

Government of West Bengal  
Finance (Audit) Department  
Nabanna, 325 Sarat Chatterjee Road,  
Howrah-711102

No : 2272-F(P)

Dt. 21.07.2020

MEMORANDUM

The State government, in order to ensure strict observance of social distancing norms and other safety precautions in all establishments of Government including Semi-Government, Autonomous & Statutory Bodies, has issued necessary instructions with regard to office attendance etc. vide Order No.218-CS/2020 dated 30.05.2020, No.1912-F(H) dated 09.06.2020 and No.1921-F(H) dated 10.06.2020.

**Now, in partial modification of Memo No.1912-F(H) dated 09.06.2020 read with Order No. 218-CS/2020 dated 30.05.2020, it is hereby ordered that the overall attendance in any office/establishment under the State Government should not be more than 50% on any given day.**

The above will remain in force until further orders.

Sd/-  
(H.K. Dwivedi)  
Additional Chief Secretary to the  
Government of West Bengal

No.2272/1( 125)-F( P)

Dated the 21<sup>st</sup> July, 2020

Copy forwarded for information and necessary action to:-

- 1) The Additional Chief Secretary/Principal Secretary/Secretary .  
..... Department(All);
- 2) The Director General & Inspector General of Police, West Bengal;
- 3) The District Magistrate,..... (All)
- 4) The Principal Accountant General(A & E), West Bengal;
- 5) The Pay & Accounts Officer, Kolkata pay & Accounts Office I/II/III;
- 6) The Sub-Divisional Officer,..... Sub-Divn. under the  
..... District;
- 7) Shri Sumit Mitra, Network Administrator, Finance Department for uploading this circular  
in the Finance Department Website.



Deputy Secretary to the  
Government of West Bengal