

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 13th 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 12th March, 2026;
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to 12th 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 13th 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 30th March, 2026(Monday) and compliance report on action taken should be sent to this Department.



Additional chief Secretary
to the Government of West Bengal

All concerned are hereby notified to act
accordingly with the above.


Dr. Sukumar Chandra,
Principal,

Pingla Thana Mahavidyalaya