



WSEDCL

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Vidyut Bhavan, Bidhan Nagar, Block-DJ, Sec-II, Kolkata-700091

Website: [www.wbsedcl.in](http://www.wbsedcl.in), CIN: U40109WB2007SGC113473

Office Order No.: 244

Date: 04-10-24

**Sub: Accessing ERP application on holidays during Durga Puja festival 2024**

**Ref.:** Office Order No. 2084, dated 09.02.2022 of the Director (HR), WSEDCL


With reference to the above Office Order, the System Access Policy has been fully enforced within the ERP application since 15.02.2022. The policy dictates that the ERP system is inaccessible to users during holidays and outside of regular working hours (from 9:30 AM to 8:00 PM).

However, in light of the forthcoming holidays during the Durga Puja festival, scheduled from 08.10.2024 to 12.10.2024, it has been decided to grant access to the ERP application for all users from 05.10.2024 to 12.10.2024. This aims to facilitate activities such as half-yearly closure of Books of Accounts, issuing store materials, making payments to vendors etc. during these puja holidays.

Consequently, users are not required to submit any request through the ESS portal for accessing the ERP application on holidays falling within the mentioned period.

It is essential to note that, apart from the aforementioned period, access to the ERP application will remain restricted on holidays and beyond regular working hours, as outlined in the Office Order mentioned above.

This is for information and necessary action by all concerned.

  
(A. K. Matua)  
Director (HR)  
WSEDCL



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**Memo No: IT&C/79.00/ 532 (1-189)**

**Date: 04.10.24**

**Distribution: -**

1. Adviser(S&V), WBSEDCL.
2. Legal Adviser, WBSEDCL.
3. Chief Engineer: Distribution (North)/Distribution (South)/ P&E/ Project-I/ Project -II/ Project -III/ Project -IV/ IT&C/ Commercial/ Hydel/ PTP/ Regulation/ CRM/ P&C/ DTD/ EMD/ PPSP/ TPSP/ PIDD/ PSPD/ SPGD/ R&EM/Communication/Corp. Monitoring/S&LP, WBSEDCL.
4. General Manager:(HR&A): Planning/Operation, WBSEDCL.
5. General Manager(F&A): Corporate Planning/Operation/IA, WBSEDCL.
6. Company Secretary, WBSEDCL.
7. Project Manager, PPSP Site/ Turga Site/ RHP/ TCFHP/ JHP/Mini Micro, WBSEDCL.
8. Addl. Chief Engineer, Safety/ S&LP/ DSM/ FAMC, WBSEDCL.
9. Officer on Special Duty, WBSEDCL.
10. Chief Vigilance Officer, WBSEDCL.
11. Zonal Manager: Kolkata/ Burdwan/ Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
12. Addl. Genl. Manager (HR&A): SSC/ CLM/ Corp. HR/ ES ER-I./ DHQ/ Legal/ Vigilance/ ES ER-II/ R&MP/ Land Acquisition Cell/ Common Service Cell, WBSEDCL.
13. Project Manager: Murshidabad / Burdwan / Uttar Dinajpur / Dakshin Dinajpur / Bankura / Baruipur / Nadia / Birbhum / Jalpaiguri / Purba Medinipur / Howrah / Paschim Medinipur / North 24 Parganas / Darjeeling / Hoogly / Coochbehar / Daimond Harbour / Malda / Purulia PM Office, WBSEDCL.
14. Addl. Genl. Manager (F&A): Corp.-Finance/ B&A/ MIS/ Insurance/ Indirect Tax/ Terminal Claims, WBSEDCL.
15. Addl. General Manager (Corporate Communication), WBSEDCL.
16. Chief Medical Officer, WBSEDCL.
17. Resident Director, Liaison Office, New Delhi, WBSEDCL.
18. Chief Security Officer, WBSEDCL.
19. Adviser (Land), Land Acquisition Cell, WBSEDCL
20. Regional Manager: South 24 Parganas/Bidhannagar/Howrah / North 24 Parganas /Paschim Midnapore/Hooghly/Purba Midnapore/Bankura/ Purulia/Murshidabad/Nadia/Malda/Darjeeling/Jalpaiguri/Raiganj/Cooch



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**WBSEDCL**

- behar/Alipurduar/Dakshin Dinajpur/Purba Bardhaman/Birbhum/  
Hooghly/Paschim Bardhaman/ Kalimpong/Jhargram, WBSEDCL.
21. Divisional Manager: Behala / Baruipur / Garia / Diamond Harbour /  
Kakdwip / Canning(D)Div. / Bidhannagar-I / Bidhannagar-II / Howrah-I /  
Uluberia / Howrah-II / Barackpur / Barasat / Habra / Naihati / Basirhat  
/ Bongaon / Kharagpur / Ghatal / Midnapur / Jhargram / Belda /  
Tamluk / Contai / Haldia / Egra / Bankura / Bishnupur / Khatra /  
Purulia / Raghunathpur / Berhampore / Raghunathganj / Kandi /  
Domkal Division / Jiaganj Division / Kalyani / Krishnanagar / Tehatta /  
South Malda / North Malda / Siliguri / Kurseong / Darjeeling / Siliguri  
Sub-Urban / Kalingpong / Jalpaiguri / Mal / Raiganj / Dakhin Dinajpur /  
Islampur / Alipurduar / Coochbehar / Mathabhanga / Burdwan / Asansol  
/ Durgapur / Katwa / Kalna / Memari / Burdwan Town (D) Division / Suri  
/ Rampurhat / Bolpur / Sreerampur / Chandannagar / Arambagh /  
Tarakeswar / Singur / Mogra / New Town Division, WBSEDCL.
22. P.S. to Chairman and Managing Director/ Director (HR)/ Director  
(Finance)/ Director (Dist.)/ Director (Projects)/Director (Generation)/  
Director(R&T)/ Executive Director (Distribution) / Executive Director  
(Commercial), WBSEDCL.

Chief Engineer  
IT & C Cell, WBSEDCL