

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

No. 731 - F(P2)

Dated : 18<sup>th</sup> February, 2023

**MEMORANDUM**

In view of call given by some organisations for pen-down/strike on the 20th February, 2023 (Monday) and the 21st February, 2023 (Tuesday) 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 as usual and all the employees must report for duty on those dates. It has been decided that no Casual Leave for absence either in the 1st half of the day or in the second half or for the whole day nor any other leave shall be granted to any employee on those dates. The employees who were on leave on 17.02.2023 shall have to report for duty on the 20th February, 2023.

It is further notified that absence of employees on those days 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 17th February, 2023.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the the 17th February, 2023.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on the 20th February, 2023 (Monday) or 21st February, 2023 (Tuesday) or both days 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 above-mentioned days.

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 28th February, 2023 (Tuesday) 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

No. 731/1(300) - F(P2)

Dated: 18<sup>th</sup> February, 2023

Copy forwarded for information and necessary action to:

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
- 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 Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062.
- 6) The Additional Chief Secretary/Principal Secretary/Secretary....
- 7) The Director General & Inspector General of Police, West Bengal.
- 8) The Divisional Commissioner ..... Division.
- 9) The District Magistrate/District Judge/superintendent of Police .....
- 10) The Sub-Divisional Officer .....
- 11) The Deputy Secretary & DDO, Finance Department, Accounts Branch, Nabanna, Howrah-711 102.
- 12) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
- 13) The Treasury Officer ..... Treasury
- 14) Additional Secretary/Commissioner/Special Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary/OSD/Registrar of Finance Department.
- 15) The Chief of News Bureau, Directorate of Information, West Bengal;  
Necessary publicity in this respect may be made.
- 16) Sri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department Website.



Secretary  
to the Government of West Bengal

