

**No-GRC-HED/02(10)/24**

**Date:29.08.2024**

Copy forward for information and necessary action to:

1. Senior Special Secretary(College Sponsored Branch)
2. Senior Special Secretary(Appointment & Technical Branch)
3. Senior Special Secretary(University Branch)
4. Director of Archives, WB
5. Member Secretary, West Bengal Council of Higher Education.
6. Director of Public Instructions, WB.
7. Director of Technical Education, WB.
8. Chairman, West Bengal Joint Entrance Examination Board.
9. Chairman, West Bengal College Service Commission.
10. State Editor, West Bengal District Gazetteers.

*Abhijit Samaddar*  
29.8.24  
OSD

Higher Education Department

Higher Education Deptt.  
Government of West Bengal.

N O T E

It is a norm that no one should be kept under suspension for indefinite period and that every case of suspension should be reviewed regularly (preferably every six months) to examine whether the reason for suspension to continue with the incumbent under suspension still exists or it has become a fit case for withdrawal of suspension.

In order to ensure that all cases under suspension, if not reviewed, should regularly be reviewed immediately. You are requested to advise authorities under his control including his parastatals to list all cases of suspension and take decisions strictly on merit whether to continue with the suspension or to withdraw, as deemed appropriate. The details of all suspended officials and staff may accordingly be tabulated as per format given below :-

Name of the Suspended Employee	Name of the Office/Institution with address	Suspended from	Reason for suspension	Any other details

The list should be sent positively within 13-09-2024 in the following mail ID:

grievance.hed.wb@gmail.com

  
(Binod Kumar)  
Principal Secretary

OSD-LAW(AM)

No.21-Pr.Secy-HED/24  
Dt.29-08-24