

West Bengal State Warehousing Corporation
(A Government Undertaking)
Khadya Bhavan, B-Block, (4th Floor)
11A, Mirza Ghalib Street,
KOLKATA-700087.

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Memo No.

/A(I)-2/Genl./SWC

Date : 15/05/2023

CIRCULAR

In reference to this office earlier Circular vide memo no. 1489/A(I)-2/Genl./SWC/21-22 Dt. 04/08/2022, all the Zonal Officers/Superintendents/Gd. In-Charges posted at different RIDF/GFD/RKVY/PEG/Private Hired/SWC Godowns managed by WBSWC are once again reminded not to leave the station before sanction of leave (along with station leave) and hand over of the charge(s) of their respective centre(s)/field unit(s) temporarily while intending to avail any kind of long leave (Casual Leave/Earned Leave/Medical Leave etc. wherever applicable).

Further, all concerned are hereby directed to submit their leave application well in advance to this end before proceeding to long leave.

This issued in the interest of smooth godown operation. Any deviation in this regard will be viewed seriously.

Memo No.

509 / 1 (3)

/A(I)-2/Genl./SWC

Date : 15/05/2023

Sd/-
Secretary

Copy forwarded for information & n.a. to :-

1. All the Z.O.s/Supdts./Gd. In-Charges posted at RIDF/GFD/RKVY/PEG/Private Hired/SWC Godowns.
2. All Section Heads, H.O., WBSWC.
3. Guard File.

Sd/-
15/5/23
Secretary