

Government of West Bengal
Personnel & Administrative Reforms Department
(Establishment Cell)
Nabanna, 325, Sarat Chatterjee Road,
Howrah – 711102

No. - 951-PAR-HR/O/PAR(Estt)/MISC-17/2023

Dated 25th June, 2026

Memorandum

In view of the fact that the higher authorities of the Government of West Bengal function regularly on Saturdays, Sundays, and other Government holidays, and support from the P&AR Department may be required on such occasions, all Cells of this Department are hereby requested to ensure the availability of skeleton staff in the office on a roster basis during Government holidays including Saturdays & Sundays, so as to facilitate the smooth functioning of Government business.

This has approval of the Additional Chief Secretary of this Department.


25/6/2026
Special Secretary
to the Government of West Bengal

No. 951-PAR-HR/O/PAR(Estt)/MISC-17/2023

Dated 25th June, 2026

Copy forwarded for information and necessary action to:-

1. Sr. Special Secretary in charge of _____ Cell of this Department
2. Special Secretary in charge of _____ Cell of this Department
3. Joint Secretary in charge of _____ Cell of this Department
4. Deputy Secretary (All) of this Department
5. Sr.P.S. to the Additional Chief Secretary, P&AR Department, Government of West Bengal.


25/6/2026
Special Secretary
to the Government of West Bengal