

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

No.1307-F(P2)

Howrah, the 18th March, 2020

**NOTIFICATION**

In the wake of threat of Coronavirus (COVID-19) and to avoid large rush of crowd in the afternoon at railway stations, bus terminus, ferry ghats etc. , it is hereby notified for information of all concerned that on and from 19<sup>th</sup> March 2020 all employees except those working in the departments providing emergency services and those whose services are essentially required by the higher authority, shall be allowed to leave office at 04.00 PM. In addition to Government employees, this will be applicable to the employees of Urban and Local Bodies, Educational Institutions, Boards, Corporations and Undertakings and other organizations under State Government.

This arrangement will continue upto 31<sup>st</sup> March, 2020.

Sd/-  
Additional Chief Secretary  
Finance Department

No. 1307/1(500)–F(P<sub>2</sub>).

Dated, Howrah, the 18<sup>th</sup> March, 2020.

Copy forwarded for information and taking necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,  
Treasury Buildings, 2, Govt. Place (West), Kolkata–700 001.
- 2) The Principal Accountant General (General & Social Sector Audit), West Bengal,  
Treasury Buildings, 2, Govt. Place (West), Kolkata–700 001.
- 3) The Accountant General (Economic and Revenue Sector Audit), West Bengal,  
3<sup>rd</sup> M.S.O. Building, C.G.O. Complex, DF Block, 5<sup>th</sup> Floor, Sector–1, Salt Lake, Kolkata–700 064.
- 4) The Chief Secretary to the Government of West Bengal, Nabanna, Howrah.
- 5) The Residential Commissioner, Government of West Bengal,  
A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi–110 001.
- 6) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata–700 062.
- 7) The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_
- 8) The Divisional Commissioner, \_\_\_\_\_  
\_\_\_\_\_
- 9) The Commissioner / Additional Secretary / Special Secretary / Joint Secretary / Deputy Secretary of  
Finance Department.
- 10) The Director of Treasuries and Accounts, West Bengal,  
8, Lyons Range, Mitra Building, 2<sup>nd</sup> and 3<sup>rd</sup> Floor, Kolkata–700 001.
- 11) The District Magistrate, \_\_\_\_\_  
\_\_\_\_\_
- 12) The District Judge, \_\_\_\_\_  
\_\_\_\_\_
- 13) The \_\_\_\_\_ Department / Directorate for necessary circulation.
- 14) The Director, \_\_\_\_\_ for necessary circulation.
- 15) The Assistant Secretary & D.D.O., Finance Department, Accounts Branch, Nabanna, Howrah–711 102.
- 16) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–I,  
81/2/2, Phears Lane, Kolkata–700 012.
- 17) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–II,  
P–1, Hyde Lane, Jawahar Building, Kolkata–700 073.
- 18) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–III, Subhanna, S.G.O. Complex,  
5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9, DF Block, Sector–I, Salt Lake City, Kolkata–700 064.
- 19) The Sub–Divisional Officer, \_\_\_\_\_  
\_\_\_\_\_
- 20) The Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_
- 21) The Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
- 22) Office copy.

  
OSD & E.O. Special Secretary to the  
Government of West Bengal.