

NOTE

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 |
|--------------------------------|---|----------------|-----------------------|-------------------|
| Nil | Nil | Nil | Nil | Nil |

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

grievance.hed.wb@gmail.com

Br 29/8/24
(Binod Kumar)
Principal Secretary

OSD-LAW(AM)

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

Authenticated
Srijit Das

Dr. Srijit Das
Principal
Vivekananda College (Govt.-Aided College)
Alipurduar-736121