



West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)

CORPORATE HR&A DEPARTMENT

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

Office Order No. 08/2023


Date: 07.08.2023

In terms of Rule 5 of ROPA'2020 five full working days in a week with working hours of 10.00 a.m. to 05.30 p.m. was introduced initially for offices at Vidyut Bhavan, Abhikshan and the Transmission Zone Offices with effect from 01.04.2020.

Now, it has been decided to introduce uniformly five full working days in all offices & Maintenance wing of the Company. Consequent upon such switching to five working days, the working hours is also being changed to 10.00 a.m. to 05.30 p.m. daily in place of existing 10.00 a.m. to 05.00 p.m. from Monday to Friday and Saturday 10.00 a.m. to 01.30 p.m.

This has the approval of Board of Directors in its 80th meeting held on 07.08.2023.

The order takes immediate effect.


(Sabyasachi Roy)
Director (HR&A)

Memo No. Corp. (HR&A)/TCL/Office Order/ 80

Date 07.08.2023

Memo No: Corp.(HR&A)/TCL/Office Order /80(1-100)

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 / Chinsurah Tr Zone / Siliguri Tr Zone / Midnapore Tr Zone / Berhampore Tr Zone / Durgapur Tr Zone / Durgapur FZO / Kolkata FZO/Siliguri FZO/ Kharagpur FZO / Howrah Communication Zone / HQ 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 Addl. General Manager, Corp. Communication, WBSETCL.
- 9) The Chief Medical Officer, WBSETCL.
- 10) The Special Officer (Land), WBSETCL.
- 11) The Sr. Manager (HR&A), Corporate, WBSETCL.
- 12) The 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 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
- 13) 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/ 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
- 14) The Asstt. Manager (Corp. Comm.), WBSETCL.
- 15) The P.S. to Managing Director / Director (F&A) / Director (Projects) / Director (Operation), WBSETCL.