

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

No : 1068-F(P2)

Dated : 09.03.2023

MEMORANDUM

In view of call given by some organisations for strike on the 10th March, 2023 it has been decided that all State Government Offices including those provided with Grants-in-Aid by the State Government including educational institutions shall remain open and all the employees shall report for duty on that day.

It has been decided that no Casual Leave or any other kind of leave for absence either in the 1st half of the day or in the 2<sup>nd</sup> half or for the whole day shall be granted to any employee on the above-mentioned day.

It is further notified that absence of employees on that day will be treated as dies-non (break in service) and no salary will be admissible unless such absence is covered by the following grounds:

- a) Hospitalisation of the employees;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to the 9th March, 2023;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to 9th March, 2023.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned, who will remain absent on 10th March, 2023, 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 grounds 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 (break in service) and no salary will be admissible for the abovementioned day.


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 the 24th March, 2023 and compliance report on action taken should be sent to this Department.

Sd/  
(Dr. Manoj Pant)  
Additional Chief Secretary  
to the Government of West Bengal

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.-1
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol.1.
- 3) The Principal Secretary to the Hon'ble Chief Minister, West Bengal.
- 4) The Sr. Personal Secretary to the Chief Secretary, Govt. of West Bengal.
- 5) The Sr. P.S to the Hon'ble Minister of State (IC) Finance Department.
- 6) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062.
- 7) The Additional Chief Secretary/Principal Secretary/Secretary  
.....Department.
- 8) The Divisional Commissioner.....Division.
- 9) The Director General & Inspector General of Police, West Bengal.
- 10) The Commissioner of Police, Kolkata.
- 11) The District Magistrate/District Judge/superintendent of Police  
..... District
- 12) The Sub-Divisional Officer.....Sub-Division.
- 13) The Deputy Secretary & DDO, Finance Department, Accounts Branch,  
Nabanna, Howrah- 711 102
- 14) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III.
- 15) The Treasury Officer ..... Treasury
- 16) Additional Secretary/Commissioner/Special Secretary/Joint Secretary/Deputy  
Secretary/ Assistant Secretary/OSD/ Registrar of Finance Department.
- 17) The Chief of News Bureau, Directorate of Information, West Bengal;  
Necessary publicity in this respect may be made.
- 18) Sri Sumit Mitra, Network Administrator, Finance Department for uploading this  
Memorandum in the Finance Department Website.

  
Secretary 09/3/23

to the Government of West Bengal