

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

No. 6103- F(P)

Dated, Howrah, the 26<sup>th</sup> November, 2016

MEMORANDUM

In view of call given by the Left Front for a 12-hour general strike in West Bengal on 28<sup>th</sup> November, 2016 it has been decided that all State Government offices including those provided with Grants-in-Aid by the State Government would remain open and all the employees should report for duty on that date. It has also been decided that no leave shall be granted to any employee on the general strike day i.e. 28<sup>th</sup> November, 2016 and on the next working day after the general strike day i.e. 29<sup>th</sup> November, 2016.

Now, the Governor has been pleased to decide that absence of employees on those dates will be treated as dies non and no salary will be admissible unless such absence is covered by grounds as mentioned in Finance Department Memorandum No. 2013-F (P) dated 06.03.2012 which are reproduced below :

- a) Hospitalisation of the employee
- b) Bereavement in the family
- c) Severe illness and absence continuing from before
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave Sanctioned and continuing prior to issue of this order
- e) Compelling reasons of similar nature, where the employees could not report for duty for circumstances beyond his/her control. (Specific reasons with documentary proof will have to be furnished in each case).

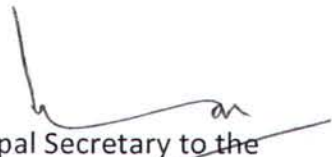
It is mentioned here that dislocation of traffic will not be a reason for granting leave.

All Heads of Offices concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on 28-11-2016 and 29-11-2016 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 ground 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 those days i.e. 28-11-2016 and 29-11-2016. However, this will not affect past service of the concerned employee.

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 9th December, 2016 and compliance report on action taken should be sent to this Department.

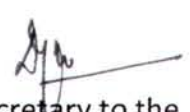
  
Principal Secretary to the  
Government of West Bengal.

No.6103/1(400) -F(P)

Dated, Howrah, the 26<sup>th</sup> November, 2016

Copy forwarded for information and necessary action to :-

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. Divisional Commissioner, ....., ..... Division.
6. The District Magistrate / District Judge / Superintendent of Police,  
.....  
.....
7. The Superintending Engineer, .....
8. The Sub-Divisional Officer, .....
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1 Hyde Lane, Kolkata-73.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market (1<sup>st</sup> Floor), Salt lake, Kolkata-700 106.
12. The Deputy Secretary, Finance Department, Accounts Branch..
13. The Treasury Officer, .....
14. All Special Secretary / Joint Secretary / Deputy Secretary / Assistant Secretary / O.S.D. / Registrar of Finance Department.
15. Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
16. Office Copy.

  
Special Secretary to the  
Government of West Bengal.