

**GOVERNMENT OF WEST BENGAL**

Finance Department

(Audit Branch)

325, Sarat Chatterjee Road, Nabanna, Howrah – 711 102

No.968-F(P2)

Dated 12/03/2026

**MEMORANDUM**

In view of call given by some organisations for strike on the 13<sup>th</sup> March, 2026 (Friday) it has been decided that all State Government Offices including those provided with Grants-in-Aid by the State Government shall remain open as usual and all the employees shall report for duty on that day. It has been decided that no Casual Leave or any other leave for absence either in the 1st half or in the 2nd half or for the whole day shall be granted to any employee on the above-mentioned day.

It is further notified that absence of employees on that day will be treated as 'dies-non' and no salary will be admissible unless such absence is covered by any of the following grounds:

- a) Hospitalisation of the employees;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to 12<sup>th</sup> March, 2026;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to 12<sup>th</sup> March, 2026.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned, who will remain absent on the 13<sup>th</sup> March, 2026 (Friday), 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 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 30<sup>th</sup> March, 2026(Monday) and compliance report on action taken should be sent to this Department.



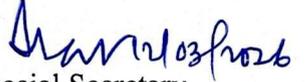
Additional chief Secretary  
to the Government of West Bengal

No. 968/1(300)-F(P2)

Dated 12/03/2026

Copy forwarded for information and necessary action to:

- 1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-1.
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1.
- 3) The Additional Chief Secretary/Principal Secretary/Secretary.....Dept.
- 4) The Director General & Inspector General of Police, West Bengal.
- 5) The Commissioner of police Kolkata
- 6) The Divisional Commissioner ..... Division(All).
- 7) The District Magistrate/District Judge/Superintendent of Police .....(All)
- 8) The Sub-Divisional Officer .....(All)
- 9) The Registrar & DDO Finance(Accounts) Department.
- 10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I/II/III
- 11) The Treasury Officer .....Treasury (All)
- 12) The Chief of News Bureau, Directorate of Information, West Bengal; Necessary publicity in this respect may be made.
- 13) Shri Sumit Mitra, Network Administrator, Finance Department for uploading this in the Finance Department website.

  
Special Secretary  
to the Government of West Bengal