

Government of West Bengal

No. 21-CS/2020

23.03.2020

**Sub : Functioning of Government Offices and attendance of Officers and Staff during enforcement of Complete Safety Restrictions**

The Government of West Bengal has imposed “**Complete Safety Restrictions**” w.e.f. 17.00 hrs of 23.03.2020 to 24.00 hrs of 27.03.2020 vide Order No. H&FW/120/20 and H&FW/120/20 dated 22.03.2020 for prevention and containment of the COVID 19 disease.

However, various Departments and Offices have to play essential role for providing support services to essential service-rendering offices and all such offices shall remain open in public interest.

The Head of the Department and Head of Offices shall decide presence of which officer and staff is necessary and shall make necessary arrangement for functioning of office with such minimum nos. of officers and staff as required for maintaining basic public services.

The officers and staff whose presence is required by the Head of Office shall attend the office. However, the office shall make arrangement for providing vehicle to them for coming to office and going back.

Permission for hiring vehicle on casual basis during the imposition of **Complete Safety Restrictions** for ensuring presence of officers and staff may be granted on case to case basis by the Head of Department.

  
(Rajiva Sinha)  
Chief Secretary

No.21-CS/2020 (1/200)

Dated, the 23<sup>rd</sup> March, 2020

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & 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 – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
8. Director, \_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
16. Treasury Officer, \_\_\_\_\_
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Joint Secretary to the  
Government of West Bengal