

# 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](http://www.wbsedcl.in)

Circular No. 06/2022

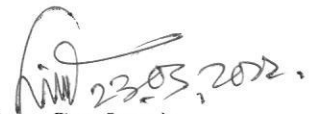
Dated: 23.03.2022

**Subject:** Steps to be taken where discrepancies found during Annual Physical verification of Inventory.

Based on the past years practice, annual physical verification of the stores shall be conducted by the outside professional firms engaged for this purpose. The representatives of outside professional firm shall undertake physical verification jointly with the verifying officers of the establishment.

Following actions shall be taken for the discrepancies found in the course of Physical verification:-

- i. Controlling Officer of the accounting unit under which the stores are located shall categorize the reasons for such discrepancies in any of the following:
  - a. Whether such discrepancies arises due to the theft of Materials by outsider where FIR was lodged & insurance claim, if any made and/or
  - b. Whether such discrepancies arises due to the fact that material issued but not yet regularized in the ERP-MM module till the date of physical verification of stores by the independent verifier and/or
  - c. Whether such discrepancies arises due to the defalcation of Materials done by Dept. employee.
- ii. Controlling Officer shall initiate the following action for necessary stock adjustment process so that the issues will get resolved within first quarter (Q1) of the next financial year.
  - 1) Excess found in the verification process should increase the material quantity without any value.
  - 2) In case shortage found in the verification process where reasons for discrepancies are as per (a) above, then necessary write off proposal for loss of inventory should be initiated from the accounting unit for consideration of Board of Directors.
  - 3) In case of shortage found in the verification process where reasons for discrepancies are as per (b) above, then necessary regularization process in ERP-MM module should be done by the accounting unit. Issue of materials is to be ensured only through ERP-MM module.
  - 4) The loss of inventory due to defalcation of Materials done by Dept. employee as per (c) above, should be informed to appropriate corporate authority for further action

  
(Sujay Sarkar)  
Director (HR)

**Distribution :**

1. Adviser(S&V), WBSEDCL.
  2. Legal Adviser, WBSEDCL.
  3. Advisor (Recruitment), WBSEDCL.
  4. Chief Engineer: Dist./Dist. Planning/RE/Dist. Projects-I/II/III/Commercial/Hydel/EMD/PTP/Regulation/ CRM/P&C/DTD/PIDD/PSPD/PPSP/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring, 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/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
  17. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/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: South 24-Parganas/ Bidhannagar/ Balurghat/ North 24-Parganas/ Howrah/ Hooghly/ Burdwan/ Birbhum/ Tamluk/ Midnapur/ Bankura/ Purulia/ Nadia/ Alipurduar/ Murshidabad/ Malda/ Raiganj/ Jalpaiguri/ Darjeeling/ Coochbehar Region, WBSEDCL.
  25. Divisional Manager: Behala/Baruipur/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/Bhanganar/New Town/Balurghat/Ranaghat Division, WBSEDCL. - **for further circulation as may be required under their jurisdiction.**
  26. P.S. to Chairman and Managing Director/Chief Financial Officer/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director (Projects)/Director (Generation)/ Executive Director(IT)/ Executive Director(Comm), WBSEDCL.
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