

Government of West Bengal  
Finance (Audit) Department  
325, Sarat Chatterjee Road, Nabanna,  
Howrah-711102

Members of teaching &  
Non teaching staff are  
requested to refer this G.O.  
and act accordingly  
08/09/2018

No. 5798 -F(P2)

Dated, Howrah, the 7<sup>th</sup> September, 2018

MEMORANDUM

Principal  
Dinabandhu Andrews College  
P.O.-Garia, Kolkata-700 084  
West Bengal, India

In view of call given by some Political Parties for a bandh from 9 AM to 3 PM on the 10th September, 2018, 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 also 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 are on leave on 07-09-2018 shall have to report for duty on 10th September, 2018 and no extension of leave shall be allowed.

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 the following grounds :

- a) Hospitalisation of the employee ;
- b) Bereavement in the family ;
- c) Severe illness and absence continuing prior to 7th September, 2018 ;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 7th September, 2018.

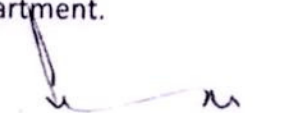
It is mentioned here that dislocation/disruption of vehicular traffic will not be a reason for granting leave.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on 10th September, 2018 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 day, i.e., 10-09-2018.

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 17th September, 2018 and compliance report on action taken should be sent to this Department.

  
Additional Chief Secretary to the  
Government of West Bengal  
Finance Department