

WEST BENGAL
ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A Government of West Bengal Undertaking)
11 A, Mirza Ghalib Street, Kolkata – 700 087

No. ECSC/AC/A/...1842

Dated, 23rd March'2018.

ORDER

In partial modification of earlier Order vide No. ECSC/AC/A/1826 dated 21.03.2018, for Smooth work flow, various staff related payments required to be expedite. Accordingly a schedule of payment dates and dates of submission of related documents and files to the Finance & Accounts Division has been fixed and furnished below. All the Divisional Heads are directed that this schedule may be followed strictly.

Sl. No.	Nature of Payment	Schedule date of payment	Nature of documents/files to be submitted.	Date of submission of documents, files, etc to the Finance Division
01	Salary of Regular Employees	For months except February on 28 th of every month and for February on 25 th . But if the 25 th or 28 th day falls on holiday then payment shall be released on the previous working day.	Absentee statement	By the 20 th of the month
02	Salary of d. Casual, e. Contractual and f. Contractual (Re-emp)employees	7 th of the following month	Absentee statement	By the 5 th of the following month
03	Salary of PPH & others	8 th of the following month	Absentee statement	By the 5 th of the following month
04	Retirement Benefit	Last working day of the month	Personal files with updated Leave status	By the 20 th of the month
05	Tiffin & Conveyance Allowance	15 th of the following month	Declaration of Tiffin & Conveyance	By the 13 th of the following month
06	Additional Tiffin & Conveyance Allowance	15 th of the following month	Declaration of Addl. Tiffin & Conveyance	By the 13 th of the following month
07	Holiday Pay & Allowances	17 th of the following month	Approved holiday claims	By the 14 th of the following month

Contd.....P/2

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G.M.(Finance) & FA will ensure disbursement of salary as per above schedule. In case, the Absentee Statement is not received within due dates, he will disburse the salary and take action on withholding/deduction from the salary of employees, if required, in the succeeding month.



Managing Director
WBECSC Ltd.

No. ECSC/AC/A/.....¹⁸⁴²

Dated, ^{23rd}..... March'2018.

Copy forwarded for information and necessary action to:

- 1) The Chief General Manager
- 2) All Divisional Heads WBECSC Ltd.
- 3) All District Managers WBECSC Ltd.
- 4) The Chaiman's Cell, Food & Supplies Dept., Govt. of West Bengal.
- 5) Guard file.



Managing Director
WBECSC Ltd.

