



West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)

OFFICE OF THE GENERAL MANAGER (HR&A), TP&AS

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

Office Order: GM(HR&A)/TP&AS/2024/295

Date: 30.04.2024

Owing to the dry westerly to north westerly wind at lower levels and due to strong solar insolation, heat wave situation is likely to prevail in extensive parts of West Bengal in the foreseeable future. To cope with the abnormally high temperatures during Heat Wave, the following measures are suggested for all the employees/workers both permanent, contractual, hired vehicle drivers, PTS/PTM, Security Personnel, Contract labours etc. in different units:

1. Adequate and safe water supply and convenient access for all attendees must be arranged to avoid dehydration.
2. Supply of Oral Rehydration Solution (ORS) packs to re-hydrate the body.

To facilitate the same, the expenditure with a maximum limit of **Rs. 25/- (Rupees Twenty-Five) per head per day** basis, shall be borne by the Company for procurement of ORS packs.

This arrangement will continue initially up to **May' 2024**. On completion of the tenure, a report to be send to this end from each unit by **07.06.2024** for the purpose of financial accounting.

All the Controlling Officers are requested to take necessary steps for procurement of ORS packs on emergency basis and to provide the same to all the employees/workers both permanent, contractual, hired vehicle drivers, PTS/PTM, Security Personnel, Contract labours etc. For employees/ workers who are attached to different departments of Bidyut Bhavan, ORS packs would be arranged by the Medical Cell under the functional head of the General Manager (HR&A), TP&AS.

This has approval of the Competent Authority.

(Sujoy Goswami)

General Manager (.HR&A)
Training, Planning & Allied Services

Memo No. GM(HR&A)/TP&AS/Heat Wave/1565

Date: 30.04.2024



Memo No. GM(HR&A)/TP&AS/Heat Wave/1565 (1-150)

Date: 30.04.2024

Distribution:-

- 1) The Chief Engineer, Corporate O&M-I/ O&M-II/ Projects-I/ Projects-II/ Testing/ Engineering
SLDC/ CPD/ Procurement/ EMD/ Communication, WBSETCL.
- 2) The General Manager (HR&A), Corporate, WBSETCL.
- 3) The General Manager (F&A), Corporate/ Internal Audit, WBSETCL.
- 4) The Company Secretary, WBSETCL.
- 5) The Chief Vigilance Officer, WBSETCL.
- 6) The Head I.T., WBSETCL.
- 7) The Addl. C. E., RAC/ Quality Control & Inspection/ Kolkata Tr Zone / Chinsurah Tr Zone /
Siliguri Tr Zone / Midnapore Tr Zone/ Berhampore Tr Zone / Durgapur Tr Zone / Durgapur
FZO/ Kolkata FZO/ Siliguri FZO/ Kharagpur FZO/ Krishnanagar FZO/ Chinsurah FZO/ Barasat
FZO/ Malda FZO/ Howrah Communication Zone, WBSETCL.
- 8) The Addl. General Manager (F&A), O&M-I/Corporate, WBSETCL.
- 9) The Addl. General Manager (HR&A), TP&AS, WBSETCL.
- 10) The Chief Medical Officer, WBSETCL.
- 11) The Chief Security Officer, WBSETCL.
- 12) The Chief Land Officer, WBSETCL.
- 13) The Dy CE / SE & Area Manager/SE (E) / SE, In-charge /:-

i) Area Office :-

Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah /
Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar
/ Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL

ii) 400KV Area Office: -Arambag / Durgapur / Jeerat / Kharagpur / Gokarna /
New Chanditala, WBSETCL

iii) Testing Area Office: -Salt Lake/ Durgapur/ Burdwan / Midnapore/ Howrah
/Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore/ Baruipur, WBSETCL

iv) Communication Area Office: Siliguri / Durgapur, WBSETCL

- 14) The Sr. Manager/ Manager/ Asstt. Manager (HR&A)/(F&A),
Corporate / O&M-I /O&M-II /Legal Cell/ CVO/Procurement / Projects-I/Projects-II / Testing
H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar
/Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia /
Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda Area Office/ Arambag 400 KV
/ Durgapur 400 KV/Jeerat 400 KV / Kharagpur 400 KV /Gokarna 400 KV / New Chanditala
400 KV / SLDC, WBSETCL
- 15) The Asstt. Manager (Corp. Comm.), WBSETCL.
- 16) The P.S/P.A. to Chairman & Managing Director /Director (HR&A) / Director (F&A) / Director
(Projects) / Director (Operations), WBSETCL.