



# West Bengal State Electricity Distribution Co. Ltd.

(A Govt. of West Bengal Enterprise)

Vidyut Bhavan : Bidhannagar : Kolkata - 700 091

Registered Office : - Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata -700091

Corporate Identity Number(CIN) – U40109WB2007SGC113473, Website – www.wbsecl.in

**Office Order No. P/21**

**Dated: 19/7/18**

Sanction is, hereby, accorded towards hiring premises at J.K. Bhavan, Old No. 12(New no. 33/1), Pillaiyar Koli Street, Thottapalyam, Vellore, Tamilnadu, Pin - 632004 for accommodation of **Rest House-cum-Treatment Home at Vellore** for the period from 01.08.2018 to 31.07.2019 with the following terms and conditions:

- 1) The Addl. General Manager(HR&A), Corp. H.R. Department and the Manager(F&A), Establishment-Corporate, WBSEDCL will be the Nodal Officer and Paying Authority respectively.
- 2) Accommodation of the above Rest House-cum-Treatment Home:-  
4 (four) no. triple bedded (total 12 beds) Rooms at J.K. Bhavan, Old No. 12(New no. 33/1), Pillaiyar Koli Street, Thottapalyam, Vellore, Tamilnadu, Pin - 632004.
- 3) An amount of Rs 7,28,175/- (rupees seven lakh twenty eight thousand one hundred seventy five) only per annum shall be paid in advance.
- 4) A Lease Agreement shall be executed between the owner/lessor/proprietor of J.K. Bhavan, Old No. 12(New no. 33/1), Pillaiyar Koli Street, Thottapalyam, Vellore, Tamilnadu, Pin - 632004 and the authorized representative of the Committee constituted vide Office Order No. P/03 dated 19.04.2018 of the Director(HR). The Lease Agreement is to be finalized and signed before making payment and a copy of which should be submitted to the Company.
- 5) The above rent is net, firm and inclusive of room rent for 4 rooms with three-bedded accommodation and all other charges including furniture, fixtures & fittings, furnishings, etc. as per terms and conditions as to be laid down in the lease agreement. Crockeries, utensils, gas oven, gas cylinder, etc. will be provided by the lessor to the boarders on chargeable basis.
- 6) The lessors shall bear all the running repair and maintenance costs including installation for supply of water and electricity, sanitation and plumbing. The lessor shall supply electricity and free running water in the rented rooms round the clock.
- 7) The lessor shall bear all charges for electricity, caretaking, housekeeping, security, change of bed sheets & pillow covers every after three days and immediately after the checking out of the boarders.
- 8) The lessor shall bear all existing and future taxes including tenant's and owner's share and any increase thereof including payment of commercial taxes, surcharges, water tax, etc. as per lease agreement.
- 9) Boarding Charges:

Sl. No.	Category of Boarder	Boarding charge per day per room
1	For employees, part-time employees, ex-employees of WBSEDCL and WBSETCL, drivers of hired vehicles plying under WBSEDCL & WBSETCL and the employees of West Bengal State Electricity Board Employees' Co-operative Credit Society Ltd., Vidyut Bhavan	Rs. 250/- (Rupees two hundred fifty)
2	For outsiders	Rs. 550/-/- (Rupees five hundred fifty five)

- 10) Booking of accommodation at aforesaid Rest House cum Treatment Home to the employees, part-time employees, ex-employees of WBSEDCL and WBSETCL, drivers of hired vehicles plying under WBSEDCL & WBSETCL and the employees of West Bengal State Electricity Board Employees' Co-operative Credit Society Ltd., Vidyut Bhavan shall be made before 65 (sixty five) days from the day of intending occupation by the Addl. General Manager(HR&A), SSC on 'first-come-first-serve' basis.
- 11) Booking for accommodation at aforesaid Rest House cum Treatment Home to the outsiders shall be made before 30 (thirty) days from the day of intending occupation on 'first-come-first-serve' basis subject to availability.

*(Signature)* 19/7/18

12) Booking Procedure:

- i) On receipt of request, in writing from intending employees, part-time employees, ex-employees of WBSEDCL and WBSETCL as well as outsiders for booking of accommodation, the Addl. General Manager(HR&A), SSC will issue provisional booking slip. On production of such booking slip, the Corporate Cash will accept the amount of boarding charge as well as caution money (if applicable), as indicated in the booking slip. On production of money receipt issued by the Corporate Cash Department, the Addl. General Manager(HR&A), SSC will issue Final Booking Slip.
- ii) A Photo Identity is required to be produced at the time to taking entry at the said Rest House cum Treatment Home of the Company. The following are to be accepted as identity proof of the boarder:  
Voter Identity Card/ PAN Card/Aadhaar Card/Indian Passport/ Driving License/ Employee Identity Card issued by the Central or State Government or PSU/Bank Passbook.
- iii) In case of booking of accommodation for outsiders, reference of any employee of WBSEDCL/WBSETCL is also required along with identity card as mentioned in Sl. No. 12 (ii).
- iv) In case of booking of accommodation for drivers of hired vehicles of WBSEDCL and WBSETCL, formal application for accommodation at aforesaid Holiday Home shall have to be certified and forwarded to the Addl. General Manager (HR&A), SSC by the respective Controlling Officers.
- v) In case of booking of accommodation for the employees of the West Bengal State Electricity Board Employees' Co-operative Credit Society Ltd. formal application for accommodation at aforesaid Holiday Home shall have to be certified and forwarded to the Addl. General Manager (HR&A), SSC by the President/General Secretary of said Co-operative Credit Society.

13) Refund of boarding charges in case of cancellation:

- i) If application is made for cancellation of booking more than 3 (three) clear working days before scheduled date of occupation, 15% of boarding charge will be deducted.
- ii) No amount of boarding charge will be refunded, if cancelation is made within 3 (three) clear working days from the date of occupation.
- iii) Full amount of boarding charge will be refunded in case of cancellation of booking by the Company due to unavoidable circumstances.

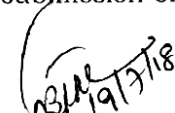
14) Refund of Caution Money, if applicable, will be made from Corporate Cash only on production of necessary Clearance Certificate of the Caretaker/Supervisor of said Rest House cum Treatment Home and subsequent clearance of the Addl. General Manager(HR&A), SSC.

15) In case of any damage occurred due to mishandling of furniture, fixtures & fittings to the property of the rented rooms of the said premises, the boarder(s) will be liable to compensate/pay the amount of the damaged property except the same is occurred due to natural calamities beyond control of the Lessee/boarders

16) Entitlement/eligibility, revision of boarding charges, renewal will be made by the Committee constituted vide Office Order No. P/03 dated 19.04.2018 of the Director(HR).

17) The rent amount, mentioned in Sl. No. 3, is payable in advance submission of requisition of by the Nodal Officer.

This has approval of the competent authority of the Company

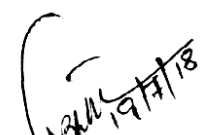
  
(A.K. Bhattacharya)  
General Manager (IIR&A)

Date: 19/7/2018

Memo No. CHR/H-Hom~~2~~18/405 (1-7)

Copy forwarded for information & necessary action to:

- 1) The General Manager (HR&A), WBSETCL.
- 2) The General Manager (F&A), WBSEDCL.
- 3) The Addl. General Manager(HR&A), SSC/CHR, WBSEDCL.
- 4) The Chairman of the Committee.
- 5) The Manager(F&A), E-C, WBSEDCL.
- 6) The Cash Officer, Corporate Cash Section, WBSEDCL.

  
General Manager (HR&A)