

Govt. of West Bengal
Higher Education, Science & Technology & Biotechnology Department
Establishment Branch
Bikash Bhavan, 6th floor, Salt Lake, Kolkata-91

NO.2344 - Singly[Estt]

DATE:25.09.2018

MEMO

Enclosed please find herewith a copy of order of Finance[Audit] Department No.6159-F(P2) dated 24.09.2018 [published in the official website of Finance[Audit] Department] for strict compliance.

Sd/-

**Special Secretary
to the Government of West Bengal**


NO.2344/1(11) - Singly[Estt]

DATE:25.09.2018

Copy forwarded for information and necessary action to:

1. Special Secretary, Govt. College Branch.
2. Special Secretary, University Branch.
3. Special Secretary, Science & Technology and Biotechnology Branch & ASPD, RUSA.
4. State Editor, District Gazetteers of this Department.
5. D.P.I, Government of West Bengal.
6. D.T.E, Government of West Bengal.
7. P.S to H.M.I.C of this Department.
8. Senior P.S to Additional Chief Secretary of this Department.
9. Director, State Archive, Government of West Bengal.
10. Director, West Bengal Book Board.
11. IT Cell of this Department.

It is requested to Publish this order in the Website of this Department.


**Assistant Secretary
to the Government of West Bengal**

GOVERNMENT OF WEST BENGAL

FINANCE (AUDIT) DEPARTMENT

325, Sarat Chatterjee Road, Nabanna,
Howrah - 711 102.

No. 6159 - F(P2)

Dated, the 24th September, 2018

MEMORANDUM

In view of call given by some Political Parties for a bandh from 6:00 AM to 6:00 PM on the 26th September, 2018, it has been decided that all State Government offices including those provided with Grants-in-Aid by the State Government shall remain open and all the employees shall report for duty on that date. It has been decided that **no Casual leave for absence either in the 1st half of the day or in the second half or for the whole day nor any other leave shall be granted to any employee on the said date.** The employees who are on leave on 24-09-2018 shall have to report for duty on 25th September, 2018. It has also been decided that besides the bandh day, no leave for the day preceding the bandh day, i.e., 25th September, 2018 and for the day following the bandh day, i.e., 27th September, 2018, shall be allowed.

Now, the Governor has been pleased to decide that absence of employees on those days will be treated as dies non and no salary will be admissible unless such absence is covered by the following grounds:

- a) Hospitalisation of the employee;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to 24th September, 2018 ;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical leave and Earned leave sanctioned prior to the 24th September, 2018.

It is mentioned here that dislocation/disruption of vehicular traffic will not be a reason for granting leave.

All Heads of Offices / Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on the 26th September, 2018 and / or the date(s) / period as stipulated in Para-1 hereinabove asking him / her to explain why action would not be taken against him/her for such unauthorised absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the grounds mentioned above.

Where the absence is not covered by any of the above-mentioned reasons and the leave has not been approved, the same will be treated as 'dies non' and no salary will be admissible for the above-mentioned days.

Those who will not respond to the Show-Cause notice will be liable to disciplinary action.

All course of action in terms of this order should be completed by 5th October, 2018 and compliance report on action taken should be sent to this Department.

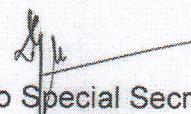
Sd/- H. K. DWIVEDI
Additional Chief Secretary
to the Government of West Bengal

No. 6159 / 1(300) - F(P2)

Dated, the 24th September, 2018

Copy forwarded for information and necessary action to:-

1. The Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001 ;
2. The Pr. Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata - 700 001 ;
3. The Additional Chief Secretary / Principal Secretary / Secretary,
..... Department, Govt. of West Bengal ;
4. The Governor's Secretariat, Raj Bhavan, Kolkata - 700 001 ;
5. The Director General & Inspector General of Police, West Bengal ;
6. The Divisional Commissioner, Division ;
7. The District Magistrate / District Judge / Superintendent of Police,
..... ;
8. The Sub-Divisional Officer, ;
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012 ;
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Jawahar Building, Kolkata - 700 073 ;
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, "Subhanna", SGO Complex, 5th & 6th Floor, Plot No. 9, DF Block, Sector-I, Salt Lake City, Kolkata-700064 ;
12. The Deputy Secretary & DDO, Finance Department, Accounts Branch ;
13. The Treasury Officer, Treasury,
P.O , District ;
14. All Additional Secretary / Commissioner / Special Secretary / Joint Secretary / Deputy Secretary / Assistant Secretary / OSD / Registrar of Finance Department ;
15. The Chief of News Bureau, Directorate of Information, West Bengal ;
Necessary publicity in this respect may be made.
- ✓ 16. Sri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department ;
17. Office Copy.


OSD & Ex-officio Special Secretary
to the Government of West Bengal