

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার
Additional Chief Secretary
Finance Department
Government of West Bengal



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হাওড়া-৭১১ ১০২

NABANNA
325, Sarat Chatterjee Road
Howrah-711 102
☎ : 2214 3695, Fax : 2214 1391
e-mail : fs-wb@nic.in

No.FS-152/2020

20th July, 2020

The Chief General Manager &
SLBC Convener,
West Bengal,
Punjab National Bank,
United Tower,
11, Hemanta Basu Sarani,
Kolkata -700 001.

Sub: Declaration of all Saturdays inclusive of 2nd and 4th Saturdays as Holidays under N.I. Act and Advisory for restricting business hours of the Bank Branches/Offices on working days from 10 AM to 2 PM.

Dear Sir,

The State Government has implemented a large number of measures to combat Covid-19.

2. Upon review of the prevalent Covid-19 situation and attaching paramount importance to prevent spread of the virus among the bank employees while on duty, the State Government has decided to keep the bank branches/offices closed on all Saturdays till 2nd week of August, 2020 i.e. in addition to the 2nd and 4th Saturdays in a month. The relevant "Notification" is attached for immediate implementation across the State.
3. This apart, SLBC West Bengal is also advised to consider the following measures with an aim to combat Covid-19 :
 - (i) Business Hour of the Bank Branches across the State may be restricted from 10 AM to 2 PM.
 - (ii) Restriction in the number of employees on duty.
 - (iii) Strict social distancing norms while transacting with the customers by implementing suitable arrangement both inside and outside the Bank Branch premises.
4. SLBC may issue suitable instruction on the above to all the Banks in the State.

Yours faithfully,

(H.K. Dwivedi)