

Government of West Bengal,
Department of Health & Family Welfare

PROFORMA FOR APPLICATION FOR REGULARISATION OF ABSENT PERIOD IN SERVICE

SI No	Items	Particulars
1	Name (In Block Letters)	
2	Designation	
3	Employee ID	
4	Present place of posting (Mentioning Name of Facility, Block/ Municipality and District)	
5	Present Scale of Pay/ Level of Pay in Pay Matrix	
6	Present Basic Pay	Rs.
7	Date of Joining in the service (PSC/Adhoc) (DD-MM-YYYY)	
8	If Adhoc, then date of Regularisation (DD-MM-YYYY)	
9	Date of Confirmation of service (DD-MM-YYYY)	
10	Actual period of absence for which regularisation applied for mentioning specifically the date on and from which remained absent from duty and the date on which joined duty following resumption of service (If absent period in spells, application to be submitted separately for each spell)	Absent from (DD/MM/YYYY)
		Joined on (DD/MM/YYYY)
		Total absent period
11	Memo No. and Date of order for resumption of service	Memo No:
		Date :
12	Cause of such absence (attach supportive documents, if any)	
13	Whether any Departmental Proceeding pending for completion (If yes, details of)	
14	Whether any Vigilance Case pending for completion: (If yes, details of)	
15	Whether any period of "Dies-non" of Break in Service (If Yes, details of)	

Full Signature of Applicant with date

16	View of the Head of the Office (HOO) regarding application for regularisation of absent period	
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17	LEAVE ADMISSIBILITY REPORT (LAR) (As on the date on which the applicant lastly attended duties before remaining absent from duties) :	
	a. Earned Leave on credit as on	: Days
	b. Half Pay Leave on credit as on	: Days

18	Certified that above information have been verified from Service Book and office record of the incumbent concerned and found correct
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Signature of the Head of the Office (HOO) with seal