

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

No. 3640-F(P2)

Dated Howrah, the 15th August, 2024

MEMORANDUM

In view of call given by a political party for a 12 hours' bandh on the 16th August, 2024 (Friday), 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 the 14th August, 2024 shall have to report for duty on 16th August, 2024.

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 14th August, 2024.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 14th August, 2024.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on the 16th August, 2024 (Friday) 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 day.

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 30th August, 2024 (Friday) and compliance report on action taken should be sent to this Department.

Sd/-
Dr. Manoj Pant
Additional Chief Secretary
to the Government of West Bengal

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