GOVERNMENT OF WEST BENGAL
Finance (Audit) Branch
NABANNA, 325, Sarat Chatterjee Road,
Howrah – 711 102.

No. 3740-F(P_2) **Dated : 2nd December, 2021**

MEMO

In connection with the General Elections to Kolkata Municipal Corporation scheduled to be held on 19th December, 2021(Sunday), vide Notification No. 688-SEC/1E-99/2021, dated 25.11.2021 of the West Bengal State Election Commission, the undersigned is directed to say as follows:

i) Since the date of poll on 19th December, 2021 falls on Sunday, which is a public holiday under the N. I. Act, 1881, separate order declaring the said date as a holiday for State Government offices, Undertakings, Corporation, Boards, Statutory and Local Bodies, Educational Institutions etc. under the control of the State Government situated within the polling area of Kolkata Municipal Corporation is not necessary.

ii) For the Educational Institutions/Government offices etc. which will be used as Polling Stations/Sector Office/Distribution-cum-Reception Centre, local holiday may be declared for the said institutions/establishment by the Competent Authority on the date of despatch i.e. 18th December, 2021 (Saturday).

iii) Labour Department will issue suitable instructions to shops, commercial and industrial establishments requiring them to declare the said date as a paid holiday for the workers of the concerned polling area to enable them to exercise their franchise in the election.

iv) In case of an employee working outside the polling area and where the date of Poll has not been declared as holiday in his place of work, he/she shall be permitted to cast his/her vote by way of allowing special leave on that date.

v) In case of re-poll, the employees/workers shall be allowed to cast their votes on the date of re-poll also in the manner as stated in Para-iii) and iv) above.

vi) If the poll process continues upto the late hours on 19th December, 2021 resulting in the late release of Polling Personnel from Reception Centre rendering it difficult for them to attend the office in time on 20th December, 2021(Monday), special leave may be allowed to such employees for that day in consideration of the situation stated above.

Sd/- S. Barman
Secretary to the
Government of West Bengal.

No. 3740/1(150)-F(P_2) **Dated : 2nd December, 2021**

Copy forwarded for information and necessary action to :

1) The Additional Chief Secretary/Principal Secretary/Secretary, _____Department, Government of West Bengal.
2) Principal Secretary, U.D. & M.A. Department/Principal Secretary, Labour Department.
3) Principal Secretary to the Hon'ble Chief Minister, Government of West Bengal.
4) Secretary, West Bengal State Election Commission.
5) The Divisional Commissioner, Presidency Division.
6) The DG & IG of Police, Government of West Bengal.
7) The Commissioner of Police, Kolkata.
8) The Principal Accountant General (A&E), West Bengal, Treasury Building, Kolkata – 700 001.
9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III.
10) The Chief of News Bureau, Directorate of Information, West Bengal.
11) Senior Personal Secretary to the Chief Secretary, Government of West Bengal.
12) Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this Memorandum in the Finance Department Website.

Joint Secretary to the
Government of West Bengal.