

Government of West Bengal
Finance (Audit) Department
Group - G, Nabanna
Howrah

No. 1-F(Gr. G)/O/1N

Dated, Howrah, the 4th March, 2021

OFFICE ORDER

In terms of existing order of the Government of West Bengal, all employees of **Group G** of this Department are hereby requested to attend office for performing official duties in the following manner:

1. All the officials in the rank of **Head Assistant & above** shall attend office on all working days.
2. All other staff are arranged in two teams, **Team-A & Team-B** as per Annexure-A.
3. In case of exigency, any employee of any team may be instructed to attend office beyond his normal roaster assignment.
4. In no case early departure will be allowed except very exceptional cases.

Annexure - A			
Team A		Team B	
Sri Sannyasi Giri, UDA	Monday, Wednesday & alternate Friday	Sri Dibakar Mondal, UDA	Tuesday, Thursday & alternate Friday
Smt. Sabnam Banu, LDA	Monday, Wednesday, Friday	Smt. Jharna Barman, UDA	Tuesday, Thursday, Friday

Employees not attending office will have to perform his/her duty from home online, if required.

This order will take immediate effect and will remain in force until further order.


Sd/-Secretary
Finance Department
Government of West Bengal

No. 1(8)-F(Gr. G)/O/1N

Dated, Howrah, the 4th March, 2021

Copy forwarded for information and necessary action to:

1. The Sr. P.S to the Pr. Secretary, Finance Department.
2. All employees posted at Group G (Nabanna), Finance Department.
3. Shri Sumit Mitra, Network Administrator, Finance Department, Nabanna, Howrah-711102
-with request to upload this office order in the website of Finance Department.
4. Office Copy
5. Guard file


Deputy Secretary
Finance Department
Government of West