

GOVERNMENT OF WEST BENGAL

FINANCE (AUDIT) DEPARTMENT

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

No. 120 - F(P2)

Dated, the 4<sup>th</sup> January, 2019

MEMORANDUM

In view of call given by different trade unions and others for a 48 hours' Bharat bandh w.e.f 8<sup>th</sup> January, 2019 to 9<sup>th</sup> January, 2019, 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 those dates. 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 dates. The employees who are on leave on 04-01-2019 shall have to report for duty on 7<sup>th</sup> January, 2019. It has also been decided that besides the bandh days, no leave for the day preceding the bandh days, i.e., 7<sup>th</sup> January, 2019 and for the day following the bandh days, i.e., 10<sup>th</sup> January, 2019, 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 4<sup>th</sup> January, 2019 ;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical leave and Earned leave sanctioned prior to the 4<sup>th</sup> January, 2019.

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 8<sup>th</sup> January, 2019 to 9<sup>th</sup> January, 2019 or any of these 2(two) dates 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 18<sup>th</sup> January, 2019 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

[Contd. 2

**No. 120 / 1(300) - F(P2)**

**Dated, the 4<sup>th</sup> January, 2019**

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

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