

KATWA COLLEGE

(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office

KATWA – 713 130

Purba Bardhaman

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NOTICE

Date:-21.05.2023

In view of call given by some organizations for a pen-down/strike from 22.05.2023 (Monday) onwards, it is hereby notified for information of all concerned that the College will remain open from 22.05.2023 (Monday) onwards. All sections of employees (teaching and non-teaching employees) shall report for duty on that date(s) onwards and no Casual leave for absence either in the first half of the day or in the second half or for the whole days nor any other leave shall be granted to any employee from 22.05.2023 (Monday) onwards. The employees who are on leave on 19.05.2023 shall have to report for duty on 22.05.2023. Absence of employees on that date(s) i.e. 22.05.2023 onwards will be treated as *dies non (break in service)* and no salary will be admissible unless such absence is covered by the following grounds: -

- Hospitalization of the employees;
- Bereavement in the family;
- Severe illness and absence continuing prior to 19.05.2023;
- Employees who had been on Child Care Leave, Maternity Leave, Earned leave and Commuted Leave on medical ground sanctioned prior to 19.05.2023.

Where the absence is not covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as *dies-non (break in service)* and no salary will be admissible for the day(s) concerned.

If any employee remains absent on any of such date(s) from 22.05.2023 onwards, he/she will be asked to explain why action would not be taken against him/her for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the ground mentioned above.

All sections of employees (teaching and non-teaching employees) are directed to comply with the said order strictly.

This notification is issued pursuant to the memorandum bearing No. 3371-F(P2) dated 20.05.2023, issued by the Finance Department., Nabanna, Government of West Bengal and Memo No. R-S/N-1/521 dated 21.05.2023 of the Registrar's Department, University of Burdwan.

NSK
Principal,
Katwa College *21/05/2023*
Principal
Katwa College
Katwa, Purba Bardhaman

GOVERNMENT OF WEST BENGAL
Finance Department
NABANNA
325, Sarat Chatterjee Road, Howrah-711102

No. 3371-F(P2)

Dated, Howrah, the 20th May, 2023

MEMORANDUM

In view of call given by some organizations for pen-down strike from 22.5.2023 (Monday) onwards, it has been decided that employees of all State Government offices including those provided with grants-in-aid by the State Government must report for duty and conduct official business as usual.

As pen-down strike affects the smooth functioning of the offices and delivery of public services and is therefore against larger public interest, any employee found not discharging his/her duties in the offices, shall be liable for action as per rules.

It has further been decided that no Casual Leave for absence, either in the first-half of the day or in the second half or for the whole day nor any other leave shall be granted to any employee on any of such days unless such absence is covered by the following grounds :

- a) Hospitalisation of the employees;
- b) Bereavement in the family;
- c) Severe illness and absence continuing prior to the 19th May, 2023.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to the 19th May, 2023.

All Heads of Offices/Controlling Authorities concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on any of such date(s) from the 22nd May, 2023 asking him/her to explain why action would not be taken against him/her for such unauthorised absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the grounds mentioned above.

Where the absence is not covered by any of the above-mentioned reasons or the leave has not been approved by the Head of the office, the same will be treated as '*dies non*' and no salary will be admissible for the day(s) concerned.

Those who will not respond to the Show-Cause notice will be liable to disciplinary action.

All course of action in terms of this order should be completed within 3 weeks and compliance report on action taken should be sent to this Department.

Sd/- Dr. Manoj Pant
Additional Chief Secretary to the
Government of West Bengal

Dated, Howrah, the 20th May, 2023

No. 3371/1(300)-F(P2)

- 1) Copy forwarded for information and necessary action to:
- 2) The Principal Accountant General (A&E) / (Audit), WB, Treasury Buildings, Kol.-1
- 3) The Principal Secretary to the Hon'ble Chief Minister, West Bengal
- 4) The Sr. Personal Secretary to the Chief Secretary, Govt. of West Bengal
- 5) The Sr. P.A. to HMOS(IC), Finance Department
- 6) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062
- 7) The Additional Chief Secretary/Principal Secretary/Secretary
- 8) The Director General & Inspector General of Police, West Bengal
- 9) The Commissioner of Police, Kolkata
- 10) The Divisional Commissioner Division.
- 11) The District Magistrate/District Judge/superintendent of Police
- 12) The Sub-Divisional Officer
- 13) The Deputy Secretary & DDO, Finance Deptt, Accounts Branch, Nabanna
- 14) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
- 15) The Treasury OfficerTreasury
- 16) Additional Secretary/Commissioner/Special Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary/OSD/Registrar of Finance Department
- 17) The Chief of News Bureau, Directorate of Information, West Bengal; Necessary publicity in this respect may be made
- 18) Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department Website.

Joint Secretary to the
Government of West Bengal



THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN
Registrar's Department

Date: 21.05.2023

No.: R-S/N-1/521

NOTIFICATION

In view of call given by some organizations for a pen-down/strike from 22.05.2023 (Monday) onwards, it is hereby notified for information of all concerned that the University will remain open from 22.05.2023 (Monday) onwards. All sections of employees (teachers, officers and non-teaching employees) shall report for duty on that date(s) onwards and **no Casual leave for absence either in the first half of the day or in the second half or for the whole days nor any other leave** shall be granted to any employee from 22.05.2023 (Monday) onwards. The employees who are on leave on 19.05.2023 shall have to report for duty on 22.05.2023. Absence of employees on that date(s) i.e. 22.05.2023 onwards will be treated as *dies non (break in service)* and **no salary will be admissible unless such absence is covered by the following grounds: -**

- Hospitalization of the employees;
- Bereavement in the family;
- Severe illness and absence continuing prior to 19.05.2023;
- Employees who had been on Child Care Leave, Maternity Leave, Earned leave and Commuted Leave on medical ground sanctioned prior to 19.05.2023.

Where the absence is not covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as *dies non (break in service)* and **no salary will be admissible for the day(s) concerned.**

If any employee remains absent on any of such date(s) from 22.05.2023 onwards, he/she will be asked to explain why action would not be taken against him/her for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the ground mentioned above.

All sections of employees (Teachers, Officers and Non-teaching employees) are directed to comply with the said order strictly.

This notification is issued pursuant to the memorandum bearing No. 3371-F(P2) dated 20.05.2023, issued by the Finance Department., Nabanna, Government of West Bengal.

By order of the Vice Chancellor
Sd/-

(S. K. Chowdhury)
REGISTRAR

Date: 21.05.2023

No.: R-S/N-1/521/1(160)

Copy forwarded for information and necessary action to: -

- Dean, F. C. for P. G. Studies in Arts, Commerce, etc., B.U.
- Dean, F. C. for P. G. Studies in Science, B.U.
- All Heads of the teaching departments, B.U. – with the request to inform this notification to all the teachers and non-teaching employees attached to his/her department.
- All Officers of the University of Burdwan - with the request to inform this notification to all the non-teaching employees attached to his/her department.
- Finance Officer, B.U.
- Controller of Examinations, B.U.
- Webmaster, B.U. with the request to place this notification on the University Website.
- Estate Officer, B.U.
- V.C.'s Sectt./ P.A. to the Pro Vice Chancellor, B.U.
- All Principals/Teacher-in-Charges/Officer-in-Charges of all affiliated Colleges of this University - with a request to kindly inform this notification to all the teaching and non-teaching employees to their respective Colleges.


REGISTRAR