

GOVERNMENT OF WEST BENGAL  
FINANCE (AUDIT) DEPARTMENT  
325, SARAT CHATTERJEE ROAD, NABANNA,  
HOWRAH-711 102.

No. 2161 –F(P2)

Howrah, the 4<sup>th</sup> April, 2018

**MEMORANDUM**

In view of Panchayat General Elections 2018 to the Gram Panchayat , Panchayat Samiti and Zilla Parishad Constituencies scheduled to be held in three phases on 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> of May 2018 in different districts in the State (except Darjeeling and Kalimpong District), the Governor is hereby pleased to declare the said days as public holidays under the Negotiable Instruments Act, 1881 for the districts as follows :

Sl. No	Date of Poll	Name of Districts	Date of holiday under the N.I Act
1	01.05.2018 (Tuesday)	Nadia, North 24 Parganas, South 24 Parganas, Hooghly, Howrah, Purba Medinipur, Paschim Medinipur, Jhargram, Purulia, Bankura, Purba Bardhaman and Paschim Bardhaman.	01-05-2018 has already been declared as a holiday under the said Act.
2	03-05-2018 (Thursday)	Murshidabad, Birbhum.	03-05-2018
3	05-05-2018 (Saturday)	Cooch Behar, Alipurduar, Jalpaiguri, Uttar Dinajpur, Dakshin Dinajpur, and Malda.	05-05-2018

All State Government Offices including Educational Institutions, State Government Undertakings, Corporations, Boards, Statutory and Local Bodies and other parastatals under the State Government situated within the districts excepting those within the municipal area shall remain closed on the respective date so that every employee is able to exercise his/her right to franchise in the elections.

2. The Labour Department will issue suitable instructions to Shop, Commercial and Industrial Establishments including Tea Gardens to declare the said dates for the concerned districts as paid holiday for the workers to enable them to exercise their franchise in the elections.

3. In case the date of poll is a working day for any office under Central Government or any other establishment within the concerned district, the employees who are voters to the elections shall be permitted to cast their votes by way of granting special leave.

4. In case of employee working outside the concerned district and when the date of poll has not been declared as a holiday there as in Para 1 above, the employee shall be allowed special leave for the day to enable him/her to cast the vote.

5. In case of repoll, the employees/workers shall be allowed to cast their votes on the date of repoll in the manner as in Para 3 and 4 above.

6. The day before the date of poll being the date of despatch is hereby declared as local holiday for the Educational Institutions situated within the respective districts excepting those within the Municipal area as detailed below:

Sl. No	Date of Poll	Name of Districts	Date of Local holiday for educational/other institutions
1	01.05.2018 (Tuesday)	Nadia, North 24 Parganas, South 24 Parganas, Hooghly, Howrah, Purba Medinipur, Paschim Medinipur, Jhargram, Purulia, Bankura, Purba Bardhaman and Paschim Bardhaman.	30-04-2018 is a holiday on account of Buddha Purnima under the N.I. Act.
2	03-05-2018 (Thursday)	Murshidabad, Birbhum	02-05-2018 has already been declared holiday (Vide F.D. Memo No. 2065-F(P2) dated 31-03-2018).
3	05-05-2018 (Saturday)	Cooch Behar, Alipurduar, Jalpaiguri, Uttar Dinajpur, Dakshin Dinajpur and Malda.	04-05-2018

In case any educational institution or establishment falling within any municipal area has been selected as Despatch/Reception Centre or for any other election related purpose, local holiday may be declared for the said institution/establishment by the Competent Authority on the day of despatch or reception, as the case may be.

7. The poll process may continue up to late hours in the nights on 1<sup>st</sup> May, 2018, 3<sup>rd</sup> May, 2018 and 5<sup>th</sup> May, 2018 as the case may be and the polling parties may obtain their release from their Reception Centres in the small hours of the morning ( or even afterwards) of 2<sup>nd</sup> May, 2018, 4<sup>th</sup> May, 2018 and 6<sup>th</sup> May, 2018 respectively rendering it difficult for them to attend office in time on 4<sup>th</sup> May (2<sup>nd</sup> May has already been declared holiday and 6<sup>th</sup> May is a Sunday). In consideration of the situation, special leave may be allowed for the 4<sup>th</sup> May, 2018 to the officers and employees who would be deployed for polling duties on 3<sup>rd</sup> May, 2018.

Sd/- D. K. Mahapatra


OSD & E.O. Special Secretary,  
Finance Department,  
Government of West Bengal.

No.2161/1(500)- F(P2)

Date: 4<sup>th</sup> April , 2018

Copy forward for information and taking necessary action to:

- 1) The Accountant General (A&E), West Bengal, Treasury Building, Kolkata-1.
- 2) The Accountant General (Audit), West Bengal, Treasury Building, Kolkata-1.
- 3) The Account General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector-I, Salt Lake, Kolkata-64,
- 4) The Additional Chief Secretary to the Governor of West Bengal,
- 5) The Additional Chief Secretary to the Government of West Bengal,
- 6) The Chief Secretary to the Government of West Bengal,
- 7) The \_\_\_\_\_  
\_\_\_\_\_ Additional Chief Secretary/ Principal Secretary/ Secretary
- 8) The \_\_\_\_\_  
\_\_\_\_\_ Commissioner,
- 9) The Special Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary, Finance Department.
- 10) The \_\_\_\_\_ Department/Directorate.
- 11) The director of Treasuries & Accounts, West Bengal, The New India Assurance Buildings, 4 Lyons Rnge, Kolkata-1
- 12) The Director
- 13) The \_\_\_\_\_  
\_\_\_\_\_ District Magistrate/District Judge/Superintendent of Police.
- 14) The \_\_\_\_\_  
\_\_\_\_\_ Sub-Divisional Officer
- 15) The Pay & Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
- 16) The Pay & Accounts Officer, Kolkata Pay and Accounts Office-II, P-1, Hyde Lane, Kolkata-700073.
- 17) The Pay & Accounts Officer, Kolkata Pay and Accounts Office-III, IB Market [1st floor], Salt Lake, Kolkata-700106.
- 18) The Accounts Officer, West Bengal Secretariat, Writers Buildings, Kolkata-1
- 19) The Pay & Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata-91
- 20) Treasury Officer, \_\_\_\_\_
- 21) Sri Sumit Mitra, Network Administrator, Finance Department for uploading in the Finance Department Website.

  
Deputy Secretary to the  
Government of West Bengal