

**GOVERNMENT OF WEST BENGAL**  
**FINANCE DEPARTMENT**  
**AUDIT BRANCH**

No.3299-F(P)

Dated : 25.11.2020

**MEMORANDUM**

Whereas some Trade Unions have called strike/bandh on 26<sup>th</sup> November 2020 on many policies and issues, and

Whereas the State Government has views on some of these issues, and

Whereas, however, the State Government is against 'bandh' as a method of protest which inconveniences common people and their pursuit of livelihood,

Now, therefore, it has been decided that all State Government offices including those provided with grants-in-aid by the State Government shall remain open and the employees since drafted for duty on roster basis in terms of Finance Department Order No.2272-F(P) dated 21.7.2020, shall report for duty on that date positively. It has also been decided that no Casual Leave for absence either in the 1<sup>st</sup> half of the day or in the 2<sup>nd</sup> half or the whole day nor any other leave shall be granted to the employee concerned on 26<sup>th</sup> November, 2020.

Further, it has been decided that absence of concerned employees on 26<sup>th</sup> November, 2020 will be treated as 'dies-non' unless such absence is covered by the following grounds:

- a) Hospitalisation of the employees;
- b) Bereavement in the family;
- c) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 26<sup>th</sup> November, 2020.

All Heads of Office/Controlling Authorities will take necessary action accordingly in terms of the procedures as notified earlier.

Sd/-  
(Manoj Pant)

Principal Secretary to the  
Government of West Bengal

No. 3299/1(300)-F(P)

Dated : 25.11.2020

Copy forwarded for information and necessary action to :

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata- 700 001.
- 2) The Addl. Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_ Department, Government of West Bengal.
- 3) The Principal Secretary to Hon'ble Chief Minister.
- 4) The DG&IG of Police, West Bengal.
- 5) The Divisional Commissioner, \_\_\_\_\_ Division.
- 6) The District Magistrate/District Judge, \_\_\_\_\_
- 7) The Superintendent of Police, \_\_\_\_\_
- 8) The Supdt. Engineer, \_\_\_\_\_
- 9) The Sub-Divisional Officer, \_\_\_\_\_
- 10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 11) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 12) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1<sup>st</sup> Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 13) The Deputy Secretary, Finance Department, Accounts Branch, Nabanna, Mandirtala, Howrah-711 102.
- 14) The Treasury Officer, \_\_\_\_\_
- 15) Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this Memorandum in the Finance Department Website.
- 16) All Special Secretary / Joint Secretary / Deputy Secretary / Assistant Secretary/ OSD / Registrar of this Department.

OSD & E.O. Special Secretary to the  
Government of West Bengal