

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/.....1826

Dated, 21st March 2018.

ORDER

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 and March on 28 th of every month, For February on 25 th , and For March on the 1 st working day of April. 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 a. Casual, b. Contractual and c. 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

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/.....¹⁸²⁶.....

Dated,^{21st}..... 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.