



WBSETCL

West Bengal State Electricity Transmission Co. Ltd.

(A Govt. of West Bengal Enterprise)

**CORPORATE HR&A DEPARTMENT**

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

Circular No. 17 /2023

Dated. 03.08.2023

The employees of the Company are required to forward their prayer at Corporate HR&A Department to dispose off the cases related to different service matter(s) in terms of Regulations of WBSEBESR (since adopted by WBSETCL), Office Orders & Circulars as issued from time to time. It has come to the notice of the management that inspite of best endeavour, Corporate HR&A Department faces difficulties towards disposal the cases either having insufficient information as per requirement or for not having sufficient documents. In this premises, after carefully examining all aspects, it has been decided to formulate the specific formats to deal various service matters of the employees of Company so as to dispose cases in time.

Accordingly, relevant format to deal the following service matters, by discontinuing existing format, if any, are prepared and notified with specific requirement of documents for further reference and strict compliance:

- i.Format for submission of application of Transfer. (Annexure I)
- ii.Format for acceptance of resignation. (Annexure II)
- iii.Format towards grant of Charge Allowance. (Annexure III)
- iv.Format for application for Private Visit to Foreign Countries. (Annexure IV)
- v.Format for obtaining Identity Certificate / NOC for acquiring Indian Passport. (Annexure V)
- vi.Format for obtaining NOC & Experience Certificate for External employment.(Annexure VI)
- vii.Format for obtaining NOC for Higher Study. (Annexure-VII)
- viii.Format for change of Permanent Address. (Annexure VIII)
- ix.Format for change of Marital Status. (Annexure IX)
- x.Format for change of Name / Middle Name / Surname. (Annexure X)

All Controlling Officers are hereby requested to be satisfied that the applicant has furnished his or her prayer along with these formats only related to respective service matter along with the relevant documents as specified against the respective service matter. All the format, are hereby treated as the integral part of the Letter, Office Order & Circular issued from time to time to deal with respective service matter.

This order takes immediate effect.

Encl: 10(ten) nos. of Formats.(Annexure-I to X)

  
(Shamyia Roy Choudhury)  
Director(HR&A)

Memo No.Corp/HR&A/WBSETCL/Circular/2648(1-100)  
Distribution:

Dated. 03.08.2023

**Distribution:-**

- 1) The Chief Engineer, Corporate / O&M-I/ O&M-II / Projects-I / Projects-II/ Testing/ Engineering / SLDC / CPD / Procurement / Communication, WBSETCL.
- 2) The General Manager (F&A), WBSETCL.
- 3) The Company Secretary, WBSETCL.
- 4) The Head I.T., WBSETCL – **He is requested to take necessary action towards hoisting of the Circular along with all formats under “Officer Order and Circular” in the Company website**
- 5) The Addl. C. E.,RAC / Kolkata Tr Zone / ChisurahTr Zone / SiliguriTr Zone / MidnaporeTr Zone /BerhamporeTr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Kharagpur FZO /Krishnanagar FZO /Chinsurah FZO /Barasat FZO /Howrah Communication Zone , WBSETCL.
- 6) The Addl. General Manager (F&A), Corporate / Internal Audit, WBSETCL.
- 7) The Addl. General Manager (HR&A), I /II, Corporate, WBSETCL.
- 8) The Chief Medical Officer, WBSETCL
- 9) The Chief Security Officer, WBSETCL
- 10) The Special Officer (Land), WBSETCL
- 11) 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
  - v) **Field Zonal Office:** -Malda, WBSETCL
- 12) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A)  
Corporate / O&M-I /O&M-II / 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
- 13) The Asstt. Manager (Corp. Comm.), WBSETCL
- 14) The P.S/ P.A. to Managing Director /Director (HR&A) / Director (F&A) / Director (Projects) / Director (Operations), WBSETCL

**Circular No.17/2023 Dated.03.08.2023 (Annexure I)**

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

**(APPLICATION FOR TRANSFER)**

(To be filled by the incumbent)

1. Name
2. Employee No /SAP ID:
3. Present designation
4. Present place of posting in details
5. Date of joining in the present place of posting in figure and words
6. Person with disability (PWD) or not  
(if yes, please submit relevant documents)
7. Ex-serviceman or not (if yes, please submit relevant documents)
8. Whether sports person as per Company's guideline  
(if yes, please submit relevant documents)
9. Whether spouse is working in WBSETCL or not  
(if yes, please submit details)
10. Permanent Address
11. Present Address
12. Particulars of previous place of posting with duration of stay
13. Reason for seeking transfer along with necessary document if any:
14. Desired place of posting with priority
15. Distance between desired and present place of posting
16. Date of earlier application, if submitted:

Place:

Date:

**(Signature of the Applicant)**

(2)

Recommendation of the Reporting Officer:

**(Signature of the Reporting Officer)**

(To be filled by the Controlling Officer)

1. Indication as to whether the transfer is recommended
2. Reason for recommendation
3. Is there any adverse report against the Applicant if so, please indicate
4. Recommendation for retention if any, In Board's interest
5. Any other remarks/information

**(Signature of the Controlling Officer)**

Recommendation of next the Higher Office

Recommendation of the next Higher Officer

**Format for acceptance of Resignation  
(To be submitted by Concerned Employee)**

1	Name of the Employee (In Block Letter)	
2	Designation	
3	Place of Posting with Controlling Unit	
4	Employee No. & SAP ID	
5	Reference of appointment order & initial date of joining	
6	Whether (Confirmed/Probation)	Yes/No
7	Date of Submission of Resignation	
8	Date of effect of acceptance of resignation	
9	Unit in which resignation submitted with received no. & date	
10	Duration of Notice Period	
11	Date upto which Continuity in WBSETCL Service	
12	Reason for Resignation	
13	Details of Future Organization, if applicable	

I do hereby declare that all the particulars as declared above are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of the Employee)

1. Leave Balance of the Employee(EL/CML/EOL).....
2. Uptodate Asset Declaration Submitted (Yes/No) .....
3. Integrity report .....
4. Notice Pay required to be deposited(Yes/ No) .....
5. No of days shortfall of Notice Period.....
6. Whether Bond Money applicable..Y/N.....
7. If Yes, Specify the amount as per appointment order.....

\_\_\_\_\_  
Verified by the Head of HR&A wing/Controlling Officer

Total amount of Bond Money & Shortfall of Notice Period in Rs.:

\_\_\_\_\_  
Verified by the Head of F&A wing/ DDO

- N.B:**
1. Employees have to submit this format along with resignation letter addressed to appointing authority.
  2. Application for Resignation should submitted through proper channel.
  3. Respective (HR&A) in-charge should verify above information with documents.
  4. The concerned F&A wing confirmed the Bond Money and Notice Pay .

**Format towards Grant of Charge Allowance.  
(To be submitted by the Concerned Employee)**

1	Name of the Employee (In Block Letter)	
2	Designation	
3	Present Place of Posting	
4	SAP ID & Employee No.	
5	Period of claiming Charge Allowance	
6	Details of the post for which Charge Allowance Claimed	a. Post _____ b. Unit _____ c. Ref O.O _____ d. Date of assigning the charge _____ e. Till Continuing _____
7	Initial Charge Allowance granted	From..... To.....
8	If Yes, Ref O.O No:	
9	Any others allowance received	a. Store Allowance _____ b. Cash Handling Allowance _____ c. others _____

All the particulars as declared above are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of the Employee)

\_\_\_\_\_  
(Verified by the Head of the HR&A Wing/Controlling Officer )

- N.B:**
1. One separate application should be submitted by the concerned employee along with this format addressing to Director(HR&A) for all Class- I employee & for others GM(HR&A)
  2. HR&A in-charge should verify the above information & also check the existing provision of granting Charge Allowance.
  3. The application should be supported by the referred Office Order and joining report at the assigned part.

## PROFORMA FOR APPLICATION FOR PRIVATE VISIT TO FOREIGN COUNTRIES

1	Name of the Employee		
2	Employee No & SAP ID		
3	Designation		
4	Basic Pay		
5	Present place of posting		
6	Passport No		
7	Date of expiry of Passport		
8	Details of private foreign travel to be undertaken with schedule of travel		
9	Period of Journey / Stay	From	To
10	Name of the Foreign Countries to be visited		
11	Purpose of Visit		
12	Estimated Expenditure (Travel, Board / Lodging, VISA, Misc. etc.)		
13	Sources of Funds (Self / Foreign Fund)		
14	Whether sponsored by any person with address		
15	Details of previous travel, foreign visit with name of the country, if any. Undertaken during last four years (as under SL No. 6) with details period		
I do hereby declare that above information is provided in best of my knowledge.			
_____ (Signature of the Employee with date)			
16	a. Earned Leave balance as on date of application of the Employee concerned..... b. Verified with the record available at Service Book (Yes/No).....	_____ (Signature of the HR&A wing Officer with date)	
17	Observation of the Controlling Officer on grant of leave in favour of the employee during the period of absence		
_____ (Signature with Designation of the Controlling Officer)			

**West Bengal State Electricity Transmission Company Limited**  
**( A West Bengal Government Enterprise)**  
**Corporate, HR&A Department**  
**Vidyut Bhavan : Kolkata**

**"FORMAT" REGARDING ISSUE OF 'NO OBJECTION CERTIFICATE' FOR VISITING 'BANGLADESH'/ AND OTHER FOREIGN COUNTRIES IN TERMS OF OFFICE ORDER NO.4067 DATE 18.10.1986 OF THE SECRETARY, WBSEB SINCE ADOPTED BY WBSETCL READ WITH FRESH BOOKLET OF THE PASSPORT AUTHORITY**

1. Name of the applicant and designation :
2. Employee No./SAP ID :
3. Father's / Husband's name of the applicant :
4. Present place of posting :
5. Home address of the applicant :-
  - a) Permanent :
  - b) Temporary :
6. Whether any disciplinary proceedings / Court case(s) etc. are pending against the incumbent : **Yes / No**  
**( If yes, details to be stated)**
7. Whether the incumbent is permanent/ Confirmed in Company's service ? If so, state the date from which he /she is permanent / confirmed with O.O. No. & date :
8. Whether the visit to foreign country is intending for the purpose of tour or meeting relatives / personal reasons :
9. In case of tour, Whether the tour is sponsored :-
  - a) Name, Address and other particulars of such sponsoring person/authority/agency :
10. Whether upto date declaration of assets is submitted ? If so, date of submission of assets be mentioned. :
11. Source of finance :
12. The period of tour :
13. Other detailed particulars :-
  - i) Name of the places with postal addresses where the incumbent intends to visit. :
  - ii) The person(s)/ relative(s) to whom intends to visit. :
  - iii) Relationship with the applicant. :

I do, hereby, declare that the information furnished above are true to the best of my knowledge and belief and I also declare that :-

- (a) I am a Citizen of India
- (b) During my tour/ visit outside India, I shall not involve in any activity prejudicial to the sovereignty and integrity of India
- (c) My departure from India shall never be detrimental to the security of India.
- (d) My presence outside India shall never be prejudice to the friendly relation of India with any foreign country.
- (e) I have not at any time during the period of 5 (five) years immediately preceding the date of submission of application for passport / Visa been convicted by a Court of India for any offence involving moral turpitude and sentence in respect thereof to imprisonment for not less than 2 (two) years.
- (f) No proceeding i.r.o. an offence alleged to have been committed by me is pending before a criminal Court of India.
- (g) No warrant or Summon for appearance or no warrant for arrest has been issued against me by a Court under any law for the time being in force or no order prohibiting my departure from India has been issued by any such competent authority / Court.
- (h) I have not been repatriated and is not coming under perview of re-imbusement of expenditure in connection with such repatriation.
- (i) The passport or travel document to be issued by the Central Government in my favour will not be in the public interest.
- (j) If, I involve/ fail to carry on the conditions from (a) to (i) mentioned above, I will have no right to object/ challenge the punishment to be imposed on me by the competent authority for my failure/ lapse.

\_\_\_\_\_  
Signature of the applicant

Date :

Verified by :

\_\_\_\_\_  
Signature of the Controlling Officer with seal

N.B. : (i) Three passport size photographs of the applicant duly attested at the back by the controlling officer is required to be submitted.

(ii) An attested Xerox copy of Company's Identity Card of the applicant is also required to be submitted.

(iii) Affidavit in original as per enclosed copy along with self attestation copy of the same.

**Format to be furnished by the employee concern at the time of applying for NOC & Experience Certificate(if applicable) towards External Employment**

Sl. No.	Particulars	To be furnished by the Employee Concern
1	Name of the Employee	
2	Employee No	
3	SAP ID	
4	Present Designation	
5	Date of joining in WBSETCL	
6	Present Place of Posting	
7	Confirmation Order No. and Date (Enclose a copy)	
8	Present Qualification Details as per Service Book record	
9	Present Pay Scale	
10	Number of Application for outside employment in the Calendar Year	
11	Advertisement/Notification No. and Date	
12	Copy of Job Advertisement and Filled-in Application Form (Online and/or Offline) enclosed or not (Yes/No) (Enclose a copy)	
13	Applied for Which Department/Office/Organization and Name of the Applied Post	
14	Experience Certificate is required or not (as per Advertisement/Notification)	
15	Minimum Qualification and experiecn (if any) for the Applied Post as per Advertisement/Notification	
16	Pay Scale for the Applied Post	

All the particulars as declared above are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of the Employee with Date)

- Whether up-to-date Asset Declaration submitted or not \_\_\_\_\_
- Whether any EOL has been availed by the Incumbent or not, if Yes, furnish details \_\_\_\_\_
- Whether any disciplinary proceedings/court case(s) are pending or not \_\_\_\_\_
- The above particulars as submitted by the Incumbent are found in order and matches with necessary criteria as mentioned in the Advertisement/Notification.(Yes/No) \_\_\_\_\_
- If, incumbent submitted application for Experience Certificate, then please specify the job profile in a separate sheet. The sheet has to be duly authenticated by the concerned authority.
- Whether the application for NOC has been submitted shortly after submission of application (online / offline) Yes/No.....If No, please furnish the reason thereof.....
- Remarks (if any) \_\_\_\_\_

\_\_\_\_\_  
Verified by the Head of the HR&A wing/ Controlling Officer

## **Format to be furnished by the employee concern at the time of applying NOC for Higher Study**

Sl. No.	Particulars	To be furnished by the Employee Concern
1	Name of the Employee	
2	Employee No	
3	SAP ID	
4	Present Designation	
5	Date of Joining in WBSETCI	
6	Present Place of Posting	
7	Whether Confirmed / Probation	
8	If Confirmed, then mention Confirmation Order No. and Date (Enclose a copy)	
9	Qualification Details as per record in Service Book as on date	
10	Course Details	
11	Details of University/College/Board from which Course is pursuing	
12	Date of Admission / Registration	
13	Mode of Study in details [Regular/Distance/Part Time]	
14	Whether any NOC obtained previously for Higher Study	
15	If yes, provide details	
16	Reason for acquiring the degree	

I do hereby declare that, all the particulars as stated above are true, correct to the best of my knowledge and belief. It will not hamper my official duty during the duration of the course.

\_\_\_\_\_  
(Signature of the Employee with Date)

1. Whether the Application for higher study has been recommended by the Controlling Officer or not \_\_\_\_\_  
2. Remarks (if any) \_\_\_\_\_

\_\_\_\_\_  
Verified by the Head of the HR&A wing

\_\_\_\_\_  
Signature of the Controlling Officer

N.B.: (i) Application submitted through proper channel  
(ii) Copy of the Prospectus / Application Form/Registration Details, if any should enclosed

**Format for Change of Permanent Address  
(To be submitted by applicant)**

1	Name of the Employee (In Block Letter)	
2	Designation :	
3	Place of Posting :	
4	SAP ID & Employee No :	
5	Date of joining in Company's Service :	
6	Whether Confirmed / Probation :	
7	Present Permanent Address :	
8	Future Permanent Address :	
9	Confirm whether the Permanent Address changed earlier or not	
10	Reason of Change of Permanent Address, in brief :	
11	List of Documents submitted as proof of future Permanent Address :	1. 2. 3. 4.

I do hereby declare that all the particulars as declared above are true and correct to the best of my knowledge and belief. I also declare that I am fully aware about the fact that Permanent Address is changed once in service period.

\_\_\_\_\_  
(Signature of the Employee)

Verified from Service Book that Permanent Address: has /has not changed before.

\_\_\_\_\_  
(Signature of HR&A in-charge)

- N.B: 1. One application should be submitted by the concerned employee along with this format addressing to Director(HR&A) for all Class-I employee & for others application should be address to GM(HR&A).  
2. Copy of Aadhar /Voter Card / Electricity Bill / residential certificate issued by District Authority / Copy of registered deed should be enclosed herewith.  
3. Photocopy of service book page where address mentioned.

**Format for incorporation / updation of Marital Status  
(To be submitted by the Applicant)**

1.	Name of the Employee	
2.	Designation	
3.	SAP ID / Employee No.	
4.	Place of Posting	
5.	Date of joining in the Company's service	
6.	Contact No.	
7.	Date of marriage	
8.	Name of spouse	
9.	Marriage Registration Certificate No.	
10.	Whether the case is of divorce / separation	
11.	Date of effect of divorce / separation	
12.	Copy of court order i.r.o Sl. No. 11 enclosed	Yes / No

All the particulars as declared above are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of the Employee with Date)

\_\_\_\_\_  
(Verified by the Head of the HR&A Wing/Controlling Officer )

**N.B.:**

- i. One separate application should be submitted by the concerned employee addressing to Director(HR&A) for all Class- I employee & for others to GM(HR&A).
- ii. Copy of Self-attested Marriage Certificate / decree of divorce / separation should be enclosed.

**Format for Change of Name / Middle Name / Surname  
(To be submitted by the Applicant)**

1.	Name of the Applicant	
2.	Designation	
3.	Place of posting	
4.	SAP ID / Employee No.	
5.	Date of joining in the Company's service	
6.	Contact No.	
7.	Present Name in full	
8.	Change required in (Name/ Middle Name / Surname)	
9.	Reason for change :	
10.	Name shows in any others Govt. ID Proof	
11.	Prescribed deed in original should be attached with the application	Yes / No
12.	Date of paper publication with copy	

All the particulars as declared above are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of the Employee with Date)

\_\_\_\_\_  
(Verified by the Head of the HR&A Wing/Controlling Officer)

**N.B:** i. One separate application should be submitted by the concerned employee along with this format addressing to Director(HR&A) for all Class-I employee & for others to GM(HR&A).

ii. Copy of deed in original & in prescribed format needs to be submitted as per memorandum no. 3990-F dated.04.05.2005 circulated vide memo no. Corp/HR&A/TCL/2049 dated.12.06.23 of the Director(HR&A).

iii. Paper publication in original should be submitted.