



West Bengal State Electricity Distribution Co. Ltd.

(A Govt. of West Bengal Enterprise)

Corporate Human Resource Department

Office Order No.: P/52
Date: 11.06.2024

Sub: Bulk Post Paid CUG Mobile Connection & Services for Officials of WBSIEDCL

With the objective to continue and maintain an effective communication system across the organization M/S Reliance Jio Infocomm Limited has been selected as the telecom service provider for Bulk Post Paid CUG mobile connections & internet services (CUG Scheme) for officials of WBSIEDCL at different locations w.e.f 1st April, 2024 as per following plans :-

A).

SI No.	Particulars	Plan-SS	Plan-A	Plan-B	Plan C
1	Free local calls/ month	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED
2	Incoming Local Call	FREE	FREE	FREE	FREE
3	Free STD calls/ month	NA	UNLIMITED	UNLIMITED	UNLIMITED
4	National Roaming	NA	FREE	FREE	FREE
5	Free SMS (LOCAL+STD) (PER MONTH)	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED
6	DATA (<u>NET CONNECT</u>) PER MONTH	500MB	30GB- Option to Carry Forward Unused Data Upto 70GB	50GB- Option to Carry Forward Unused Data Upto 100GB	80GB- Option to Carry Forward Unused Data Upto 150GB
7	ISD	0	0	0	AS PER ACTUALS
8	SMS CHARGES FOR BLACKOUT DAY	AS PER ACTUALS	AS PER ACTUALS	AS PER ACTUALS	AS PER ACTUALS
9	Minimum Monthly Rental Charges	Rs.69/-	Rs.99/-	Rs.147/-	Rs.198/-

N.B: i) only GST shall be applicable additionally on the Monthly Charges

ii) No data usage possible beyond the limit as per plan

B) International Roaming Call charges shall be applicable as per actual for 'Plan-C' only and will be paid by the Company as per the claim duly certified by the appropriate authority.

C) No VAS i.e Hello Tunes, Game Shows, etc will be provided on any CUG SIM . In case any VAS activated on CUG SIM without prior permission from WBSIEDCL, no payment will be made.

D) Consequent upon total usage of data as per the CUG plan; the data spectrum shall be shifted to lower bandwidth with intimation to the concerned user. However, no additional bills shall be borne by the Company other than the rental amount paid as per the Plan.

E) No additional charges i.r.o handling, clearing, transport of SIM cards/bills etc will be paid by WBSEDCL.

F) All Class-I officials will be entitled to avail official CUG connections. SIM Cards will be distributed in decentralized manner through the SPOCs (as per Annexure- I)

A total 10 number of additional SIMs will be provided as spare which shall be kept in stock with each of the SPOCs to cater during exigencies like loss of SIM/damaged SIM, additional users etc.

G) M/s Reliance Jio Infocomm Limited will provide new SIM Cards for officials under CUG connection at different locations under WBSEDCL for distribution through SPOCs.

H) Service provider will provide consolidated system generated itemized bills and submit them to the respective accounting unit through email/post.

I) Determination of SMS usage charge on **Blackout Days** shall be reckoned as per actual basis.

J) SIM allotment/exchange/replacement requests will be processed by the respective SPOCs through email, based upon confirmation received from concerned unit in duly filled-in, stamped and signed Service Request Form having details of SIM Number, Mobile Number, Name of Employee with Designation, SAP ID, Date of birth and Place of Posting to whom allotted, authentication from the authorized signatory (Controlling officer of the unit) enclosing a self attested proof of identity i.e Identity Card of the employee issued by the Company.

Thereafter, the above information is to be sent by the SPOC to the designated Service Manager of M/S Reliance Jio Infocomm Limited at their registered e-mail and helpline number for further processing. The processing time for SIM Exchange request, post receiving of email by SPOC shall be 01 working day.

K) Service Manager number of M/S Reliance Jio Infocomm Limited will be forwarded to SPOCs in due course of time.

L) In case of loss of any SIM Card, a General Dairy (GD) need to be lodged at the concerned police station mandatorily and such copy of GD shall be required to be submitted for issuance of fresh SIM Card along with the requirements detailed at Sl. No.J.

M) All these SPOCs will submit and settle requests, queries and complaints with the Service Manager of M/S Reliance Jio Infocomm Limited for CUG scheme related issues.



N) All out effort is to be made by all the controlling officers in liaison with concerned SPOC to settle all dispute cases in periodical manner.

No case of dispute shall remain unsettled whatsoever, for which necessary guidance may be sought from the competent authority, if needed.

O) The Bill Plan Change request for any billing account will be processed only when the SPOC will approve with all documentation compliance and its subsequent approval from the appropriate authority i.e Director(HR), excluding change of plan viz. in promotional cases.

P) Service Manager of M/S Reliance Jio Infocomm Limited turn-around time for resolution will be maximum 3(three) working days for any billing related queries.

Q) A CUG connection which is not in use shall have to be deactivated temporarily forthwith and no bill shall be generated during the period the SIM is not put to use until further order/allotment. All employees shall have to report non-usage of the allotted SIM and handover the same to the SPOC promptly.

R) If any CUG connection is deactivated temporarily, there shall be 'Zero' billing against the CUG Number until further connection. Necessary communication is to be made with M/S Reliance Jio Infocomm Limited for temporarily deactivation of the specific CUG Connection.

S) Effort to be made to reallocate the deactivated SIMs in case of new connection/ damage SIM replacement.

T) If any other added services are introduced by M/s Reliance Jio Infocomm Limited like boosting up the connectivity, Signal strength that is likely to affect the entire network at a particular location/units that should be done in consultation / approval with WBSEDCL management and the same shall be intimated to the sites accordingly from the Corporate Office.

U) Terms of Payment:-

- 1) Service Provider will provide consolidated system generated itemized bills and deliver it through official email to all the billing units within 7th of each month and bill will be delivered for the work carried out during the previous month. There will be ~~172~~ billing units (as per Annexure- I). Activities in ERP system towards preparation and processing through Bill Register and creation of Purchase Order as per prevailing Company guidelines shall have to be done by the concerned sites accordingly.
- 2) Billing cycle for the account will be from 1st of every calendar month to end of every calendar month and system generated itemized bill will be sent in through email mode to ~~172~~ units. Payment against clear bills will be made within 45 days from date of submission of consolidated bills as per payment policy of WBSEDCL.
- 3) Late payment charges (LPC) will be applicable per unit per month on account basis. The amount of LPC as applicable as per LOA shall be admissible.
- 4) In case of temporary/permanent deactivation of a CUG connection, 'Safe Custody charge' shall be applicable as per prevailing TRAI guidelines.

However, no additional charge shall be payable for holding the SIM on account of non-allotment to any user within the timeline as applicable as per TRAI guidelines.

- 5) Any individual connection if exceeds the SMS free units (in case of Blackout days), then the extra usage will be charged as per tariff plan and same will be recovered from the concerned employee. Concerned paying authority will adjust the said extra charge from the next salary payment of the respective user. If the Controlling Officer can make himself satisfied that extra charge is incurred on official purpose, such expenses may be allowed upon approval from competent Authority i.e Director(HR).
- 6) If any person is transferred/ released from one unit to another, he has to handover the SIM to his successor / the Controlling Officer as the case may be, on the date of his/her release, failing which No Demand Certificate (NDC) shall not be issued in favour of the employee.

V) Transfer/separation of any employee should immediately be informed to the SPOC who in turn will communicate the Service Manager of M/S Reliance Jio Infocomm Limited for safe custody/ deactivation/ username change as per requirement placed/sent through authorized e-mail id of M/S Reliance Jio Infocomm Limited or on Company letterhead duly signed and stamped by the Controlling officer. In case of death of an employee, before issuance of 'NDC' the SIM has to be submitted to the office last posted.

W) Ordering Authority/Paying Authority: PO for particular accounting unit will be generated by the respective Controlling Officer as mentioned at Annexure-I. Respective paying authority as mentioned at Annexure-I will make the payment on receipt of certified bills and acceptance of service in SAP-ERP system by the Concerned Controlling Officer.

Further, the mobile connections under CUG for 33/11 KV Sub-Stations will be effected in the name of the concerned AE (Tech) of the concerned Division.

If there is requirement of a new CUG Connection with new handset at any 33/11 KV Sub-Station, the new handset may be procured by the concerned Divisional Manager with approval of the Zonal Manager as per prevailing norms of the Company as mentioned in the Office Order No: P/109 dated:11/02/2017 and/or its modifications.

The existing land-line connections at 33/11 KV Sub-Stations which are functioning properly at present should not be converted to CUG Connection, surrendering the land-line connections.

The facilities of the CUG scheme i.r.o the officials of the Company are extended in the following manner:-

SL No	Designation of the Officer	Entitlement
1	CMD, Directors, Executive Directors, Advisor(S&V) Ld. Legal Advisor/GM /CE/CVO/OSD	Plan-C
2	Zonal Manager/Addl. CE /AGM(HR&A)/(F&A)/ DGM(HR&A)/(F&A)/ Dy.CE/ CMO/Dy.CMO/	Plan-B

2	Company Secretary/ AGM(CC) / Chief Security Officer/Chief Safety Officer/Chief Land Officer	Plan-B
	Project Manager, RHP /JHP /TCFHP /PSIC, PPSP /other Hydro Projects	
	Resident Director, New Delhi Liason Office	
	Regional Manager, Divisional Manager, SE/DE In-Charge of the Commercial section of Region	
3	Project Managers of RE Projects	Plan-A
	SE/DE (not in independent charge), Sr.Manager (HR&A)/(F&A), Manager(HR&A)/(F&A), AE & equivalent post, Sr.MO	
	Station Manager of Customer Care Centers	
	Special Officer(S&LP)/ Special Officer(Land)/ Amin/ Surveyors of Region Office/Vehicle Pool Officer/Sr.Law Officer	
	Head of Chord Road Central Store	
	In-Charge of Store of Zonal Office/ Division Office	
	Principal/Course Co-ordinator -EETI/DDO HRDD	
4	All other Class-I officers not mentioned above	Plan-A
5	33/11 KV Substations	Plan-SS

N.B: Entitlement to a CUG plan shall be guided by the functional position an employee holds in the organization irrespective of his/her rank.

This order of CUG connection under M/S Reliance Jio Infocomm Limited will continue for a period of 2(two) years at prevailing rates and terms & conditions from the date of effect with provision until further extension of 1(one) year on its satisfactory performance.


 (A.K. Latua)
 Director (FIR)

Distribution:-

- 1) **Advisor (S&V), WBSEDCL.**
- 2) **Legal Advisor, WBSEDCL.**
- 3) **Advisor to Director (HR), WBSEDCL**
- 4) **Chief Engineer: Distribution-South/ Distribution-North/ PTP/ IT&C/ Commercial/ P&C/ DTD/ Dist. Project-I/ Dist. Project-II/ Dist. Project -III/ Dist. Project-IV/ Regulation/ Communication/ P&E/ Safety/ PPSP/ EMD/ CRM/ PIDD/ SPGD/ R&EM/ Hydel/ PSPD/ TPSP, WBSEDCL.**
- 5) **Project Manager, RHP/TCFHP/JHP, WBSEDCL.**
- 6) **Project Site-in-Charge, PPSP Site Bagmundi, WBSEDCL.**
- 7) **General Manager (HR&A): Corporate/ Planning/ (HRD/Trg./PM), WBSEDCL.**
- 8) **General Manager (F&A): Corporate Operation/Planning/ I.A., WBSEDCL**
- 9) **Company Secretary, WBSEDCL.**
- 10) **Addl. Chief Engineer: DSM, WBSEDCL.**
- 11) **Officer on Special Duty, WBSEDCL.**
- 12) **Chief Vigilance Officer, WBSEDCL.**
- 13) **Chief Medical Officer, WBSEDCL.**
- 14) **Chief Security Officer, WBSEDCL**
- 15) **Zonal Manager: Kolkata/ Burdwan/ Midnapore/ Berhampore/ Siliguri Zone, WBSEDCL**
- 16) **Addl. Genl. Manager (HR&A): SSC/ CLM/ ES & ER-II/ ES & ER-I/ Distribution/ Corporate HR/ Legal/ Vigilance/ Land Acquisition Cell/ Common Service Cell/ Board, WBSEDCL.**
- 17) **Project Manager: Siliguri/ Raiganj/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Coochbehar Special RE Project/ Balurghat/ Malda/ Murshidabad/ Nadia/ West Midnapore/ East Midnapore/ Bankura/ Baruipur/ Diamond Harbour/ Howrah/ Hooghly/ Suri/ Purulia RE Project, WBSEDCL.**
- 18) **Addl. Genl. Manager (F&A): Corp.-Finance/ B&A/ MIS/ Terminal Claims/ Hydel/ Insurance/ Project-II/ Regulations/ Risk Management/ Indirect Tax/ Distribution, WBSEDCL.**
- 19) **Superintending Engineer: Silguri/Durgapur Testing Circle, WBSEDCL**
- 20) **Addl. General Manager: (Corp. Communications), WBSEDCL.**
- 21) **Regional Manager: Alipurduar/ South 24-Parganas/ Bidhannagar/ North 24-Parganas/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim Bardhaman/ Birbhum/ Purba Midnapore/ Paschim Midnapore/ Jhargram/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Raiganj/ Dakshin Dinajpur/ Coochbehar/Kalimpong/ Jalpaiguri/ Darjeeling Region, WBSEDCL.**
- 22) **Divisional Manager: Behala/ Baruipur/ Garia/ Diamond Harbour/ Joynagar/ Bhangar/ New Town/ Bidhannagar-I/ Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/ Baduria/ Habra/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapore/ Kharagpur/ Bankura/ Belda/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnanagar/ Tehatta/ Domkol/ Ranaghat/ Berhampore/ Kandi/ Raghunathganj/ North Malda/ South Malda/ Jiaganj/ Dinhata/ Uttar Dinajpur/ Dakshin Dinajpur/ Buniadpur/ Jalpaiguri/ Balurghat/ Alipurduar/ Coochbehar/ Nakashipara/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Khatra/ Bolpur/ Bongaon/ Canning/ Egra/ Jhargram/ Kakdwip/ Mal/ Mathabhanga Division, WBSEDCL**
 - **To communicate all the offices under its jurisdiction.**
- 23) **Manager (Store), Chord Road Central Stores, WBSEDCL.**
- 24) **P.S. to CMD/ Director (HR)/ Director (Dist.)/ Director (Generation)/ Director (Finance)/ Director (Project)/ Director (RT)/ Executive Director (Dist.)/ Executive Director (Commercial), WBSEDCL**

Head Quarters									
Sl.No	Name of Unit	Total No	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
1	CMD Cell	2		1	1		Concerned DDO	PS to CMD	AGM(HR&A),CORP
2	Director (HR) Cell	1	0	0	1		Concerned DDO	PS to Director	AGM(HR&A),CORP
3	Director (Fin) Cell	1	0	0	1		Concerned DDO	PS to Director	AGM(HR&A),CORP
4	Director(Gen) Cell	1	0	0	1		Concerned DDO	PS to Director	AGM(HR&A),CORP
5	Director (RT) Cell	1	0	0	1		Concerned DDO	PS to Director	AGM(HR&A),CORP
6	Director (Dist) Cell	1	0	0	1		Concerned DDO	PS to Director	AGM(HR&A),CORP
7	Director(Proj) Cell	1	0	0	1		Concerned DDO	PS to Director	AGM(HR&A),CORP
8	OSD Cell	1	0	0	1	OSD	Concerned DDO	OSD	AGM(HR&A),CORP
9	Executive Director(Dist) Cell	5	2	2	1	ED(Dist)	Concerned DDO	AGM(HR&A)	AGM(HR&A)
10	Executive Director (Com) Cell	2	0	2	0	ED(Com)	Concerned DDO	Sr.PS to ED Com.	AGM(HR&A),CORP
11	GM(F&A) Corp. Operation Cell	7	3	3	1	GM(F&A)	Concerned DDO	PS	AGM(HR&A),CORP
12	GM(HR&A) Corporate Cell	2	0	1	1	GM(HR&A)	Concerned DDO	AGM(HR&A),CORP HR	AGM(HR&A),CORP
13	GM(HR&A) Planning Cell	1		1		GM(HR&A)	Concerned DDO	GM(HR&A) PLANNING	AGM(HR&A),CORP
14	GM(F&A), Corp. Planning Cell	1		1		GM(F&A)	Concerned DDO	GM(F&A)	AGM(HR&A),CORP
15	Internal Audit Department	7	3	3	1	GM(F&A)	Concerned DDO	AGM(F&A),CORP	AGM(HR&A),CORP
16	HRDD (including EETI)	12	9	2	1	GM	Concerned DDO	AGM(HR&A)	AGM(HR&A)
17	Distribution-South	21	16	5	1	CE	Concerned DDO	AGM(HR&A)	AGM(HR&A)
18	Distribution-North	5	2	2	1	CE	Concerned DDO	AGM(HR&A)	AGM(HR&A)
19	Dist. Project I (DPD)	11	8	3	0	CE	Concerned DDO	AGM(HR&A)Dist. Projects	AGM(HR&A)Dist. Projects
20	Dist. Project II	15	8	6	1	CE	Concerned DDO	AGM(HR&A)Dist. Projects	AGM(HR&A)Dist. Projects
21	Dist. Project III	16	11	4	1	CE	Concerned DDO	AGM(HR&A)Dist. Projects	AGM(HR&A)Dist. Projects
22	Dist. Project IV(REHQ & Projects)	86	74	11	1	CE	Concerned DDO	DGM (HR&A)	DGM (HR&A)
23	IT Cell	39	34	4	1	CE	Concerned DDO	SM(HR&A)	SM(HR&A)
24	P & C Department	28	19	8	1	CE	Concerned DDO	M(HR&A)	M(HR&A)
25	Dist. Testing Department	21	19	1	1	CE	Concerned DDO	SM(HR&A)	SM(HR&A)
26	Dist. Planning Department	15	11	3	1	CE	Concerned DDO	AGM(HR&A)Dist. Projects	AGM(HR&A)Dist. Projects

Head Quarters									
Sl.No	Name of Unit	Total No	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
27	Revenue & Energy Management	5	4		1	CE	Concerned DDO	AGM(HR&A)Dist. Projects	AGM(HR&A)Dist. Projects
28	PPSP HQ (including PPSP Sites)	35	32	2	1	CE	Concerned DDO	SM(HR&A)	SM(HR&A)
29	Planning Investigation & Design Department (PIDD)	14	11	2	1	CE	Concerned DDO	M(HR&A)	M(HR&A)
30	Solar Power Generation Department (SPGD)	23	17	5	1	CE	Concerned DDO	AM(HR&A)	AM(HR&A)
31	TPSP (including TPSP Site)	9	7	1	1	CE	Concerned DDO	M(HR&A)	M(HR&A)
32	Central Commercial Department	15	7	7	1	CE	Concerned DDO	M(HR&A)	M(HR&A)
33	CRM Cell	6	3	2	1	CE	Concerned DDO	DGM (HR&A)	DGM (HR&A)
34	Estate Management Department	12	9	2	1	CE	Concerned DDO	M(HR&A)	M(HR&A)
35	Communication Cell	10	7	2	1	CE	Concerned DDO	SM(HR&A),IT&COMM	SM(HR&A),IT&COMM
36	Corp. Safety Cell	10	7	2	1	CE	Concerned DDO	M(HR&A),Safety	AGM(HR&A),CORP
37	Power Trading & Procurement (PTP)	29	23	5	1	CE	Concerned DDO	DGM(HR&A),PTP	AGM(HR&A),CORP
38	Regulation Cell	9	6	2	1	CE	Concerned DDO	AM(F&A)	AGM(HR&A),CORP
39	Corp. Communication Cell	2	2	0	0	ADVISOR & CPRO	Concerned DDO	ADVISOR & CPRO (CC)	AGM(HR&A),CORP
40	Pumped Storage Project Department (PSPD)	15	12	3	0	ACE	Concerned DDO	AGM(HR&A)	AGM(HR&A)
41	Contract Labour Management Cell	2	1	1	0	AGM(HR&A)	Concerned DDO	AGM(HR&A),CLM	AGM(HR&A),CORP
42	Common Service Cell	4	4	0	0	AGM(HR&A)	Concerned DDO	AGM(HR&A),CS	AGM(HR&A),CORP
43	Corporate Insurance Cell	3	2	1	0	AGM(F&A)	Concerned DDO	AGM(F&A)/Corp	AGM(HR&A)/Corp
44	Company Secretary & Board Cell	1	0	1	0	AGM(CA)	Concerned DDO	In Charge of HR&A,Board Cell	AGM(HR&A),CORP
45	Corp. Budget & Accounts Cell	1	1	0	0	AGM(F&A)	Concerned DDO	AGM(F&A),B&A	AGM(HR&A),CORP

Head Quarters									
Sl.No	Name of Unit	Total No	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
46	Corp. Compilation Cell	3	3	0	0	AGM(F&A)	Concerned DDO	AGM(F&A),B&A	AGM(HR&A),CORP
47	Corp. Fund & Pay Cell	3	3	0	0	AGM(F&A)	Concerned DDO	AGM(F&A),CORP	AGM(HR&A),CORP
48	Land Aquisition Cell	1		1		Chief Land Officer	Concerned DDO	Chief Land Officer	AGM(HR&A),CORP
49	Corp. Terminal Claims	2	1	1	0	DGM(F&A)	Concerned DDO	AGM(F&A),TC	AGM(HR&A),CORP
50	Corp. Vigilance Cell	6	4	2	0	CVO	Concerned DDO	AGM(HR&A),Vigilance Cell	AGM(HR&A),CORP
51	Corporate HR	2	1	1	0	AGM(HR&A),CORP	Concerned DDO	AGM(HR&A),CORP HR	AGM(HR&A),CORP
52	Corp.Legal Cell	3	2	1	0	AGM(HR&A)	Concerned DDO	AGM(HR&A),Legal Cell	AGM(HR&A),CORP
53	Corp. Medical Cell	2	1	1	0	CMO	Concerned DDO	CMO	AGM(HR&A),CORP
54	Corp. MIS Cell	3	2	1	0	AGM(F&A)	Concerned DDO	AGM(F&A),MIS	AGM(HR&A),CORP
55	ES& ER-I Cell	3	2	1	0	AGM(HR&A)	Concerned DDO	AGM(HR&A), ES& ER-I	AGM(HR&A),CORP
56	ES& ER-II Cell	4	3	1	0	AGM(HR&A)	Concerned DDO	AGM(HR&A),ES&ER-II	AGM(HR&A),CORP
57	Fixed Asset Management Cell(FAMC)	2	1	1	0	ACE	Concerned DDO	ACE(FAMC)	AGM(HR&A),CORP
58	Cash Management Cell	2	2	0	0	SM(F&A)	Concerned DDO	AGM(F&A),CORP	AGM(HR&A),CORP
59	R &MP CELL	4	3	1	0	AGM(HR&A)	Concerned DDO	AGM(HR&A),RMP	AGM(HR&A),CORP
60	Security & Vigilance	6	4	1	1	Adv(S&V)	Concerned DDO	CSO	AGM(HR&A),CORP
61	Standing Selection Committee	1	0	1	0	AGM(HR&A)	Concerned DDO	AGM(HR&A),SSC	AGM(HR&A),CORP

HYDEL UNITS										
Sl.No	Name of Unit	Total No	Plan-SS	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
1	Hydel HQ	22	7	11	3	1	CE	Concerned DDO	SM(HR&A), Hydel HQ	SM(HR&A), Hydel HQ
2	Jaldhaka Hydel Project	13	0	12	1	0	ACE	Concerned DDO	AM(HR&A)	SM(HR&A), Hydel HQ
3	Teesta Canal Fall Hydel Project	19	0	18	1	0	ACE	Concerned DDO	M(HR&A)	SM(HR&A), Hydel HQ
4	Rammam Hydel Project	24	0	22	2	0	ACE	Concerned DDO	AM(HR&A)	SM(HR&A), Hydel HQ
5	Mini Micro Hydel Division	5	0	5	0	0	DE	Concerned DDO	DE	SM(HR&A), Hydel HQ

Site offices except Vidyut Bhavan

Sl.No	Name of Unit	Total No	Plan-SS	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
1	Midnapore Zone	20	0	17	3	0	ZM	Concerned DDO	SM(HR&A)	Head of HR&A of concerned Zone
2	Paschim Medinipur Region	11	0	9	2	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
3	Midnapore Division	28	14	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
4	Kharagpur Division	29	14	15	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
5	Ghatal Division	23	8	15	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
6	Jhargram Region	10	0	9	1	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
7	Jhargram Division	36	19	17	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
8	Belda Division	18	7	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
9	Purba Medinipur Region	11	0	10	1	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
10	Tamluk Division	25	9	16	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
11	Contai Division	29	15	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
12	Haldia Division	15	3	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
13	Egra Division	21	9	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
14	Bankura Region	12	0	12	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
15	Bankura Division	27	12	15	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
16	Bishnupur Division	27	12	15	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
17	Khatra Division	25	11	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
18	Purulia Region	11	0	11	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
19	Purulia Division	26	9	17	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
20	Raghunathpur Division	35	15	20	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
21	Kolkata Zone	25	0	21	4	0	ZM	Concerned DDO	DGM (HR&A)	Head of HR&A of concerned Zone
22	North 24 Parganas Region	11	0	11	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
23	Bongaon Division	13	2	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
24	Barrackpore Division	28	10	18	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
25	Barasat Division	31	12	19	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
26	Basirhat Division	16	3	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
27	Baduria Division	12	2	10	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
28	Habra Division	14	2	12	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
29	Naihati Division	28	10	18	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
30	Bidhannagar Region	15	0	15	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
31	Bidhannagar Division-I	11	0	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone

Site offices except Vidyut Bhavan

Sl.No	Name of Unit	Total No	Plan-SS	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
32	Bidhannagar Division-II	27	13	14	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
33	Bhangar Division	11	0	11	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
34	NewTown Division	12	3	9	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
35	South 24 Parganas Region	13	0	13	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
36	Behala Division	23	9	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
37	Garia Division	22	7	15	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
38	Diamond Harbour Division	14	1	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
39	Canning Division	15	4	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
40	Kakdwip Division	17	6	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
41	Baruipur Division	18	4	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
42	Joynagar Division	14	0	14	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
43	Howrah Region	12	0	12	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
44	Howrah Division I	23	10	13	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
45	Howrah Division II	25	10	15	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
46	Uluberia Division	30	11	19	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
47	Burdwan Zone	24	0	20	3	1	ZM	Concerned DDO	DGM (HR&A)	Head of HR&A of concerned Zone
48	Burdwan Region	13	0	12	1	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
49	Katwa Division	22	9	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
50	Kalna Division	22	9	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
51	Memari Division	17	6	11	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
52	Burdwan (NORTH) Division	21	11	10	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
53	Burdwan (SOUTH) Division	23	10	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
54	Paschim Burdwan Region	12	0	12	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
55	Asansol Division	28	14	14	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
56	Durgapur Division	33	16	17	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
57	Birbhum Region	9	0	9	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
58	Suri Division	24	14	10	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
59	Rampurhat Division	19	3	16	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
60	Bolpur Division	18	5	13	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
61	Hooghly Region	13	0	13	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
62	Serampore Division	23	9	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone

Site offices except Vidyut Bhavan

Sl.No	Name of Unit	Total No	Plan-SS	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
63	Chandannagar Division	30	12	18	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
64	Arambagh Division	23	7	16	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
65	Tarakeswar Division	22	8	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
66	Singur Haripal Division	17	6	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
67	Mogra Division	17	3	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
68	Siliguri Zone	24	0	23	1	0	ZM	Concerned DDO	SM(HR&A)	Head of HR&A of concerned Zone
69	Darjeeling Region	10	0	10	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
70	Darjeeling Division	14	6	8	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
71	Siliguri Town Division	25	11	14	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
72	Siliguri Sub Urban Division	21	10	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
73	Kurseong Division	11	3	8	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
74	Jalpaiguri Division	24	11	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
75	Kalimpong Region	10	0	9	1	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
76	Kalimpong Division	6	1	5	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
77	Mal Division	16	5	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
78	Alipurduar Region	8	0	8	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
79	Jalpaiguri Region	11	0	11	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
80	Alipurduar Division	18	4	14	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
81	Coochbehar Region	9	0	9	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
82	Coochbehar Division	20	8	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
83	Dinhata Division	17	6	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
84	Mathabhanga Division	15	5	10	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
85	Raiganj Region	10	0	10	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
86	Uttar Dinajpur Division	20	8	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
87	Islampur Division	20	9	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
88	Dakshin Dinajpur Region	8	0	8	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
89	Balurghat Division	19	7	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
90	Buniadpur Division	17	6	11	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
91	Berhampore Zone	25	0	24	1	0	ZM	Concerned DDO	SM(HR&A)	Head of HR&A of concerned Zone
92	Murshidabad Region	8	0	8	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone

Site offices except Vidyut Bhavan

Sl.No	Name of Unit	Total No	Plan-SS	Plan-A	Plan-B	Plan-C	Controlling Officer	Paying Authority	Claim certifying officer	SPOC
93	Berhampore Division	22	8	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
94	Domkal Division	16	5	11	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
95	Jiaganj Division	20	7	13	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
96	Raghunathganj Division	23	11	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
97	Kandi Division	22	10	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
98	Malda Region	10	0	10	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
99	South Malda Division	33	14	19	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
100	North Malda Division	27	11	16	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
101	Nadia Region	10	0	10	0	0	RM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
102	Kalyani Division	23	8	15	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone
103	Krishnagar Division	19	5	14	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
104	Tehatta Division	20	8	12	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
105	Nakashipara Division	16	6	10	0	0	DM	Concerned DDO	AM(HR&A)	Head of HR&A of concerned Zone
106	Ranaghat Division	26	7	19	0	0	DM	Concerned DDO	M(HR&A)	Head of HR&A of concerned Zone

