

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, KOLKATA- 700091.

Memo. No. HNG/7L-58-2022/ 778

Date: ...13.../...06.../2022

To  
The Medical Superintendent Cum-Vice Principal,  
Chittaranjan Seva Sadan, College of Obstetrics, Gynecology & Child Hospital,  
37, S.P. Mukherjee Road, Kolkata-26,


Sub:- Un-authorised absence from duties i.r.o. Smt. Ramandeep Kaur & Smt.  
Kongkona Naru, Staff Nurse, Gr II, attached to your hospital.

Ref. : Your Memo. No. CSS/Estt/1039/2022 Dated 31.05.2022

In reference to above, you are hereby requested to furnish individual matter of un-authorised absence, committed by any individual staff nurse along with applications/ intimation letters received from the concerned absentee (if any). Details of the Disciplinary Proceedings taken against the concerned absentee for such un-authorised absence are to be furnished.

In respect of regularization of absence period of any Nursing Staff attached to your Hospital, the following documents/ information are required:-

- 1) Leave application from the concerned Nursing Staff, duly forwarded by the local authority along with intimation letters from the staff, submitted to the office time to time;
- 2) Leave Admissibility Report detailing therein the leave balance (E.L, H.P.L.) at her credit of the concerned staff as on the start date of proceeding on leave, as recorded in Service Book of the employee by enclosing the attested photocopies of the leave entries in the S/ Book;
- 3) Status of Maternity Leave/Child Care Leave (if any) as on date with supportive documents;
- 4) Opinion of the local authority whether the absence period may be considered as authorized or not. Details of the Disciplinary Proceedings, if taken against the concerned absentee for such un-authorised absence;
- 5) Any other remarks, if seems necessary.


 13-6-22  
Dy. Director of Health Services  
(Nursing) Govt. of West Bengal

Memo. No. HNG/7L-58-2022/ 778(12)

Date: ...13.../...06.../2022

Copy forwarded for information & necessary action to:

- 1) The Nursing Superintendent, CSS COGCH, Kolkata-26.
- 2) The IT Coordinator, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kol-91 for web posting.

 13.06.2022  
Assistant Director of Health Services  
(Nursing), West Bengal

  
13/06/2022