



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Circular No.: 06/2023
Dated: 02-05-2023

Subject: Employee Recognition & Reward Scheme

For some time past, the management was contemplating to introduce a system to implement "Employee Recognition and Reward Scheme" to acknowledge the outstanding contributions of the top performers for their achievements in different fields that support the Company in accomplishing its vision and mission.

As such, the below mentioned steps will be followed to implement the scheme.

- I. Employee will apply addressing Director (HR) through email (erscheme@wbsedcl.in) with relevant documents in support of his/her claims of special achievement/ contribution to Company during a particular Financial year for recognition **within 30th June of the following Financial year.**
- II. Recognition will be consider in the field of:
 1. Reduction of T&D loss, reduction of AT&C loss.
 2. Special achievements in respect to collection of revenue, better material management, better scrap disposal, better accounting practice, curtailment of expenditure etc.
 3. Special action to Minimize Breakdown time of the electrical system.
 4. Special action to achieve Zero Accident for the period.
 5. Special achievement in respect to Project implementation.
 6. Special achievement of any officials in respect to activities of any offices/departments of WBSEDCL in their respective work field.
 7. Special contribution of officials of higher offices including other concerned departments like Region / Zone / Project / Chief Engineer's office in respect of special achievements of the officials of the subordinate offices under their control etc. and
 8. Any other field which the employee feels to be recognized.
- III. All applications received will be down loaded after expiry of date of submission and submit before Director (HR) during the **second week of July by HRD department.**
- IV. The meeting of all the Directors will be held subsequently to select 3 to 5 applications to submit to Chairman & Managing Director with a note covering the reason for acceptance of claim of the exceptional contribution of the officer / employee reported upon along with comments on quality of output, accomplishment of planned work, accomplishment of exceptional work/unforeseen task performed, overall quality of output, knowledge of work, decision making ability, integrity etc. of the officer/ employee concerned **by 31st August of the concerned year.**
- V. The Chairman & Managing Director will finally select the winner (s) /employee(s) of the concerned Financial Year.
- VI. Subsequently winner (s) /employee(s) will be awarded.

This circular is issued with the approval of the Chairman & Managing Director WBSEDCL.

This will come into force with immediate effect and the application for performance / achievement during the FY 2022-23 are to be submitted **by 31st July' 2023.**

(A.K. Latua)
Director (HR)

Distribution :

1. Adviser(S&V), WBSEDCL.
2. Legal Adviser, WBSEDCL.
3. Advisor (Recruitment), WBSEDCL.
4. ChiefEngineer:Dist./Dist.Planning/RE/Dist.Projects-I/II/III/Commercial/Hydel/EMD/PTP/Regulation/
CRM/P&C/DTD/PIDD/PSPD/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring/Safety,WBSEDCL
5. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company.**
6. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
7. General Manager:(HR&A): Corp./T&D and PM, WBSEDCL.
8. General Manager(F&A): Corp./IA, WBSEDCL.
9. Company Secretary, WBSEDCL.
10. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
11. Addl. Chief Engineer, Safety/EMD/S&LP, WBSEDCL.
12. Officer on Special Duty, WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
15. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES ER-II/Recruitment & Manpower
Planning/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/ Board Cell, WBSEDCL.
16. Project Manager: Siliguri/ Raiganj/ Berhampur/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-
Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruiপুর/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
17. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims/ Hydel/Dist./RE/ P&C/
Internal Audit/Project-II/ IT, WBSEDCL.
18. Advisor (Corporate Communication), WBSEDCL.
19. Chief Medical Officer, WBSEDCL.
20. Resident Director, Liaison Office, New Delhi, WBSEDCL.
21. Chief Security Officer, WBSEDCL.
22. Adviser (Land)/Chief Land Officer, Land Acquisition Cell, WBSEDCL
23. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
24. Regional Manager: North 24-Parganas/ South 24-Parganas/ Bidhannagar/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim
Bardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/
Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/ Alipurduar/ Coochbehar Region, WBSEDCL.
25. Divisional Manager: Behala/Baruiপুর/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-
II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/Habra/Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/
Chandannagar/ Mogra/ Kalna/Katwa/Memari/Burdwan North/Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/Bolpur/
Tamluk/ Contai/ Haldia /Ghatal/ Midnapur/ Kharagpur/ Bankura/ Bishnupur/ Purulia/ Raghunathpur/Kalyani/ Krishnagar/
Tehatta/Berhampur/Kandi/ Raghunathganj/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/
Jalpaiguri/Domkal/Jiaganj/Alipurduar/ Coochbehar/ Darjeeling/Siliguri Town/ Siliguri Suburban / Kurseong/Islampur/
Kalimpong/Mal/Mathabhanga/Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/Bhangar/New
Town/Balurghat/Ranaghat Division, WBSEDCL. - **for further circulation as may be required under their
jurisdiction.**
26. P.S. to Chairman and Managing Director/ Director (Fin)/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director
(Projects)/Director (Generation)/ Executive Director(IT)/ Executive Director(Comml), WBSEDCL.