



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

Office Order No. 581 /2023

Dated. 28 .08.2023

Consequent upon restructuring of Corporate HR&A Department, the distribution of work assignment of both the **General Manager (HR&A), Corporate & General Manager (HR&A), Training, Planning & Allied Service** shall be as follows:

General Manager(HR&A), Corporate	General Manager(HR&A), Training, Planning & Allied Service
Existing Post	New Post
Reservation related issues	Overall Training issues
Skill Development	Organization Restructuring, Manpower Planning
Land Management	Overall Recruitment process till placement
House Building Loan including tie up arrangement	Transfer & Posting
Sub-station Visits	Employee Service & Relationship matters including Promotion
Protected Place	Preparation / upgradation of Gradation List
Court Cases	Facility & Logistic including Guest House Management
Safety Aspects	General Office Administration
Compensation aspects	Creation & abolition of new offices
Accident Enquiry & Payment of Compensation	Corporate Social Responsibility
Disaster Management	Corporate Communication
Performance Appraisal Management	Casual/Part time/Contract Labour Management including non-civil AMC
	Medical Cell & Hospital empanelment issues
	Disciplinary Proceedings including case of Sexual Harassment
	Employee (including retired employee) Welfare & Grievance Redressal
	CMO Grievances & RTI
	SAP/ERP
	Internal & CAG Audit
	Security Management

Both the General Manager(HR&A) will report to the undersigned.

This order takes immediate effect.


(Shamyra Roy Choudhury)
Director(HR&A)

Memo No.Corp(HR&A)/Office Order/ 2971

Dated. 28 .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
- 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