

Government of West Bengal
Finance [Audit]Department, 10th floor
"NABANNA"
325,S.Chatterjee Road, Howrah – 711 102

No.: 2494-F(H)

Dated :25.4.19.

OFFICE ORDER

It is being observed for some time past that this Department has been receiving applications seeking station leave permission at the last moment with the hope to get it processed on that very day of preferring such application, making it difficult to scrutinise and process the matters properly.

With a view to facilitate smooth processing of the applications and grant of such station leaving permission well before the commencement of the journey, it has been decided that no such case will be entertained unless the same is received at this end at least 7[seven] clear working days prior to the date of commencement of the journey, except in acute emergency situations subject to the satisfaction of the competent authority of this Department.

All concerned are being informed accordingly.

Sd/- S.K.Ram
Special Secretary
Government of West Bengal

No.: 2494/1[100]-F(H)

Dated :25.4.19.

Copy forwarded for information to :

01. All Secretary/ Additional Secretary/ Commissioner/ Special Secretary / Joint Secretary/ Deputy Secretary/ Assistant Secretary, Finance Department
02. P.S. to the Additional Chief Secretary, Finance Department, Nabanna, Howrah.
03. P.A. to the Special Secretary, Finance Department, Nabanna, Howrah.
04. All Cells/ Groups/ Branches of Finance Department.
05. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Order in the website of Finance Department.
06. Shri Saumitra Biswas, Sr. Software Developer, Finance Department, Group-'H' with direction to upload the order in the official portal wbsteno.gov.in.
07. Office Copy.


OSD & EO Deputy Secretary
Government of West Bengal