

**Government of West Bengal  
Finance Audit Department  
Law Cell, Nabanna  
Howrah-711102**

No.13-F(Law)/O/1N

Dated, Howrah the 12<sup>th</sup> February, 2021

**Office-Order**

In terms of existing order of the Government of West Bengal, all the employees posted at Law Cell 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. Staff mentioned in **Team-A** shall attend office on every **Monday & Wednesday**.
4. Staff mentioned in **Team-B** shall attend office on Every **Tuesday & Thursday**.
5. Staff of **Team-A & Team-B** shall attend office on **alternate Friday**.
6. In case of exigency, any employee of any team may be instructed to attend office beyond his normal roster assignment.
7. In no case early departure will be allowed except very exceptional cases.

This has the approval of Principal Secretary, Finance Department.

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

Sd/-

**Joint Secretary  
Finance Department  
Government of West Bengal**

No. 13/1(20)-F(Law)

Dated, Howrah the 12<sup>th</sup> February, 2021

Copy forwarded for information and taking necessary action:

1. The Sr. P.S to the Pr. Secretary, Finance Department.
2. All the employees posted at Law Cell (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.



**Joint Secretary  
Finance Department  
Government of West Bengal**

