

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

No. 2739-F(P2)

Howrah, the 27<sup>th</sup> April, 2018

**MEMORANDUM**

In view of the revised scheduled for Panchayat General Elections 2018 to the Gram Panchayat, Panchayat Samiti and Zilla Parishad Constituencies to be held on the 14<sup>th</sup> May, 2018(Monday) in 20 districts namely, Cooch Behar, Alipurduar, Jalpaiguri, Uttar Dinajpur, Dakshin Dinajpur, Malda, Murshidabad, Nadia, North 24 Parganas, South 24 Parganas, Hooghly, Howrah, Purba Medinipur, Paschim Medinipur, Jhargram, Purulia, Bankura, Purba Bardhaman, Paschim Bardhaman and Birbhum, the Governor is hereby pleased to declare 14<sup>th</sup> May, 2018(Monday) to be a public holiday under the Negotiable Instruments Act, 1881 for the aforesaid districts, in cancellation of No. 2161-F(P2) dated 04-04-2018 of this Department.

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 said date so that every employee is able to exercise his/her right to franchise in the elections.

2. Labour Department will issue suitable instructions to Shop, Commercial and Industrial Establishments including Tea Gardens to declare the said date 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 working on those offices and establishments and 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 of the concerned district and when the date of poll has not been declared as a holiday in that area, 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 stated above.

6. The day before the date of poll being the date of despatch i.e. 13<sup>th</sup> May, which falls on Sunday, is a holiday under the N. I. Act. Hence, a separate order declaring local holiday for the Educational Institutions situated within the districts need not be issued.

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 date of despatch or reception, as the case may be.

7. The poll process may continue up to late hours in the night on 14<sup>th</sup> May, 2018 and the polling parties may obtain their release from their Reception Centres in the small hours of the morning ( or even afterwards) of 15<sup>th</sup> May, 2018 rendering it difficult for them to attend office in time on 15<sup>th</sup> May, 2018. In consideration of the situation, special leave may be allowed for the 15<sup>th</sup> May, 2018 to such deserving employees only.

Sd/- D. K. Mahapatra

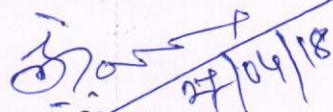
OSD & E.O. Special Secretary,  
Finance Department,  
Government of West Bengal.

No. 2739/1[500]-F[P2]

Howrah, the 27<sup>th</sup> April, 2018

Copy forwarded for information and necessary action to :-

01. The Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata - 700 001.
02. The Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place [West] Kolkata - 700 001.
03. The Account General [Receipts, Works and Local Bodies Audit], West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> floor, Block DF, Sector-I, Salt Lake, Kolkata-64.
04. The Additional Chief Secretary to the Governor of West Bengal .
05. The Chief Secretary to the Government of West Bengal.
06. The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_
07. The Pr. Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Marg, New Delhi-110001.
08. The Commissioner, \_\_\_\_\_ Division
09. 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 Range, Kolkata - 700 001.
12. The District Magistrate/District Judge/ Superintendent of Police,
13. The Director
14. The Sub-Divisional Officer, \_\_\_\_\_
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, Sector - III, Salt Lake, Kolkata - 700 091.
18. The Deputy Secretary, Finance Department, Accounts Branch, Nabanna, Howrah
19. The Treasury Officer, \_\_\_\_\_
20. The \_\_\_\_\_ Group/Branch , Finance Department
21. Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department

  
Deputy Secretary to the  
Government of West Bengal