

**Government of West Bengal
Finance (Audit) Department
'NABANNA'
Mandirtala, 325, Sarat Chandra Chatterjee Road, Howrah-711102.**

No.5595-F [P₂]

Howrah, the 27th October'2016

MEMORANDUM

In view of bye-elections to 1-Coochbehar (SC) Parliamentary Constituency, 30-Tamluk Parliamentary Constituency and 263-Monteswar Assembly Constituency scheduled to be held on 19th November, 2016(Saturday) and as per directive of the Election Commission of India, the undersigned is directed to say that the date of dispatch i.e the day before the poll day (18.11.2016) may be declared as a local holiday for the educational institutions located within the Parliamentary Constituencies & the Assembly Constituency, if the day of dispatch happens to be a teaching day for those institutions.

The undersigned is further directed to say that the employees who are ordinarily residents and bonafide electors of the Constituency where poll will be held may be given opportunity to exercise their franchise on the day of poll in the following manner:-

- i) The employees who are ordinarily residents and bonafide electors of the Parliamentary Constituency/Assembly Constituency where poll will be held but serve in an office where the date of poll is not declared as holiday, may be given the opportunity to exercise their franchise on that day if applied for in writing by way of sanctioning late arrival in office or early departure there from or a short absence owing to exigencies of public service.
- ii) The employees who are residents and bonafide electors of the Constituency where poll will be held but serve in an office where the date of poll is not declared as holiday and located at such distance that it will not be possible for them to exercise their franchise without absenting themselves from their duties, may be allowed special casual leave on that day, if applied for in writing.
- iii) In the event of re-poll, the employees who are ordinarily residents and bonafide electors of the polling station(s) where re-poll will be held may be given opportunity to exercise their franchise on the day of re-poll in the manner detailed in clause 2(i) and 2(ii) above.

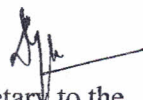
Sd/- D.K.Mahapatra
Special Secretary to the
Government of West Bengal

No.5595/1(300)-F(P₂)

Howrah, the 27th October, 2016

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700001.
2. The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700001.
3. Additional Chief Secretary/ Principal Secretary/ Secretary all Departments.
4. Director General & Inspector General of Police, West Bengal.
5. The Chief Electoral Officer, West Bengal, 21, N.S.Road, Balmerlaurie Building, Kolkata-700001.
6. The Director of Treasuries & Accounts, West Bengal, Mitra Buildings, Kolkata.
7. The District Magistrate/Judge,.....
8. Superintendent of Police,.....
9. Sri Sumit Mitra, Network Administrator, Finance Department, for uploading in the Finance Department Website.
10. Office Copy.


Special Secretary to the
Government of West Bengal