

No.1604/HIDCO/Admn-3754/2020

Date: 12-06-2020

ORDER

1. Whereas in terms of Government of West Bengal Memo No. 218-CS/2020 dated 30-05-2020 and this office order No. 1551/HIDCO/Admn-3754/2020 dated 05-06-2020 all senior officers and staff were requested to attend office on all working days during the normal office hours.
2. And whereas 70% of other officers and staff were requested to attend the office on rotational basis atleast thrice in a week.

Now in terms of Finance Dept order No. 1921-F(H) dated 10-06-2020, the said officers and staff in paragraph (2) above who are attending office atleast thrice in a week will please give option to attend office in either of the shift-A (i.e. from 9.30 am to 2.30 pm) or in shift-B (i.e. from 12.30 pm to 5.30 pm) depending upon their convenience and inform their supervising officers accordingly . The supervising officers are requested to submit a compiled report to the undersigned for taking further necessary action. It may, however, be noted that the HIDCO Staff Bus will continue only for the regular shift as usual i.e. for 10:00 A.M. – 06:00 P.M. shift.

This will be effective immediately until further order.



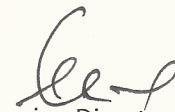
Joint Managing Director (Admn)

No.1604/1(31)/HIDCO/Admn-3754/2020

Date: 12-06-2020

Copy forwarded for information and necessary action to :-

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|-------------------------------|---------------------------------------|----------------------------------|
| 1. Executive Director (Engg.) | 12. General Manager (Mktg) | 23. Law Officer |
| 2. Curator(RT&NT) | 13. General Manager (Commercial) | 24. TS to CMD |
| 3. Curator (EP) | 14. General Manager (Admn) | 25. Estate Manager-in-Charge |
| 4. Curator (S & SB) | 15. General Manager (E)-I | 26. Finance Officer |
| 5. Financial Advisor | 16. General Manager (E)-II | 27. Administrative Officer-1 |
| 6. Chief Engineer(Civil) | 17. General Manager (E)-III | 28. Administrative Officer-2 |
| 7. Company Secretary | 18. General Manager (Elect.) | 29. Administrator ,Seniors' Park |
| 8. Chief Finance Officer | 19. General Manager (Law) | 30. System Manager(IT) |
| 9. Chief Engineer (Elect.) | 20. Addl. General Manager (Planning) | 31. APIO |
| 10. Chief Planner | 21. Addl. General Manager (Tourism) | |
| 11. Sr.GM & SE | 22. Addl. General Manager (Snehodiya) | |



Joint Managing Director (Admn)
Date: 12-06-2020

No.1604/2(1)/HIDCO/Admn-3754/2020

Copy forwarded for information and necessary action to :-

1. PS to Chairman, WBHIDCO



Joint Managing Director (Admn)

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
(A Govt. of West Bengal Undertaking)

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Website : www.wbhidcoltd.com CIN : U70101WB1999SGC089276