

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

The members of teaching  
and non-teaching staff are  
requested to act according  
to this Govt. Order

Sd/-  
Principal  
Dinabandhu Andrews College

No. 3640-F(P2)

Dated Howrah, the 15<sup>th</sup> August, 2024

**MEMORANDUM**

In view of call given by a political party for a 12 hours' bandh on the 16th August, 2024 (Friday), 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 date. 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 the said date. The employees, who were on leave on the 14th August, 2024 shall have to report for duty on 16th August, 2024.

It is further notified that absence of employees on those days will be treated as 'dies-non' 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 14th August, 2024.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 14th August, 2024.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on the 16th August, 2024 (Friday) 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' 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 the 30th August, 2024 (Friday) 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. 3640/1(300)-F(P2)

Dated Howrah, the 15<sup>th</sup> August, 2024

Copy forwarded for information and necessary action to:

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 1.
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata - 1.
- 3) The Principal Secretary to the Hon'ble Chief Minister, West Bengal.
- 4) The Personal Secretary to HMOS(IC)(Finance) Department.
- 5) The Sr. 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..... Dept.
- 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 .....
- 12) The Sub-Divisional Officer .....
- 13) The Section Officer & DDO, Finance Dept., 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 Secy./ Assistant Secy./OSD/Registrar of Finance Dept.
- 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.



Additional Secretary  
to the Government of West Bengal