

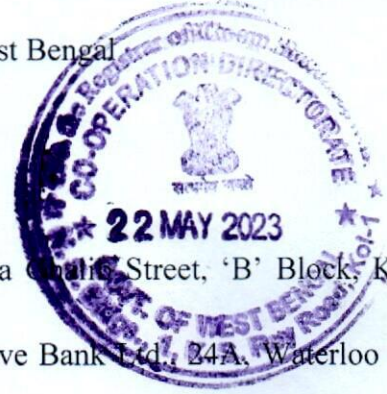
**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF CO OPERATION**  
**N. S. BUILDING, Block-A, 4<sup>th</sup> floor, 1 K. S. ROY ROAD, KOLKATA-700 001**

No- 820(7)-COOP

Dated: 22/05/2023

From : OSD & EO Special Secretary to the Government of West Bengal

- To: 1. The Registrar of Co-operative Societies, West Bengal,  
Co-operation Directorate (H.Q).  
New Secretariat Buildings, 4<sup>th</sup> Floor, Block 'A',  
1. K.S Roy Road, Kolkata-700 001.
2. The Director of Co-operative Audit, W.B., 11A Mirza Ghalib Street, 'B' Block, Khadya Bhavan, 3<sup>RD</sup> Floor, Kolkata-700 087.
3. The Managing Director, West Bengal State Co-operative Bank Ltd., 24A, Waterloo Street, Kolkata-700 069.
4. The General Manager (Admn), BENFED, 1582 Rajdanga Main Road, Kolkata-700 107.
5. The CEO, CONFED, P-1 Hide Lane, Akbar Mansion, 3rd floor, Kolkata-700 073.
6. The Managing Director, WBSCARD Bank Limited, ICMARD Building, 6TH Floor, Block-14/2, C.I.T. Scheme-VIII (M), Ultadanga, Kolkata-700 067.
7. The CEO, West Bengal State Cooperative Union, 18/6, DD Block, Sector 1, Bidhannagar, Kolkata, West Bengal 700 064.



**Sub: Circulation of two Memorandum of Finance Department, Government of West Bengal.**

Madam/Sir,

I am directed to enclose herewith Memo No- 3370-F(P2) Dated 20/05/2023 and Memo No- 3371-F(P2) Dated 20/05/2023 of Finance Department, Government of West Bengal, which will speak for itself.

Compliance report in this regard should be sent to this Department (Joint Secretary, Establishment Cell –email id jsecy2.coop-wb@nic.in).

Yours faithfully,

*Sdr*

OSD & EO Special Secretary to the Government of West Bengal

No- 820/1(5)-COOP

Dated- 22/05/2023

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

1. The Joint Secretary (Establishment Cell), Co-operation Department, New Secretariat Buildings, 4th Floor, Block 'A', 1, K.S Roy Road, Kolkata-700 001. He is requested for strict compliance in this Department. He is also requested to compile all the compliance reports and send to Finance Department, Government of West Bengal.
- ✓ 2. Shri Debashis Datta, Addl RCS (P&D), for uploading in the departmental website.
3. The P.S. to the Hon'ble Minister-in-Charge, Cooperation Department.
4. Sr. P.S. to the Secretary, Cooperation Department.
5. Notice Board.

*Sudhakar*  
Deputy Secretary to the Government of West Bengal

**GOVERNMENT OF WEST BENGAL**  
**Finance Department**  
**NABANNA**  
**325, Sarat Chatterjee Road, Howrah-711102**

No. 3370 -F(P2)

Dated, Howrah, the 20<sup>th</sup> May, 2023

**MEMORANDUM**

**Sub : Punctuality in attendance in Government offices**

In order to improve efficiency and discipline and also to avoid disturbances in Government offices working hours including tiffin break were defined vide Finance Department's Memorandum No.10670-F dated 16.10.1984 and No.6994-F dated 03.07.1992.

It is now reiterated to ensure punctuality in attendance and also to avoid disturbances in Government offices that no officer or staff shall leave office during office hours except with the prior approval of the Head of Office and that tiffin break between 1.30 P.M. and 2.00 P.M. is meant only for tiffin purpose and for no other purpose. Any violation in this regard shall be strictly viewed and will be treated as 'absent in office' and action may be initiated as per rules.


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

No. 3370/1(300) -F(P2)

Dated, Howrah, the 20<sup>th</sup> May, 2023

Copy forwarded for information and necessary action to:

- 1) The Principal Accountant General (A&E) / (Audit), WB, Treasury Buildings, Kol.-1
- 2) The Principal Secretary to the Hon'ble Chief Minister, West Bengal
- 3) The Sr. Personal Secretary to the Chief Secretary, Govt. of West Bengal
- 4) The Sr. P.A. to HMOS(IC), Finance Department
- 5) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062
- 6) The Additional Chief Secretary/Principal Secretary/Secretary.....
- 7) The Director General & Inspector General of Police, West Bengal
- 8) The Commissioner of Police, Kolkata
- 9) The Divisional Commissioner..... Division.
- 10) The District Magistrate/District Judge/superintendent of Police.....
- 11) The Sub-Divisional Officer .....
- 12) The Deputy Secretary & DDO, Finance Deptt, Accounts Branch, Nabanna
- 13) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
- 14) The Treasury Officer .....Treasury
- 15) Additional Secretary/Commissioner/Special Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary/OSD/Registrar of Finance Department
- 16) The Chief of News Bureau, Directorate of Information, West Bengal; Necessary publicity in this respect may be made
- 17) Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department Website.

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

**GOVERNMENT OF WEST BENGAL**

**Finance Department**

**NABANNA**

**325, Sarat Chatterjee Road, Howrah-711102**

**No. 3371-F(P2)**

**Dated, Howrah, the 20<sup>th</sup> May, 2023**

**MEMORANDUM**

In view of call given by some organizations for pen-down strike from 22.5.2023 (Monday) onwards, it has been decided that employees of all State Government offices including those provided with grants-in-aid by the State Government must report for duty and conduct official business as usual.

As pen-down strike affects the smooth functioning of the offices and delivery of public services and is therefore against larger public interest, any employee found not discharging his/her duties in the offices, shall be liable for action as per rules.

It has further been decided that no Casual Leave for absence, either in the first-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 any of such days 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 the 19<sup>th</sup> May, 2023.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 19<sup>th</sup> May, 2023.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on any of such date(s) from the 22<sup>nd</sup> May, 2023 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 or the leave has not been approved by the Head of the office, the same will be treated as '*dies non*' and no salary will be admissible for the day(s) concerned.

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 within 3 weeks 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**

- 1) Copy forwarded for information and necessary action to:
- 2) The Principal Accountant General (A&E) / (Audit), WB, Treasury Buildings, Kol.-1
- 3) The Principal Secretary to the Hon'ble Chief Minister, West Bengal
- 4) The Sr. Personal Secretary to the Chief Secretary, Govt. of West Bengal
- 5) The Sr. P.A. to HMOS(IC), Finance Department
- 6) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062
- 7) The Additional Chief Secretary/Principal Secretary/Secretary.....
- 8) The Director General & Inspector General of Police, West Bengal
- 9) The Commissioner of Police, Kolkata
- 10) The Divisional Commissioner..... Division.
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- 13) The Deputy Secretary & DDO, Finance Deptt, Accounts Branch, Nabanna
- 14) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
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- 16) Additional Secretary/Commissioner/Special Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary/OSD/Registrar of Finance Department
- 17) The Chief of News Bureau, Directorate of Information, West Bengal; Necessary publicity in this respect may be made
- 18) Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department Website.



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