



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

**OFFICE ORDER NO. 235 /2019****Date: 09.04.2019**

In terms of Office Order No. 140/2019 dated 28.02.2019 of the Director (HR&A), Paternity-cum-Child care Leave for 30 days has been introduced for eligible male employees. Now, with a view to ascertain the admissibility of Paternity-cum-Child care Leave, a database is required to be maintained and particulars thereof are need to be recorded in the respective Service Book, so that information relating to two eldest surviving children in respect of all male employees shall be available for verification before its sanction. Hence it is enjoined upon all concerned that all eligible male employees shall furnish relevant information in the prescribed format as at Annexure-A. Furthermore, they shall also update particulars relevant for the purpose of grant of Paternity-cum-Child care Leave as and when new development takes place. Other male employees on becoming eligible shall also furnish information in the above manner.

On the other hand, to facilitate disposal of application within the scope and purview of the benefit and to maintain account of Paternity-cum-Child care Leave in proper manner, the concerned employee shall have to apply in the form as per Annexure 'B' for grant of Paternity-cum-Child care Leave which will in turn be forwarded to the controlling officer through the immediate reporting officer, if any, after recording his recommendation therein. The authority competent to grant Earned Leave shall also grant Paternity-cum-Child Care Leave in the same manner as that of Earned Leave. Leave Account of such leave need be appropriately recorded and maintained in the Service Book.

It is requested to see that the above directives are followed scrupulously.

This has approval of the Director (HR&A).

[ **Encl: Annexure** ]

  
(Sabyasachi Dutta) 9.04.19  
**General Manager(HR&A)**

**Memo No. Corp. / (HR&A) / 1658 (1-100)**

**Date: 09.04.2019**

**Distribution :-**

- 1) The Chief Engineer, Corporate / O&M-I/ O&M-II / Projects-I / Projects-II/ Testing/Engineering Department/ 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 / Salt lake Tr Zone-I / Burdwan Tr Zone II / Siliguri Tr Zone III/ Midnapore Tr Zone IV/Durgapur FZO /Kolkata FZO/Siliguri FZO/ Kharagpur FZO / Howrah Communication Zone, HQ Communiation Zone, WBSETCL.
- 6) The Addl. General Manager (F&A), Internal Audit, WBSETCL.
- 7) The Addl. General Manager (HR&A), Corporate, WBSETCL.
- 8) The Addl. General Manager, Corp. Communication, WBSETCL
- 9) The Chief Security Officer, WBSETCL.
- 10) The Chief Medical Officer, WBSETCL
- 11) The Special Officer (Land), WBSETCL
- 12) The Sr. Manager(HR&A)-I/II, Corporate, WBSETCL
- 13) The Sr. Manager(F&A), Corporate, WBSETCL
- 14) The Area Manager/SE(E) / SE, In-charge:-

**i) Area Office :-**

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

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

**iii) Testing Area Office:-** Salt lake-I & II / Durgapur/Burdwan /Midnapore /Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore, WBSETCL

**iv) Communication Unit:-** Howrah / Siliguri / Durgapur, WBSETCL

**v) Field Zonal Office :-** Berhampore/Krishnanagar/Chinsurah/Malda ,WBSETCL

- 15) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A) / Jr. Manager (HR&A)/(F&A), O&M-I /O&M-II / Procurement / Projects-I /Projects-II / Corporate / Testing H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Burdwan / Birbhum/ Tamuk / 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
- 16) The Asstt. Manager(Corp. Comm.), WBSETCL
- 17) The P.S: to Managing Director / Director (F&A) / Director (Projects) / Director (Operation), WBSETCL



**FORM FOR PARTICULARS OF CHILDREN**      **Annexure-A**

1. Name of the Applicant : .....

2. Designation : .....

3. Employee Number : 

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4. Office Address : .....

5. Total number of Children : .....

6. Name & Date of Birth  
of the **1<sup>st</sup> Child** (M/F) : .....

7. Name & Date of Birth  
of the **2<sup>nd</sup> Child** (M/F) : .....

Date: .....  
.....  
**Signature of Applicant**

Date: .....  
.....  
**Countersignature of Officer (with seal)**

\*\*\* BIRTH CERTIFICATES (S) shall have to be submitted as documentary evidence.



**FORM FOR PATERNITY-CUM-CHILD CARE LEAVE**

**Annexure-B**

1. Name of the Applicant :
2. Designation & Employee No.:
3. Office Address :
4. Total number of Children :
5. Name & Date of Birth of the 1<sup>st</sup> Child :
6. Name & Date of Birth of the 2<sup>nd</sup> Child :
7. Whether leave is applied for First child or Second child :
8. Period of Leave -Days Prefix / Suffix of holidays, if any :
9. Reason(s) for leave applied for :
10. Total Paternity-cum-Child Care Leave availed till date :
11. Address and Mobile number during leave period :
12. Date of return from last Paternity-cum-Child Care Leave & period of that leave :

From

To

Date: .....

.....  
**Signature of Applicant**

**Remarks of Immediate Reporting Officer**

**Leave Recommended/Leave Not Recommended (with reasons)**

Date: .....

.....  
**Signature of Officer (with seal)**

Designation:

Office: