



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Corporate HR Department, 7<sup>th</sup> Floor 'D' Block, Vidyut Bhavan

Circular No: CHR/16

Dated: 24.08.2022

In view of ensuing festivals to be celebrated throughout the State of West Bengal in the months of September & October' 2022 uninterrupted supply of power needs to be ensured round-the-clock during the period from 30<sup>th</sup> September to 5<sup>th</sup> October (Panchami to Dashami of Durga Puja) and 9<sup>th</sup> October (Laxmi Puja) and 24<sup>th</sup> & 25<sup>th</sup> October (Kali Puja), 2022.

Accordingly, the following measures shall have to be taken:

## A. GENERATION:

1. All staff and officers, who are attached to Hydel Power Stations in operation job, shall continue to perform their duties on the festival holidays and for such loss of their festival holidays, they shall be entitled to Compensatory Casual Leave(CCL).
2. The maintenance personnel of those Power Stations shall also be put on extreme alert to attend any break-down, emergent maintenance works etc. immediately as and when such breakdowns occur.
3. Under no circumstances, Over Time Allowance shall be allowed beyond the limit of 20 hours during the prescribed festival holidays in respect of the employees covered under the Factories Act, 1948. Besides, the Circular bearing Memo No: PD/156(90)/1699 dated 10.09.90 shall also have to be strictly adhered to (copy enclosed).
4. The employees of the Power Stations who are not covered under the Factories Act, 1948 but whose services are considered essential, should also be deployed on overtime basis in the manner as described for Distribution and other Wings.
5. Head of the Power Stations shall be the Competent Authority to grant such Overtime Allowance, which is in relaxation of the normal rules as prescribed above on being satisfied about the justification for engagement of personnel on O.T. duty on the festival holidays.

## B. DISTRIBUTION, DISTRIBUTION TESTING, ALDC WINGS:


1. It is imperative that any failure of power supply during the aforesaid period shall immediately be attended to.
2. The Regional Managers, Divisional Managers, In-charges of ZCCs and Station Managers are, hereby, advised not to leave their Headquarters during the aforesaid period. Technical Staff attached to Customer Care Centers should similarly be advised by their respective Controlling Officers not to leave Headquarters during the above period. Applications for grant of any kind of leave during the above period should not normally be entertained. Only in cases of exceptional merit, Controlling Officers may consider.

3. The above stipulations shall be applicable in Distribution Testing Wing also.
4. All Officers attached to ALDC in shift operation duty shall continue to perform their duties during the festival holidays and for loss of their festival holidays, they shall be entitled to Compensatory Casual Leave (CCL). The Technical employees of Class-III level attached to ALDC deployed in shift operation shall continue to perform their duties during the festival holidays for which they shall be entitled to CCL. The overall Over Time Allowances in respect of those technical employees for their entire festival holidays during the month of September & October' 2022 must not exceed 10% of Basic Pay and DA beyond the normal ceiling of 10% per month. Such extra OTA shall be sanctioned by the Chief Engineer (PTP) after being satisfied about the jurisdiction of such claim. CCL and OTA should not be entertained together for the same period for Class-III technical employees.
5. Skeleton set-up of technical employees and motor drivers shall have to be retained beyond office hours for the above period at all the Customer Care Centers to attend emergency call, if any, within their respective jurisdictions at the earliest. Specific records with particulars of the persons who attended emergency call, time of receipt of the call, period of attendance, time of restoration to normalcy, etc. shall have to be maintained. The above record need be countersigned by the respective Controlling Officers.
6. One Car Pool should be maintained during the aforesaid period under the control of the Divisional Managers of all the Divisions to attend the emergency breakdown, if any, at the earliest. Vehicles plying under R.E. Wing may be utilized under their O&M counterparts in case of emergency during the aforesaid period. Concerned Project Managers of RE Projects will issue necessary orders for deployment of their vehicles for the said purpose in consultation with Regional Managers of the Regions.
7. Materials, spares and equipment usually required for maintenance work should be arranged in advance and stored in the Divisional Stores, so that the same may be readily available as and when required. A skeleton set-up of employees shall have to be retained at Divisional store and Customer Care Centre Stores (where exist) to facilitate supply of materials in case of exigencies.
8. Cases of major break-down or major disruption of power supply beyond 4 (four) hours should immediately be reported to respective Zonal Managers and Chief Engineer (Dist.) over telephone followed by written messages to the CMD, Director (Distribution), Director (HR) and Director(R&T).
9. Deposit of maximum amount of cash with the Banks shall have to be arranged in a manner so that the process is completed prior to commencement of festival holidays, leaving least amount of cash in hand.
10. A skeleton group of employees shall be retained for duty in each office during festival holidays for which the concerned employees on duty shall be granted Compensatory Casual Leave.



11. Duty roster of all Customer Care Centers and Sub-Stations shall be sent in advance to the concerned Divisional Managers and Regional Managers, so that they are aware of the availability of Staff at each establishment / shift.
12. One control Room with skeleton staff is to be opened round the clock at all Divisions, Regions & Zonal Offices and at Distribution H.Q. during festival i.e. from **30<sup>th</sup> September to 5<sup>th</sup> October (Panchami to Dashami of Durga Puja) and 9<sup>th</sup> October (Laxmi Puja) and 24<sup>th</sup> & 25<sup>th</sup> October (Kali Puja), 2022**. Telephone nos. of the Control Rooms is to be intimated to the Police Administration, District Administration and also Distribution H.Q.
13. Engineers from the offices of the Project Manager, RE Projects may also be included in the roster duty of the Divisional/Regional Control Room for the aforesaid period of festive season. The Regional Managers may include the name of the engineers of the respective RE Projects for the roster duty in Divisions/Regions in consultation with the respective Project Managers.
14. A skeleton set-up of employees shall be retained in Chord Road Central Store and Zonal Stores during festival holidays so that Site Officers do not face any difficulty for lifting of spares, materials, equipment etc. to meet up exigencies.
15. Officer/Staff on duty at the Control Room at Distribution H.Q. will monitor the power position of all the Districts and in case of major breakdown; the same is to be intimated to Director (Distribution)/ Chief Engineer (Distribution) immediately. Telephone, E-mail ID of the Control Room at Distribution H.Q. will be circulated by the Distribution H.Q.
16. The overall Overtime Allowance in respect of the concerned employees for the entire festival holidays during the months of September & October, 2022 must not exceed 10% beyond the normal ceiling of 10% per month. Such extra Over Time Allowance shall be sanctioned by the concerned Regional Managers after being satisfied about the justification for such deployment.
17. No proposal for Over Time Allowance beyond the ceiling limit, as indicated hereinbefore, or its related activities would be entertained in respect of any employee. C.C.L. and Over Time Allowance should not be entertained together for the same period.
18. It is expected that like preceding years all concerned shall ensure the best possible services to the consumers and public in general during the festive days ahead.
19. Each and every employee should maintain the proper hygiene and health protocol i.e. wearing mask, maintenance of physical distancing and use of sanitizer etc. while on duty during this festival day.

Encl: As stated

  
(A. K. Jaiswal)  
Director (HR)

**Distribution:**

- 1) **Advisor (S&V)**, WBSEDCL.
- 2) **Legal Advisor**, WBSEDCL.
- 3) **Chief Engineer:** Distribution/ P&E/ Dist. Project/ Project-II/ Project -III/ Commercial/ RE/ IT&C/ PPSP/ PTP/ Regulation/ Communication/ Safety/ PPSP/ EMD/ CRM/ PIDD/ P&C/ SPGD/ R&EM/ DTD/ PSPD/ TPSP, WBSEDCL.
- 4) **Chief Engineer**, Hydel HQ, WBSEDCL
- 5) **Project Manager**, RHP/TCFHP/JHP, WBSEDCL.
- 6) **Project Site-in-Charge**, PPSP Site Bagmundi, WBSEDCL.
- 7) **General Manager:** (HRD/Trg./PM), WBSEDCL.
- 8) **General Manager (F&A):** Corporate/ I.A., WBSEDCL
- 9) **Company Secretary**, WBSEDCL.
- 10) **Addl. Chief Engineer:** DSM, WBSEDCL.
- 11) **Officer on Special Duty**, WBSEDCL.
- 12) **Chief Vigilance Officer**, WBSEDCL.
- 13) **Chief Security Officer**, WBSEDCL
- 14) **Zonal Manager:** Kolkata/ Burdwan/ Midnapore/ Berhampore/ Siliguri Zone, WBSEDCL
- 15) **Addl. Genl. Manager (HR&A):** SSC/ CLM/ ES & ER-II/ ES & ER-I/ Distribution/ Corporate HR/ Legal/ Vigilance/ R & MP/ Land Acquisition Cell/ Common Service Cell/ Board, WBSEDCL.
- 16) **Project Manager:** Siliguri/ Raiganj/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Coochbehar Special RE Project/ Balurghat/ Malda/ Murshidabad/ Nadia/ West Midnapore/ East Midnapore/ Bankura/ Baruipur/ Diamond Harbour/ Howrah/ Hooghly/ Suri/ Purulia RE Project, WBSEDCL.
- 17) **Addl. Genl. Manager (F&A):** Corp.-Finance/ B&A/ MIS/ RE/ Terminal Claims/ Hydel/ Insurance/ Project-II/ Regulations/ Risk Management/ Indirect Tax/ Distribution, WBSEDCL.
- 18) **Superintending Engineer:** Silguri/Durgapur Testing Circle, WBSEDCL
- 19) **Advisor & CPRO**, WBSEDCL.
- 20) **Chief Medical Officer**, WBSEDCL.
- 21) **Regional Manager:** Alipurduar/ South 24-Parganas/ Bidhannagar/ North 24-Parganas/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim Bardhaman/ Birbhum/ Purba Midnapore/ Paschim Midnapore/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Raiganj/ Dakshin Dinajpur/ Coochbehar/ Jalpaiguri/ Darjeeling Region, WBSEDCL.
- 22) **Divisional Manager:** Behala/ Baruipur/ Garia/ Diamond Harbour/ Joynagar/ Bhangar/ New Town/ Bidhannagar-I/ Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/ Baduria/ Habra/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapore/ Kharagpur/ Bankura/ Belda/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnanagar/ Tehatta/ Domkol/ Ranaghat/ Berhampore/ Kandi/ Raghunathganj/ North Malda/ South Malda/ Jiaganj/ Dinhata/ Uttar Dinajpur/ Dakshin Dinajpur/ Buniadpur/ Jalpaiguri/ Balurghat/ Alipurduar/ Coochbehar/ Nakashipara/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Khatra/ Bolpur/ Bongaon/ Canning/ Egra/ Jhargram/ Kakdwip/ Mal/ Mathabhanga Division, WBSEDCL.
- 23) **Manager (F&A):** Estb. Corporate, WBSEDCL
- 24) **Manager (Store)**, Chord Road Central Stores, WBSEDCL.
- 25) **P.S. to CMD/ Director (HR)/ Director (Dist.)/ Director (Generation)/ Director (Project)/ Director (RT)/ Executive Director (Commercial)/ FA&CFO**, WBSEDCL

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