



West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Recruitment & Manpower Planning Cell

7th Floor, 'C' Block, Vidyut Bhavan

OFFICE ORDER NO. RMP/2023/27

DATE :23/07/2023

Sub: Restructuring of Distribution Wing.

Over the last few years, the network of WBSEDCL has increased manifold with simultaneous addition of large number of consumers. The expectations of the consumers has also increased with the growing needs of the new age. For strengthening of the existing network as well as to reduce the AT&C losses of the Company, Revamped Distribution Sector Scheme has been launched. Consequent upon the evolving scenario which calls for more intensive supervision & monitoring, the entire gamut of activities associated with Distribution wing vis-à-vis adherence to several statutory compliances, sanction is hereby accorded for creation of **a new post of Executive Director (Distribution)** by re-conveying the post of Executive Director (IT) and **one new post of Chief Engineer.**

Executive Director (Distribution) will be appointed by method of selection as prescribed by the Company.

Consequent upon the creation of such additional posts, the duties and responsibilities of existing Chief Engineer (Distribution) will hence forth be discharged by two Chief Engineers viz. **Chief Engineers (Distribution-South) & Chief Engineers (Distribution-North)**. The Zonal Managers of Kolkata, Midnapur, Burdwan & Berhampore Zones will report directly to the Chief Engineer (Distribution-South) and the Zonal Manager Siliguri Zone will report directly to the Chief Engineer (Distribution-North) at present.

Both the Chief Engineers as mentioned above will report to the Executive Director (Distribution). Both the Chief Engineers will perform the duties and responsibilities of the existing post of Chief Engineer (Distribution) except those which will be directly looked after by the Executive Director (Distribution) as mentioned in the annexure.

Regd. Office: Vidyut Bhavan, Block – D), Sector – II, Bidhannagar, Kolkata – 700 091

Corporate Identity No. (CIN) : U40109WB2007SGC113473, Tele. No.: 033-23598370

E-mail ID: rmpcell@wbasedcl.in

web: www.wbasedcl.in

WBSEDCL

The employees presently posted at Distribution Head Quarter will report to the Executive Director (Distribution) and the Chief Engineers (Distribution-South) who will utilize their services till posting of employees under their direct control. The Chief Engineer (Distribution-North) will utilize the services of the employees of Siliguri Zone till posting of employees under his direct control.

This has approval of Board of Directors of WBSEDCL in its **114th meeting** held on **6th July 2023**.

Encl: Annexure-I & II.


(A. K. Jaisua)
Director (HR)

Job Responsibilities of Executive Director (Distribution)

- Overall supervision & monitoring of activities under Distribution wing.
- Preparation of Capital & Revenue Budget for Distribution wing.
- Preparation of DPR for funding arrangement for execution of various schemes under Distribution wing.
- Preparation of claims & submission of Utilization Certificates related to various loan & grant funds.
- Distribution of funds to all units under Distribution wing.
- Compilation of the data of various distribution activities covering all zones and periodic reporting to various departments.
- Material management including agglomeration of procurement proposals from the Chief Engineer (Distribution-South) & Chief Engineer (Distribution-North) for central items & allotment of the Central Purchase materials to various Zones and site offices.
- Issuance of Rate Contracts for Sub-Station Operation and Mobile Van Services and according in-principle approval based on the Budget Provision.
- Issuance of Rate Contract for Erection Works for New Construction and Line Maintenance following the due process and Delegation of Power.
- Finalization of the Rate of the Spot Billing through e-tendering and subsequent monitoring of the Spot-Billing activities across WBSEDCL.
- Finalization of the Rate of Cash Collection Kiosk through e-tendering and also monitoring of the operation of Collection KIOSK across WBSEDCL.
- Finalization of Material Cost Data.
- Issuance of Rate Contract for regeneration of burnt transformer oil.
- Facilitate repairing of defective Power Transformer in consultation with Distribution Testing Department.
- Maintaining liaison with all other departments of WBSEDCL.
- Overseeing activities related to Distribution HR, Distribution Finance & Distribution Revenue wing.



Job Responsibilities of Chief Engineer (Distribution-South) & Chief Engineer (Distribution-North)

- Issuance of all types of T&A Approval Order after obtaining technical clearance from Planning & Engineering Dept.& funding approval from Executive Director (Distribution) as per Delegation of Power.
- Preparation of schemes/quotations of 33 KV Housing Complex, Commercial Complex, Industrial Parks, Tourism hub, Govt. projects etc.
- Monitoring of the Operation & Maintenance activities of the entire Distribution network to provide 24X7 power under their respective jurisdiction.
- Handling various technical disputes/low voltage issues of the consumers.
- Monitoring of the execution of the different types of service connections at site level.
- Monitoring of major system improvement works executed through Distribution wing.
- Monitoring of works under Administrative Calendar.
- Monitoring of Major Civil Works along with issuance of Order for Technical & Administrative Approval after obtaining technical clearance from Planning & Engineering Dept. & funding approval from Executive Director (Distribution) as per Delegation of Power.
- Conducting STC meeting as and when required.
- Monitoring of the revenue activities having liaison with different Zones/Regions/Divisions.
- Monitoring and issuance of quotation in different network shifting work related to National Highway Authority, PWD, State Highway, Rail etc. and maintaining liaison with such departments.
- Preparation of reply to the issues of Assembly, Lok-Sabha, Standing Committee, Power Deptt etc.
- Handling of grievances of various stake-holders referred directly or escalated from lower level.
- Act as Reporting, Supervising and Reviewing officers of Zonal Managers, Regional Managers & Divisional Managers respectively.
- Any other job assigned by the superior authority.

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WBASEDCL

Distribution:-

1. **The Adviser (S&V), WBSSEDCL.**
2. **The Legal Adviser, WBSSEDCL.**
3. **The Chief Engineer:** Distribution / P&E / Dist. Project Department / Project-II / Project-III / Commercial / RE / IT&C / PTP / Regulation / Communication / Safety / EMD / CRM / PIDD / P&C / SPGD / R&EM / DTD / PSPD / TPSP / Hydel HQ, **WBSSEDCL.**
4. **The Chief Engineer & Project Manager, PPSP HQ, WBSSEDCL.**
5. **The General Manager (HR&A):** Corporate/Planning/ HRDD, **WBSSEDCL.**
6. **The General Manager (F&A):** Corporate Planning/Corporate Operation/Internal Audit, **WBSSEDCL.**
7. **The Project Manager:** RHP / TCFHP / JHP, **WBSSEDCL.**
8. **The Project Site-in-Charge, PPSP Site, Bagmundi, WBSSEDCL.**
9. **The Officer-On-Special Duty, WBSSEDCL.**
10. **The Chief Vigilance Officer, WBSSEDCL.**
11. **The Company Secretary, WBSSEDCL.**
12. **The Chief Safety Officer, WBSSEDECL.**
13. **The Addl. Chief Engineer:** Fixed Asset Management Cell / S&LP Cell / DSM Cell, **WBSSEDCL.**
14. **The Zonal Manager:** Kolkata / Burdwan / Berhampur / Midnapur / Siliguri Zone, **WBSSEDCL.**
15. **The Addl. General Manager (HR&A):** SSC / CLM / Distribution / ES&ER-I / ES&ER-II / Common Service Cell / Corporate HR / Legal / Vigilance / HRDD / Board Cell / PSPD / Project-II / R&MP Cell, **WBSSEDCL.**
16. **The Addl. General Manager (F&A):** B&A / Corp.-Finance / Corp. MIS / Terminal Claims / Dist. HQ / Insurance / Risk Cell / Regulations / Hydel HQ / RE HQ / Internal Audit / Dist. Project Dept. / Project-II / Project-III / Indirect Tax Cell / SPGD / IT&C / PSPD, **WBSSEDCL.**
17. **The Adviser & CPRO, Corporate Communications, WBSSEDCL.**
18. **The Chief Medical Officer, WBSSEDCL.**
19. **The Resident Director, WBSSEDCL, New Delhi.**
20. **The Chief Security Officer, WBSSEDCL.**
21. **The Chief Land Officer, WBSSEDCL.**
22. **The Dy. General Manager (HR&A), RE HQ, WBSSEDCL.**
23. **The Sr. Manager (F&A):** CMC / Treasury / Fund & Payment / CPF Cell, **WBSSEDCL.**
24. **The Project Manager:** Siliguri / Raiganj / Murshidabad-Nadia / Barasat / Burdwan / Berhampore / Paschim Midnapur / Bankura / Baruipur / Howrah-Hooghly / Suri / Purba Midnapur / Jalpaiguri / Coochbehar / Malda / Diamond Harbour / Dakshin Dinajpur / Purulia / Murshidabad RE Project / Spl. Project Cell (RE), Coochbehar/ Gosaba RE Camp, **WBSSEDCL.**
25. **The Regional Manager:** 24 Pgs. (North) / 24 Pgs. (South) / Bankura / Bidhannagar / Birbhum / Purba Burdwan / Paschim Burdwan/ Darjeeling / Hooghly / Howrah / Jalpaiguri / Malda / Paschim Midnapur / Murshidabad / Nadia / Purulia / Uttar Dinajpur / Dakshin Dinajpur / Purba Midnapur / Coochbehar / Alipurduar / Kalimpong / Jhargram, **WBSSEDCL.**
26. **The Superintending Engineer:** Siliguri / Durgapur Testing Circle / Chord Road Central Stores, **WBSSEDCL.**
27. **The Divisional Engineer:** Mini Micro Hydel Division, **WBSSEDCL.**
28. **The Divisional Manager:** Alipurduar / Arambagh / Asansol / Bankura / Barasat / Barrackpur / Baruipur / Basirhat / Behala / Belda/ Berhampur / Bidhannagar-I / Bidhannagar-II / Bishnupur / Bolpur / Bongaon / Bhangar / Burdwan North / Burdwan South / Baduria / Canning / Chandannagar / Contai / Coochbehar / Balurghat / Buniadpur/ Darjeeling / Diamond Harbour / Durgapur / Domkal / Dinhata / Egra / Garia / Ghatal / Habra / Haldia / Howrah-I / Howrah-II / Islampur / Jalpaiguri / Jhargram / Jiaganj / Joynagar / Kakdwip / Kalna / Kalimpong / Kalyani / Kandi / Katwa / Krishnanagar / Kharagpur / Khatra / Kurseong / Mal / Mathabhanga / Memari / Midnapur / Mogra / Naihati / North Malda / Nakashipara / New Town / Purulia / Raghunathganj / Raghunathpur / Raiganj / Rampurhat/ Ranaghat / Serampur / Siliguri Subarban / Siliguri Town / Singur-Haripal / South Malda / Suri / Tamluk / Tarakeswar / Tehatta / Uluberia Division, **WBSSEDCL.**
29. **The Manager (F&A):** Establishment Corporate, **WBSSEDCL.**
30. **The P.S to Chairman & Managing Director / Director (HR) / Director (R&T) / Director (Finance) / Director (Distribution) / Director (Projects) / Director (Generation) / Executive Director (IT) / Executive Director (Commercial), WBSSEDCL.**