

GOVERNMENT OF WEST BENGAL

No. 1587 -F (H)

Dated, Howrah, the 16<sup>th</sup> April, 2020

Memorandum

In continuation of the office Order No H&FW/120/20 dated 22/03/2020 and Order No. CS-21/2020 dated 23.03.2020, it is ordered that all the Departments and other establishments under the State Government shall start functioning with the officers of and above the rank of Deputy Secretary or equivalent and support staff of Group C and below not exceeding 25% of the existing strength each day with effect from 20<sup>th</sup> April 2020. All such officers and staff will be drafted for duty on every alternate day.

The Head of Departments will chalk out a roster as per the above arrangement for all establishments including Directorates under their jurisdiction. Those establishments which are providing essential services and had been excluded from the restrictions imposed under Order No.21-CS /2020 dated 23.03.2020, will continue to function as usual until further orders.

While attending office, there should be, maintenance of norms of social distancing, wearing of masks and other safety measures as notified.

  
Chief Secretary

No. 1587/1(250) -F (H)

Dated, Howrah, the 16<sup>th</sup> April, 2020

Copy forwarded for information and necessary action to:-

- 1) The Principal Secretary to the Hon'ble Chief Minister, West Bengal.
- 2) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700062.
- 3) The Additional Chief Secretary/Principal Secretary/Secretary .....
- 4) The Registrar General, High Court, Calcutta
- 5) The Director General & Inspector General of Police, West Bengal.
- 6) The Divisional Commissioner ( All ).
- 7) The District Magistrate/District Judge/Superintendent of Police (All)
- 8) The Sub-Divisional Officer (All)
- 9) The Under Secretary to the Govt of West Bengal
- 10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
- 11) The Treasury Officer (All)
- 12) Sri Sumit Mitra, Network Administrator, Finance Department for uploading this  
Memorandum in the Finance Department Website.
- 13) Office Copy.

  
16.4.2020

Commissioner, Finance Department