

Government of West Bengal
Department of Fisheries, Aquaculture, Aquatic Resources & Fishing Harbours
IT Building (7th & 8th Floor)
31, GN Block, Sector-V, Salt Lake City, Kolkata – 700 091

No. 2958–Fish/C-I/5L-16/2019

Dated, Kolkata, the 22nd November, 2019

NOTIFICATION

In supersession of all earlier order(s) issued in this regard, the Governor is pleased, in the interest of public service, to delegate leave sanctioning power in respect of the officers and employees of Fisheries Department as follows and to authorize the officers of Fisheries Department and the Directorate of Fisheries as stated below to act, in their respective jurisdiction, as the Leave Sanctioning Authority for all categories of leave (including Casual Leave), as per the following chart.

Sl. No.	Leave Sanctioning Authority	Officers/employees and nature of leave
1	Additional Chief Secretary / Principal Secretary / Secretary	Earned/Commuted/Medical Leave of the Deputy Secretary (WBSS) of the Department, Joint Director and onwards (WBFS or non-WBFS) posted anywhere in West Bengal under the Directorate of Fisheries, West Bengal except Officers belonging to WBCS (Exe.) Cadre
2	Commissioner	Earned/Commuted/Medical Leave of the Assistant Secretary and other officers of the department down to Section Officers and Casual Leave of Deputy Secretary
3	Special Secretary	Earned/Commuted/Medical Leave of all employees of the department up to Head Assistant of the Department
4	Deputy Secretary	Casual Leave of the officers and employees up to Assistant Secretary of the Department
5	Director of Fisheries, West Bengal	a. Casual/Earned/Commuted/Medical Leave of all officers and employees of the Directorate of Fisheries posted in the Head Quarters except those noted in Sl.1 above b. Earned/Commuted/Medical Leave of officers from District Fishery Officer or equivalent belonging to WBJFS Gr.I and Assistant Director of Fisheries and onwards belonging to WBFS Cadre posted in the districts except those noted in Sl.1 above
6	Deputy Director of Fisheries / Head of Office of respective Zonal Office	Casual/Earned/Commuted/Medical Leave of the officers and employees belonging to WBJFS Gr.II and others (WBGS) posted in the respective Zonal Office
7	Assistant Director of Fisheries or respective Head of District Office/ Govt. Fish Farms	Casual/Earned/Commuted/Medical Leave of the officers and employees belonging to WBJFS Gr.II and others (WBGS) posted in the district offices / Govt. Fish Farms etc.
8	Deputy Director of Fisheries, FFRTC/M&P	Casual/Earned/Commuted/Medical Leave of the officers and employees belonging to WBJFS Gr. II and others (WBGS) posted in respective offices
9	Joint Director of Fisheries, ME&MS	Casual/Earned/Commuted/Medical Leave of the officers and employees belonging to WBJFS Gr. II and others (WBGS) posted in the Office of the Joint Director of Fisheries, ME&MS

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The following guidelines are to be strictly followed by the concerned officers and employees in connection with leave issues. Prayer for sanction of leave must be addressed to the appropriate leave sanctioning authority in terms of guidelines indicated in the table above.

- 1) Prayers for sanction of a Casual Leave may be submitted after availing of the same but at time of resumption of duty by the concerned officer or employee.
- 2) Mere submission of leave petition prior to availing oneself of any leave (except casual leave) will not suffice. Prior permission must be obtained by all officers and employees before proceeding on Earned Leave/Commuted Leave/Medical Leave.

The only exception to the above will be cases of medical emergency where employees will be at liberty to apply for Medical Leave in proper format along with medical certificate issued by the registered medical practitioner at the time of resumption of duty. However employees should take care to intimate concerned leave sanctioning authority about such incidents within seven days of their absence from duty.

Leave sanctioning authorities will submit Leave Statement in respect of officers and employees concerned to the Department once in each quarter. Further leave account should be properly maintained and service book updated as early as possible. The Delegated Leave Authorities will be responsible for regular updating of leave account.

By order of the Governor,

SD/-

Additional Chief Secretary,
Government of West Bengal

No. 2958/1(8)-Fish/C-I/5L-16/2019

Dated, Kolkata, the 22nd November, 2019

Copy forwarded for information and taking necessary action to:

1. The Commissioner in Fisheries Department, Government of West Bengal
2. The Director of Fisheries, West Bengal
3. Special Secretary, Fisheries Department, Government of West Bengal
4. Deputy Secretary, Fisheries Department, Government of West Bengal
5. The Joint Director of Fisheries, ME&MS
6. The Deputy Director of Fisheries,.....Zone/FFRTC/M&P
7. Assistant Director of Fisheries,.....(District)
8. Sr. P.S. to Additional Chief Secretary, Government of West Bengal

Deputy Secretary,
Government of West Bengal

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