



West Bengal State Electricity Transmission Co. Ltd.

(A Govt. of West Bengal Enterprise)

**OFFICE OF THE GENERAL MANAGER (HR&A), CORPORATE
CORPORATE HR & A DEPARTMENT**

WBSETCL

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

Office Order No. 02/2024

Date: 25.04.2024

In partial modification to the Office Order No. 203/2023 dated 27.03.2023, the procedure for submission of PARs in online mode in the Performance Appraisal Reports and Self-Assessment Report sub-module under the ESS-MSS Portal for the Assessment Year 2023-24 onwards is modified as follows:

1. All the employees (except Class IV) will submit the Self Appraisal Report (SAR) along with Relationship Matrix by clicking on the 'SAR cum Relationship Matrix' tab.
2. The employees, who are under probation at induction level, will be required to submit PAR in the PAR-SAR sub-module after completion of one year of service. However, the probationers, whose probation period is extended by written order of the Competent Authority, will submit PAR only after the probation period is waived.
3. SAR cum Relationship Matrix, received from the employees, shall be validated by the Authorized Officer, mentioned in **Annexure I** enclosed with this Office Order. Thereafter, the grading of the PAR will be done as per the SAP ID of the officials as validated.
4. In case any of the Officials in the Appraisal Relationship Matrix w.r.t. an employee is not available due to any of the reasons, mentioned in the above referred Office Order, the grading of Performance Appraisal Reports i.r.o. the concerned employee will be done by the remaining official(s) in the Matrix and the officer, holding the highest rank, will deem to be the Reviewing Officer.
5. The timeline, mentioned at Clause 9 of the referred Office Order, is modified to the extent as mentioned below:

Sl. No.	Activities	Deadlines
1	Submission of the SAR Cum Appraisal Relationship Matrix by the employee reported upon	30 th April of the year corresponding to the previous Appraisal Year
2	Validation of the Appraisal Relationship Matrix by the Officers, mentioned at Annexure I	15 th May of the year corresponding to the previous Appraisal year
3	Incorporation of necessary grading and comments by the Reporting Officer	31 st May of the year corresponding to the previous Appraisal year
4	Incorporation of necessary grading and comments by the Supervising Officer in case of three tier rating system for Class I & II Officers	15 th June of the year corresponding to the previous Appraisal year
5	Incorporation of necessary grading and comments by the Reviewing Officer	30 th June of the year corresponding to the previous Appraisal year
6	Evaluation of the PAR	31 st July of the year corresponding to the previous Appraisal year

N.B. :

For the Assessment Year 2023-2024, the deadlines for each of the activities, mentioned above, will be deferred by one month.

6. The authorized officers, as mentioned in Annexure – I, shall submit a report regarding the status of validation of SAR Cum Appraisal Relationship Matrix i.r.o. the employees under their jurisdiction in **Annexure – II** within 31st of May of the year corresponding to the previous Appraisal year. However, the last date for submission of the above stated report for the Assessment Year 2023-24 will be 30th June 2024.
7. The General Manager (HR&A), Corporate will be the Evaluating Officer for all the employees of the Company.

All other terms & conditions of the referred office order will remain unaltered

This order is issued with the approval of the Chairman & Managing Director, WBSETCL.


(Shamyia Roy Choudhury)
Director (HR&A)

Copy to:-

- 1) The Chief Engineer, O&M-I / O&M-II / Projects-I/ Projects-II / Testing / Communication / SLDC / CPD / Engineering / Procurement / Corporate / EMD, WBSETCL.
- 2) The General Manager (HR&A), Training, Planning & Allied Services, WBSETCL.
- 3) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
- 4) The Company Secretary, WBSETCL.
- 5) The Head I.T., WBSETCL
- 6) The Addl. C. E., RAC / Kolkata Tr Zone / ChisurahTr Zone / SiliguriTr Zone / Midnapore Tr Zone /BerhamporeTr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Kharagpur FZO /Krishnanagar FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone, WBSETCL.
- 7) The Addl. General Manager (F&A),Corporate, WBSETCL.
- 8) The Addl. General Manager (HR&A),Corporate, WBSETCL.
- 9) Chief Vigilance Officer, 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/ Tamruk / 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 Manager (HR&A)/Asstt. Manager (HR&A)/(F&A)
O&M-I / O&M-II / Projects-I/ Projects-II / Testing / Communication / SLDC / CPD / Engineering / Procurement / Corporate / EMD / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar /Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamruk / 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 CMD / Director (Operations) / Director (Projects) / Director (F&A) / Director (HR&A) , WBSETCL


General Manager (HR&A), Corporate
WBSETCL

LIST OF DESIGNATED OFFICERS FOR AUTHENTICATION OF THE PAR RELATIONSHIP MATRIX

Sl. No.	Name of the Office/ Cell/Deptt./Office of the	Authorized Officers
1	a) Managing Director	General Manager (HR&A), Corporate
	b) Director (HR&A)	
	c) Director Operations	
	d) Director (F&A)	
	e) Director Projects	
2	a) Corporate Planning Department	
	b) Engineering Department	
	c) Corporate (Monitoring & Safety)	
	d) Corp. F&A Department	
	e) General Manager (HR&A), Corporate	
	f) Internal Audit Department	
	g) IT Department	
	h) Regulatory Affairs Cell	
	i) Quality & Inspection Cell (under Director Projects)	
j) Land Acquisition Cell		
3	General Manager (HR&A), TP&AS, CSO Cell, Medical Cell, Corporate Communication Department, Kalyani Staff Training Centre, Siliguri Staff Training Centre	General Manager (HR&A), Training Planning & Allied Services
4	Corporate Vigilance Cell	Sr. Manager (HR&A), Corporate Vigilance Cell
5	Company Secretary	Assistant Manager (HR&A), Legal Cell
6	Procurement Department	Assistant Manager (HR&A), Procurement Department
7	a) O&M -I	Manager (HR&A), O&M-I
	b) Kolkata Transmission Zone, Berhampore Transmission Zone, Siliguri Transmission Zone	
8	a) O&M -II	Manager (HR&A), O&M-II
	b) Chinsurah Transmission Zone, Midnapore Transmission Zone, Durgapur Transmission Zone	
9	Project HQ I & II All FZO's and Camp Offices under their jurisdiction	Sr. Manager (HR&A), Projects HQ I
10	Estate Management Department	Assistant Manager (HR&A), EMD
11	Area Offices & all the Sub-stations / Line Sub Divisions under its jurisdiction	Assistant Manager (HR&A) of the concerned Area Office
12	a) Testing Department & all Testing Area Offices under its jurisdiction	Sr. Manager (HR&A), Testing Department
	b) Communication HQ and all Communication Zones & Communication Area Offices under it	
13	State Load Despatch Centre (SLDC)	Sr. Manager (HR&A), SLDC

STATUS OF VALIDATION OF SAR CUM APPRAISAL RELATIONSHIP MATRIX

Total number of Employees	Total number of Employees eligible to submit PAR	No. of employees, who have submitted SAR cum Relationship Matrix	No. of employees, whose SAR cum Relationship Matrix have been validated	No. of employees, who have not submitted SAR cum Relationship Matrix

Details of the employees, who have not submitted SAR cum Relationship Matrix

Name of the employee	Designation	SAP ID	Place of posting	Remarks

Details of the employees, whose SAR cum Relationship Matrix has not been validated

Name of the employee	Designation	SAP ID	Place of posting	Reason for non-validation

SIGNATURE OF THE DESIGNATED OFFICER