

I/685658/2025

Government of West Bengal  
Labour Department  
Directorate of Factories Branch  
New Secretariat Building (12th floor)  
1, K.S. Roy Road, Kol-01

No. Labr/ 423 /Dte(Fact)

Dated: 01-09-2025

From: The Assistant Secretary  
to the Govt. of West Bengal.

To : Shri Ashis Kumar Shit,  
Director, Directorate of Factories, WB.  
New Secretariat Buildings, 8th floor, Kol-01

Sub: Permission to leave station/headquarters.

Ref: Your office letter No. 788/Gen dt.14.08.2025 and e-file  
no. DOF-11040(14)/1/2024.

Sir,

I am directed to inform you that your prayer for leaving station/headquarters from  
30.09.2025 at 6.00 AM to 7.10.2025 at 6.30 PM during the Durga Puja Holidays to visit Chennai and  
the state of Tamil Nadu for a personal tour has been approved by the Government.

During the aforementioned leave period, Sri Santanu Banerjee, Joint Director of Factories,  
WB. (Mob No. – 9830503229 and email: dddof1974@gmail. com) will be in charge of the office of  
the Directorate of Factories, West Bengal.



Assistant Secretary to the  
Government of West Bengal

No. Labr/ 423 /1(5)/Dte (Fact)

Dated: 01-09-2025

Copy forwarded for information to:

1. The Sr. PS/PA to the Secretary of this Department.
2. The PA to the Joint Secretary of this Department.
3. Sri Santanu Banerjee, Jt. Director, Directorate of Factories, N.S. Buildings, 8th floor, Kol-01.
- ✓ 4. IT Cell to upload the copy in the portal.
5. Office copy.



Assistant Secretary to the  
Government of West Bengal