

**Government of West Bengal**  
**Department of Urban Development and Municipal Affairs**  
**“NAGARAYAN”, 6<sup>th</sup> Floor,**  
**DF - 8, Sector – I, Salt Lake, Kolkata – 700 064**

No.55/UDMA-15011(20)/6/2021-LS-MA SEC

Dated, the 15<sup>th</sup> day of January, 2025

**MEMORANDUM**

The Department of Urban Development and Municipal Affairs has issued a circular No. 993-UDMA dated 05.08.2021 directing all the Executive Officers to take formal prior permission of concerned Chairman/ Chairperson of Board of Administrators of the Municipalities/ Notified Area Authorities as well as to intimate the Sub-Divisional Officer concerned duly before leaving headquarter.

2. This has been brought into the notice of the Department that some Executive Officers appointed by this Department on contractual re-employment basis are keeping themselves absent from duty for longer duration causing several administrative inconveniences as the Executive Officer is the principal officer of the Municipality and he/she is assigned to act as principal coordinating officer for implementation of various developmental programs, schemes in accordance with Government policies within the Municipality.

3. The matter regarding admissibility of leave in respect of the Executive Officers appointed by this Department on contractual re-employment basis from the retired government employees was under active consideration of this Department for some time past.

4. Now, therefore, after careful consideration of the matter, the Department has decided to frame a policy to regulate the leave matters of Executive Officers appointed by the Department on contractual re-employment basis as follows:

**(A) Admissibility of leave:** The Executive Officers, appointed by this Department on contractual re-employment basis, shall be allowed to avail the leave for a period of 30 (thirty) days off a year and in addition to the existing 30 days off, 10 days leave on medical ground in a calendar year provided such leave will not be carried forward in the next year.

**(B) General procedure to be followed:**

(i) Concerned Chairman being the Controlling Authority as per sub section(2) of section 60 A of the West Bengal Municipal Act, 1993, shall be the leave sanctioning authority in respect of the Executive Officers appointed in the municipalities on contractual re-employment basis.

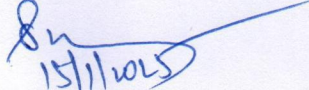
(ii) For availing leave for more than 7 (seven) days at a stretch, the concerned Executive Officer shall apply before the Chairman concerned and the Chairman shall forward the same to the Department of Urban Development and Municipal Affairs for obtaining No-objection.

(iii) After obtaining necessary No-objection from the Department of Urban Development and Municipal Affairs, the Chairman shall sanction the leave.

(iv) The Chairman shall forward the necessary joining report duly submitted by the Executive Officer after availing the leave to this Department.

**(C)** This is reiterated that concerned SDOs shall also be intimated as per the general circular issued by this Department earlier vide No. 993(118)/UDMA-15011(24)/10/2021-LS-MA/SEC dated 05.08.2021 duly before leaving headquarter by the all these Executive Officers, appointed in the municipalities on contractual re-employment basis.

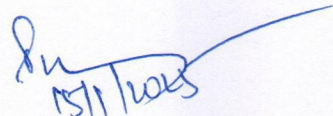
*This Memorandum issues with the concurrence of Finance (Group P2) Department vide their UO NO : Group P2/2024-2025/0836 dated 18.12.2024.*

  
15/1/2025

**Special Secretary to the  
Government of West Bengal**

Copy forwarded for information and necessary action to the:

1. Senior Special Secretary, Department of Urban Development & Municipal Affairs.
2. Director of Local Bodies, W.B., Poura Prashasan Bhavan, DD-1, Sec-I, Salt Lake, Kolkata-64.
3. Special Secretary (all), Department of Urban Development & Municipal Affairs.
4. Financial Advisor & E O Special Secretary, Urban Development & Municipal Affairs Department.
5. Director, State Urban Development Agency.
6. Additional Secretary (All), Department of Urban Development & Municipal Affairs.
7. Joint Secretary (All), Department of Urban Development & Municipal Affairs.
8. District Magistrate, ..... District.
9. Sub-Divisional Officer, ..... Sub-Division.
10. Chairman/Chairperson, Board of Administrators/Administrator, ..... Municipality/NAA.
11. Private Secretary to Hon'ble Minister-in-Charge, U D & M A Department.
12. Executive Officer, \_\_\_\_\_ Municipality/ Notified Area Authority.
13. Finance Officer, \_\_\_\_\_ Municipality/ Notified Area Authority.
14. Sr. P S to Secretary, U D & M A Department.
15. Section Officer, IT & e-Governance Cell, U D & M A Department.  
He is requested to upload the same in the departmental website.
16. Guard File of Statutory Wings, U D & M A Department.



Special Secretary to the Govt. of West Bengal