



WBSEDCL

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A West Bengal Government Enterprise)

Corporate Office, Vidyut Bhavan

7th Floor, A Block, Bidhannagar, Kolkata-700 091.

Tel: 033-23591917

Office Order No : 1620

Dated:- 08-05-2019

**Sub: Handing over of pension booklet to the retiring employees
Through Drawing and Disbursing officer of the attached Unit.**

In terms of regulation No 26 of Death Cum Retirement Benefit, 1985 a retiring employee will have to be issued with a Pension booklet by the pension cell on receipt of Retirement Notice issued by the respective head of the office at least one year before the date of his/her retirement on superannuation.

But in view of some complaints received from some retiring employees of not receiving or delayed receiving of such pension booklet sent from pension cell it has been decided to distribute such booklet by the DDO of the retiring employees to ensure its timely delivery to the incumbent concern .

Hence it is advised to all concern, that distribution of Pension booklet to the retiring employees issued by the pension cell will be accomplished through the Drawing and Disbursing Officer of that Office .The Drawing and Disbursing Officers will maintain a register for monitoring the record of Pension booklet received from the pension cell for distribution to the retiring employees.

All DDOs are hereby advised to follow the instruction scrupulously.

This is for information and necessary action of all concerned.


08.05.2019
(Sujay Sarkar)

Director(HR)

Distribution :

1. Adviser(S&V), WBSEDCL.
2. Legal Adviser, WBSEDCL.
3. Chief Engineer: Dist./Dist. Planning/RE/Dist. Projects-I/II/III/Commercial/IT&C/Hydel/PTP/Regulation/CRM/P&C/DTD/ PIDD/PSPD/ R & EM/ Solar/Hydel Constn./Communication/Corp. Monitoring, WBSEDCL.
4. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
5. General Manager:(HR&A): Corp./T&D and PM, WBSEDCL.
6. General Manager(F&A): Corp./IA, WBSEDCL.
7. Company Secretary, WBSEDCL.
8. Project Manager, PPSP Site/RHP/TCFHP/JHP, WBSEDCL.
9. Addl. Chief Engineer, Safety/S&LP, WBSEDCL.
10. Officer on Special Duty, WBSEDCL.
11. Chief Vigilance Officer, WBSEDCL.
12. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
13. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES ER-II/Recruitment & Manpower Planning/PSPD/Common Service Cell/HCM Core Team, WBSEDCL.
14. Project Manager: Siliguri/Raiganj/Berhampore/Barast/Burdwan/Jalpaiguri/Coochbehar/Malda/ Murshidabad-Nadia/West Midnapur/East Midnapur/Bankura/Baruipur/Howrah-Hooghly/Suri RE Project, WBSEDCL.
16. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Terminal Claims/ Hydel/Dist./RE/ P&C/ Internal Audit, WBSEDCL.
17. Advisor (Corporate Communication), WBSEDCL.
18. Chief Medical Officer, WBSEDCL.
19. Resident Director, Liaison Office, New Delhi, WBSEDCL.
20. Chief Security Officer, WBSEDCL.
21. Adviser (Land),Land Acquisition Cell, WBSEDCL
22. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Board Cell/ Estb. Corp/ CMC/ EMD/ Land Acquisition, WBSEDCL
23. 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/Cooch behar Region, WBSEDCL.
24. 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/Burdwan Urban/ 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 Suburbon / Kurseong/Islampur/ Kalimpong/Mal/Mathabhanga/Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/Bhangar Division, WBSEDCL. - **for further circulation as may be required under their jurisdiction.**
25. P.S. to Chairman and Managing Director/Chief Financial Officer/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director (Projects)/Director (Generation)/ Executive Director(IT), WBSEDCL.
