



Government of West Bengal
Department Public Enterprises & Industrial Reconstruction
2nd Floor, Silpa Sadan, 4, Abanindra Nath Tagore Sarani,
Kolkata-700016.

No.684/PEIR-11/37/2023-ESTT SEC PEIR

Dated:19-5-2025

ORDER

It has come to the notice that some employees are absenting from office frequently without prior sanction/ proper intimation and later on submitting one day E. L. petitions. Further, it is seen that they join the office without submitting joining report and its acceptance by the officer concerned. As a result, day to day works of the Department are being hampered which is undesirable.

Now, in view of above circumstances, all the employees of this Department are hereby directed to follow the Guidelines as per provision at Note 2.25 in the West Bengal Secretariat Manual, 2019 "Sanction of leave and permission to leave headquarters: Leave must be applied for and sanction obtained before it is availed. Applications for permission to leave headquarters must also be applied for, well in advance, so that such permission is invariably obtained before leaving headquarters. Only in unforeseen and exceptional circumstances, the Head of Office may allow relaxation subject to his satisfaction of the justification furnished. If a member of the staff is forced by circumstances to remain absent without permission, he should inform the Registrar or the Head of Office of the same, in the forenoon of the first day of absence, by any available means including telephone" read with Rule, 34(3) (iii), Rule- 153(1) and Rule-159 of W. B. S. R. Part-I.

In case of violation of this order, appropriate action shall be taken as per extant Govt. Rules.

This will take immediate effect.

This order is issued with the approval of the competent authority of this Department.

sl/-

Joint Secretary
to the Government of West Bengal
Dated:19-5-2025

No.684/1(11)/PEIR-11/37/2023-ESTT SEC PEIR

Copy forwarded for information and necessary action to:

1. The Secretary in the PE & IR Department
2. The Special Secretary of this Department
3. Joint Secretary- I of this Department
4. Deputy Secretary (All) of this Department
5. Assistant Secretary (All) of this Department
6. Sr. P.S. to the Secretary of this Department
7. Registrar(All) of this Department
8. All OSDs of this Department
9. All SOs of this Department
- ✓ 10. SSP of this Department for Notice Board
11. Guard File.

T. Gangopadhyay

Joint Secretary
to the Government of West Bengal