

**Government of West Bengal**  
**Department of Health and Family Welfare**  
**Directorate of Health Services**  
**Administration Branch**  
**Wing-B, 2nd Floor, Swasthya Bhawan,**  
**GN 29, Sector V, Salt Lake, Kolkata -700091**

Memo No. HPT/2P-62-19/A 6086

Dated : 30/09/2019

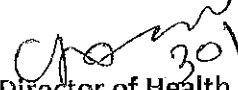
To

1. The Director/Principal, All Medical Colleges/ Teaching Institutions,
2. The CMOH, All districts including Health Districts,
3. The MSVP, All Medical Colleges & Hospitals/ Teaching Hospitals,
4. The Superintendent, All DH/ SDH/ SGH/ M/S Speciality Hospitals/ Decentralized Hospitals/ Other Hospitals,
5. The BMOH, All RH/ BPHC,
6. The M.O., All PHCs,

**Subject : Grant of leave in respect of Govt. Employees performing duties**  
**on the approved holidays in the interest of Public Services**

It has brought under notice of this Directorate that there are some confusion at institutional level regarding allowing Govt. Employees to enjoy approved holidays and grant of leave to such employees who be required to perform duties on such approve holidays in the interest of Public Services. In this regard it is to be stated that a Circular is already in position on the issue which is attached here and which is self explanatory.

Hence all Head of the Institutions are requested to follow this Circular in this regard.

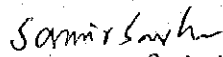
  
30/9/19  
Director of Health Services  
West Bengal

Memo No. HPT/2P-62-19/A 6086/1(6)

Dated : 30/09/2019

Copy forwarded for kind information to :-

1. The Commissioner (HS), West Bengal,
2. The Addl DHS (Admin), West Bengal,
3. The Addl Director (P), West Bengal,
4. The DDHS (Admin), West Bengal,
5. The ADHS (Cadre), West Bengal,
- ✓ 6. The System Coordinator, IT Cell with request for posting of a copy of this letter in Departmental Website

  
30/9/19  
ADHS (Admin)  
West Bengal

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF HEALTH SERVICES  
WRITERS' BUILDING, KOLKATA.

C I R C U L A R

ISSUED IN PURSUANCE OF THE ADMINISTRATIVE INSTRUCTION NO.8 OF 1978  
(PROMULGATED UNDER MEMO NO.H.C.R. -TECH/4 PM-3/78/360(130) DT 04.03.74 AS  
ADMINISTRATIVE INSTRUCTION NO.3 OF 1974 MODIFIED)

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It has been decided, with the approval of the Government, to allow all Categories of Govt employees to enjoy certain holiday in each calendar year subject to the conditions that a section of staff may be required to perform their usual duties even on the approved holidays at the discretion of the Head of the Office/Department/Institutions under whom they are working in the interest of Public Service

Those who will be required to perform duties on the Holidays, will be credited with one day's compensatory leave for each holiday worked. Permission to enjoy holiday and sanction of compensatory leave will be governed by the conditions stated below :-

- (a) On a convenient day prior to each of the notified holidays the Head of the Office/Institution will decide whether it is necessary in the interest of public service for any staff to attend his duties on a particular holiday/holidays and he will inform the staff concerned of the decision as to whether he will be required to attend his duties or not.
- (b) The compensatory leave must be applied for and got sanctioned in advance. Failure to comply with this condition will make the staff concerned liable to forfeiture of the benefit of compensatory leave.
- (c) Compensatory leave earned by a staff may be availed of in conjunction with off-day/casual leave/admissible holidays, provided that the total no. of days he may be absent from duties shall not exceed three days but when such leave off day etc. are combined with Durga Puja holidays, the total period of absence from duty may be extended upto 7 (seven) days.
- (d) Compensatory Leave admissible under this Administrative Instruction shall not be prefixed for affixed with regular leave of any kind.
- (e) Compensatory Leave shall be availed of within a period of 3 (three) months from the date on which the leave is earned, failing which the leave so earned shall stand lapsed. Provided however, if such leave duly applied for is not granted owing to the exigencies of public service, the leave shall be availed of within a period of 6 (six) months from the date on which such leave is earned after which the leave so earned shall stand lapsed.
- (f) Of the 4 (four) holidays admissible on account of Durga Puja holidays a minimum of 2 (two) days should be granted to each of the employees within a period of 24 (twenty four) days upto Kali Puja from the date of commencement of Puja Holidays. The remain 2 (two) days will be admissible according to the conditions stated here-in-before.

The above conditions of the sanction of compensatory casual leave have been issued in conformity to the Administrative Instruction No.8 of 1978

Sd/-

By Order of the Secretary  
Govt. of West Bengal

P.T. O.