

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

No. **810 – F(P2)**

Dated : 27.02.2022

**MEMORANDUM**

In view of call given by some political parties for a 12 hours' bandh on 28th February, 2022 (Monday), 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 25-02-2022 shall have to report for duty on 28th February, 2022.

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 25th February, 2022.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 25th February, 2022.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on the 28th February, 2022(Monday) 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 the 14th March, 2022 and compliance report on action taken should be sent to this Department.

Sd/-  
Principal Secretary  
to the Government of West Bengal

No.810/1(300)-F(P2)

Dated: 27.02.2022.

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



Secretary  
to the Government of West Bengal