.
- (iv) Joining report after availing leave i.e. on 06-04-2023.
- (v) Other remarks, if any.

[Signature]
18.5.23

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

No. HNG/7L-44-2023/707/15

[Signature]
17-05-23

Dated: 18.5.2023

Copy forwarded for information & necessary action to:

- 1) The Accounts Officer, IPGME&R-SSKM, Kolkata-20.
- 2) The Nursing Superintendent, IPGME&R-SSKM, Kolkata-20.
- 3) Smt. Nasrina Sultana , Staff Nurse, Gr.II, IPGME&R-SSKM, Kolkata-20.
- 4) The IT Coordinator, IT Cell, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91.
- 5) Guard File/Office Copy.

[Signature]
18.5.23

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

[Signature]
17-05-23