

GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
325, Sarat Chatterjee Road, Nabanna,
Howrah - 711 102.

All members of teaching & Non-teaching staff are requested to refer to this order and act accordingly.

29/09/2018

No. 6159 - F(P2)

Dated, the 24th September, 2018

PRINCIPAL
DINABANDHU ANDREWS COLLEGE

MEMORANDUM



In view of call given by some Political Parties for a bandh from 6:00 AM to 6:00 PM on the 26th September, 2018, 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 are on leave on 24-09-2018 shall have to report for duty on 25th September, 2018. It has also been decided that besides the bandh day, no leave for the day preceding the bandh day, i.e., 25th September, 2018 and for the day following the bandh day, i.e., 27th September, 2018, shall be allowed.

Now, the Governor has been pleased to decide 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:

- Hospitalisation of the employee;
- Bereavement in the family;
- Severe illness and absence continuing prior to 24th September, 2018 ;
- Employees who had been on Child Care Leave, Maternity Leave, Medical leave and Earned leave sanctioned prior to the 24th September, 2018.

It is mentioned here that dislocation/disruption of vehicular traffic will not be a reason for granting leave.

All Heads of Offices / Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on the 26th September, 2018 and / or the date(s) / period as stipulated in Para-1 hereinabove 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 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 5th October, 2018 and compliance report on action taken should be sent to this Department.

Sd/- H. K. DWIVEDI
Additional Chief Secretary
to the Government of West Bengal