



WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
CORPORATE HR&A DEPARTMENT

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

Circular No. 13 /2016

Date: 10.05.2016

The guidelines regarding realization of House Rent related to allotment / occupation of departmental quarters of WBSETCL in respect of the employees of WBSEDCL has already been circulated vide Circular No. 04/2016 dated 23.02.2016 under signature of the Director (HR&A), WBSETCL.

In continuation to the said Circular, one uniform Application Form for allotment of quarters of WBSETCL to the employees of WBSEDCL is hereby circulated, as annexed, for compliance. Henceforth, the employees of WBSEDCL need to submit this form duly recommended by his Controlling Officer for allotment of departmental quarter under WBSETCL.

(S.BANERJEE)
GENERAL MANAGER (HR&A)

Memo No: GM (HR&A) / TCL/ Quarter/1261

Date: 10.05.2016



Form No. _____

Annexure

APPLICATION FORM FOR ALLOTMENT OF QUARTER OF WBSETCL

1. Name of the applicant: _____
2. Name of the organization, where employed: _____
3. Designation: _____
4. Place of Posting : _____
5. Date of posting at the station : _____
6. Residential Address: _____
7. Whether married. If so, whether
Husband / Wife has been allotted quarter: _____

I hereby:

- 1) Undertake to abide by the rules and regulation that may be prescribed by the WBSETCL from time to time.
- 2) Certify that the information given above is correct to the best of my knowledge.
- 3) Undertake to abide by that WBSEDCL authority will deduct the admissible House Rent from the undersigned and invariably deposit to the respective controlling unit of the quarters of WBSETCL by 7th of the following month in terms of Circular No. 04/2016 dated 23.02.2016 of the Director (HR&A), WBSETCL.
- 4) Undertake to abide by that in case of failure on the part of concerned authorities to remit such rent for three consecutive months, the WBSETCL authority shall cancel the allotment followed by necessary action to evacuate the quarter forthwith in terms of Circular No. 04/2016 dated 23.02.2016 of the Director (HR&A), WBSETCL.
- 5) The accommodation, if provided, will not be sublet by me to any of my relative / friend / other person.

Date: _____

Signature of the applicant

Recommendation of Head of the Department / Controlling Officer with Signature & Seal