

**Government of West Bengal**  
**Finance (Audit) Department**  
**325, Sarat Chatterjee Road, Nabanna,**  
**Howrah-711 102**

No.2364 -F(P2)

Dated, Howrah, the 12<sup>th</sup> April, 2018

**MEMORANDUM**

In view of call given by some Political Parties for a 6-hour bandh/strike from 06.00 AM to 12.00 Noon on 13<sup>th</sup> April, 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 also been decided that **no Casual Leave for absence either in the 1<sup>st</sup> 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 12-04-2018 shall have to report for duty on 13<sup>th</sup> April, 2018 and no extension of leave shall be allowed.

Now, the Governor has been pleased to decide that absence of employees on that date 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 12<sup>th</sup> April, 2018.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to 12<sup>th</sup> April, 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 13-04-2018 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 day, i.e. ,13-04-2018.

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 20<sup>th</sup> April, 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  
Finance Department

Copy forwarded for information and necessary action to :-

**No.2364/1(400) - F(P2)**

**Dated, Howrah, the 12<sup>th</sup> April, 2018**

1. The Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1.
2. The Pr. Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1.
3. The Additional Chief Secretary / Principal Secretary / Secretary,  
..... Department, Govt. of West Bengal.
4. The Governor's Secretariat, 21/C, Old Court House Street, Dalhousie, BBD Bagh, Kolkata,  
West Bengal 700069.
5. The Director General & Inspector General of Police, West Bengal.
6. 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-12.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1 Hyde Lane, Kolkata-73.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market (1<sup>st</sup> Floor), Salt  
Lake, Kolkata-700 106.
11. The Deputy Secretary, Finance Department, Accounts Branch.
12. The Treasury Officer, .....
13. All Additional Secretary/Commissioner/Special Secretary / Joint Secretary / Deputy  
Secretary / Assistant Secretary / O.S.D. / Registrar of Finance Department.
- ✓ 14. Sumit Mitra, Network Administrator, Finance Department for uploading in the website of  
Finance Department.
15. Office Copy.

  
12/04/18  
Deputy Secretary to the  
Government of West Bengal  
Finance Department