

GOVERNMENT OF WEST BENGAL

FINANCE DEPARTMENT

(Audit Branch)

325, Sarat Chatterjee Road, Nabanna, Howrah-711 102

No. 2510-F(P2)

Dated : 07/07/2025

MEMORANDUM

In view of call given by different trade unions and others for a 24 hours' nationwide strike / bandh on the **9th July, 2025 (Wednesday)**, it has been decided that all State Government offices including those provided with Grants-in-Aid by the State Government 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 leave for absence either in the 1st half or in the 2nd 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*' and no salary will be admissible unless such absence is covered by any of the following grounds:

- a) Hospitalisation of the employees;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to 8th July, 2025;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to 8th July, 2025.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned, who will remain absent on 9th July, 2025, asking him/her to explain why action would not be taken against him/her for such unauthorized 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*' and no salary will be admissible for the above-mentioned 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 31st July, 2025 and compliance report on action taken should be sent to this Department.



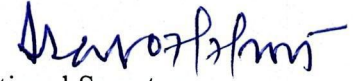
Additional Chief Secretary
to the Government of West Bengal

No.2510/1(300)-F(P2)

Dated: 07/07/2025

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 Personal Secretary to HMOS(IC)(Finance) Department.
5. The Senior Personal Secretary to the Chief Secretary, Govt. of West Bengal.
6. The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062.
7. The Additional Chief Secretary/Principal Secretary/Secretary.....Department(all)
8. The Director General & Inspector General of Police, West Bengal.
9. The Commissioner of police Kolkata.
10. The Divisional Commissioner..... Division(all).
11. The District Magistrate/District Judge/superintendent of Police.....(all).
12. The Sub-Divisional Officer.....(all).
13. The Registrar & DDO, Finance Department, Accounts Branch, Nabanna, Howrah.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III.
15. The Treasury Officer.....Treasury(all).
16. The 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. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department's Website.



Additional Secretary
to the Government of West Bengal