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Government of West Bengal
Food & Supplies Department
11A, Mirza Ghalib Street, Kolkata-700 087

No. CON-180 / FS
FS/O/CON/GP/4M-38/2010(Pt-III)

Dated, Kolkata the 21st February, 2023

ORDER

Regarding sanction of leave (both offline & online) in respect of all the Officers & Staff of this Department, the hierarchy as delineated in the following table is to be followed henceforth.

Sl. No.	Post / Designation	Approver / Recommender / To be disposed by	Remarks
1.	Casual Leave of Officers in the rank of Deputy Secretary and above	Head of the Department	
2.	Casual Leave of Officers in the rank of Assistant Secretary	Cell in-Charge, CON Cell	C.L. more than 5 days or Special C.L. will be approved by the Head of the Department
3.	Casual Leave of OSD, Registrar, Special Officer	Cell in-Charge, CON Cell	C.L. more than 5 days or Special C.L. will be approved by the Head of Department.
4.	Casual Leave of Section Officers	Cell in-Charge of SEP Cell	
5.	Casual Leave of Group-B, Group-C and Group-D employees	Deputy Secretary (SEP Cell)	C.L. more than 5 days or Special C.L. will be approved by Cell in-Charge SEP Cell
6.	Earned Leave / Medical Leave / Commuted Leave etc. of all IAS, WBCS (Exe.), WBA&AS Officers	Head of the Department	
7.	Earned Leave / Medical Leave / Commuted Leave etc. of WBSS Officers in the rank of Assistant Secretary and above (for more than 15 days)	Head of the Department	
8.	Earned Leave / Medical Leave / Commuted Leave etc. of WBSS Officers in the rank of Assistant Secretary and above (upto 15 days)	Cell in-Charge, CON Cell	
9.	Earned Leave / Medical Leave / Commuted Leave etc. of WBSS Officers in the rank of OSD / Special Officer / Registrar	Cell in-Charge, CON Cell	
10.	Earned Leave / Medical Leave / Commuted Leave etc. of Section Officers, Group-B, Group-C and Group-D employees	Cell in-Charge of SEP Cell	

N.B.: Leave submitted in HRMS shall be disposed off by the Senior Deputy Secretary (CON) / Deputy Secretary (SEP) after getting approval of the concerned Authority within 7 days of such approval.

Sd/-

Secretary to the
Government of West Bengal


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No. CON – 180 / FS/1(13) / FS

Dated, Kolkata the 21st February, 2023

Copy forwarded for information and necessary action to:-

1. The Secretary in F&S Department.
2. The M.D, WBSWC.
3. The M.D., WBECSCCL.
4. The Senior Special Secretary (All), F&S Department.
5. The Special Secretary, F&S Department.
6. The Director (All), F&S Department.
7. The Additional Secretary (All), F&S Department.
8. The Joint Secretary (All), F&S Department.
9. The Deputy Secretary (All), F&S Department.
10. The P.S. to HMIC / HMOS, F&S Department.
11. The Assistant Secretary (All), F&S Department.
12. The Sr. P.S. to the Secretary, F&S Department.
13. CON Cell / SEP Cell, F&S Department.


Sr. Deputy Secretary to the
Government of West Bengal