

GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, 325, SARAT CHATTERJEE ROAD,
HOWRAH-711 102

No. 1921-F(H)

Howrah, the 10th June, 2020.

MEMORANDUM

This is in continuation of No. 1912-F(H) dated 09-06-2020 in regard to the attendance of officers and staff at State Level Offices.

Since the implementation of the new attendance rules in the offices of the State Government from 8th June, 2020, it has been observed that there has been overcrowding in public transport and workplace. Due to this overcrowding, the basic social distancing norms are not being maintained which increases the chances of spread of Covid infection among the employees and general public.

In view of the above, there is a further need to avoid crowding of office goers in public transport and workplace to ensure maintenance of adequate social distancing.

Therefore, it has been decided that –

- a) The attendance of officers and staff upto the level of Deputy Secretary will be staggered – one, from 09.30 A.M. to 02.30 P.M. and the other, from 12.30 P.M. to 05.30 P.M. Roster may be prepared accordingly.
- b) For the officers above the rank of Deputy Secretary who use official vehicle, there will be no such staggering of working hours.

This order will be effective from 11th June, 2020 and will remain in force until further orders.

Sd/-

Additional Chief Secretary to the
Government of West Bengal

No. 1921/1(125)-F(H)

Dated, the 10th June, 2020

Copy forwarded for information and taking necessary action to :-

- 1) The Additional Chief Secretary/Principal Secretary/Secretary
.....Department(All)
- 2) The Director General & Inspector General of Police, West Bengal.
- 3) The District Magistrate..... (All)
- 4) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
- 5) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Hyde Lane, Kolkata-700 073.
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th & 6th Floor, Plot No. 9, DF Block, Sector-I, Salt lake City, Kolkata-700 064.
- 8) The Sub-Divisional Officer
- 9) Sri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department Website.


OSD & E.O. Special Secretary
Finance Department