

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HEALTH SERVICES
NURSING SECTION
SWASTHYA BHAWAN, WING-'A', 1ST FLOOR,
GN-29, SECTOR-V, SALT LAKE, KOLKATA- 700091.

Date: 22/5/2023

No. HNG/7L-46-2023/ 718


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

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

Ref:- Your office Memo No. SSKM/NE/3411, Dated 03-05.2023.

In reference to above, you are hereby requested to furnish the following statements/ documents in respect of Smt. Sunayana Dey, 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. Sunayana Dey, up to 31.12.2021 as of 27-11-2021 & Number of Child Care Leave due at credit i.r.o. Smt. Dey 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) Opinion of the local authority whether the incumbent is entitled to avail Child Care Leave
- iv) Photocopies of 1st Joining report & Confirmation order.
- v) Joining reports after availing leave for each spell
- vi) Photocopy of birth certificate of her child
- vii) Other remarks, if any.

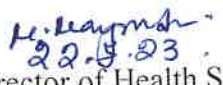

Dy. Director of Health Services
(Nursing), Govt. of West Bengal

No. HNG/7L-46-2023/ 718/1(5)


Dated: 22/5/2023

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. Sunayana Dey, 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.


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