

**Government of West Bengal  
Finance (Audit) Department  
'NABANNA'  
Mandirtala,  
325, Sarat Chandra Chatterjee Road, Howrah-711102.**

No.4341-F(P)/FA/O/2M/47/13

Dated, Howrah, the 12<sup>th</sup> July, 2017

**MEMORANDUM**

In view of call given by Socialist Unity Centre of India (Communist) for bandh/ strike all over the State on 17<sup>th</sup> July, 2017 it has been decided that all State Government offices including those provided with Grants-in-Aid by the State Government would remain open and all the employees should report for duty on that date. It has also been decided that no leave would be granted to any employee on the said date.

Now, the Governor has been pleased to decide that absence of employees on that date will be treated as dies non and no salary will be admissible unless such absence is covered by grounds as mentioned in Finance Department Memorandum No.2013-F(P) dt.06.03.2012 which are reproduced below:

- a) Hospitalisation of the employee
- b) Bereavement in the family.
- c) Severe illness and absence continuing from before.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned and continuing prior to issue of this order.
- e) Compelling reasons of similar nature, where the employee could not report for duty for circumstances beyond his/her control. (Specific reasons with documentary proof will have to be furnished in each case.)

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

All Heads of Offices concerned will issue Show cause notice to the employee(s) concerned who will remain absent on 17.07.2017 asking him/her to explain why action would not be taken against him/her for such unauthorized 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 that day. However, this will not affect past service of the concerned employee.

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 21<sup>st</sup> July, 2017 and compliance report on action taken should be sent to this Department.

Sd/- H.K.Dwivedi  
Principal Secretary to the  
Government of West Bengal

Contd.....P/2

No.4341/1(400)-F(P)

Dated, Howrah, the 12<sup>th</sup> July, 2017

**Copy forwarded for information and necessary action to :-**

1. The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Addl. Chief Secretary/ Principal Secretary/ Secretary,.....  
Department, Government of West Bengal.
3. The Addl. Chief Secretary, Governor's Secretariat, Raj Bhawan, Kolkata.
4. The Divisional Commissioner,..... Division.
5. The District Magistrate / Judge.....
6. The Superintendent of Police.....
7. The Supdt. Engineer,.....
8. The Sub-Divisional Officer,.....
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P1 Hyde Lane, Jawahar Buildings,  
Kolkata-700073.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Salt Lake,  
Sector-III, Kolkata-700106.
12. The Assistant Secretary & D.D.O., Finance Department, Nabanna, Howrah-2
13. The Treasury Officer.....
14. Sri Sumit Mitra, Network Administrator, Finance Department, for uploading in the Finance  
Department Website.
15. All Special Secretary / Joint Secretary/ Deputy Secretary/ Assistant Secretary/ OSD/ Registrar of this  
Department.

*Resub*  
12/7/17

**Deputy Secretary to the  
Government of West Bengal**