



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Government of West Bengal Enterprise)

OFFICE OF THE EXECUTIVE DIRECTOR: DISTRIBUTION

CIN : U40109WB2007SGC113473

VIDYUT BHAVAN : BIDHANNAGAR : KOLKATA- 91

WBSEDCL

Circular No: 12

Dated: 18.11.2025

Sub: -Winter Maintenance of different installation of the Company for maintaining uninterrupted power Supply.

Winter for the year 2025-26 has already set in. It is needless to mention that it is the responsibility on our part to maintain steady power supply throughout the year across the jurisdiction of WBSEDCL. Hence, completion of **condition-based maintenance** of the lines and Sub-Stations during the winter months is of paramount importance. The winter maintenance programme shall have to be completed before commencement of various exams in **Feb'2026**.

The planned shut down for such preventive maintenance programme has to be taken judiciously in consultation with the local administration, so that it must not coincide with any local important event and/or other pre-scheduled important /Govt sponsored local programmes/camps or annual examinations/competitive examinations.

Thus, information of shut down programme must be made available to general public and local administration well in advance and must not be resorted to prolonged/continuous manner.

The winter maintenance programme must be carried out adhering to all the safety measures.

Condition Monitoring of all major equipment at 33/11kV Substations is to be done with the help of Zonal Condition Monitoring teams to ascertain whether there is any Partial Discharge or Hot spot or any other potential fault at those equipment's. Integrity test of Vacuum Interrupter Bottles of 33KV & 11KV Vacuum Circuit Breakers should also be done for Sub-Stations. Necessary Condition Based Maintenance work is to be carried out as per Condition Monitoring report. Such action taken reports based on observation of Condition Monitoring Team must be sent to respective Condition Monitoring Units with a copy to the Chief Engineer (Dist-South) & Chief Engineer (Dist-North) whichever is applicable.

In addition to the above, all units under Distribution Wing shall have to follow the following instructions during winter maintenance work.

A. 33 KV System

1. 33/11/6 KV Sub-Station

- i. The IR value of the 33/11 KV transformer is to be checked, and if required, the transformer oil may be changed / filtered. Oil test of Power Transformer is must during winter.
- ii. Silica gel of the breather is to be properly checked and if required is to be replaced.
- iii. The gaskets of the power transformer should be checked properly and if there is any oil leakage, the gaskets should be replaced. For gasket replacement if the Transformer Top Cover is to be opened, filtration is a must.
- iv. Checking of the level of transformer oil is very much essential and if required topping up of transformer oil is to be done.
- v. The fuse unit should be properly checked and proper gap is to be maintained.
- vi. The connections of the transformer kiosk should be checked properly for proper operation of relays, temperature indicators, buchholz relays etc

- including the operation of transformer supervision relays.
- vii. 33 KV Bus support should be properly checked and to be replaced, if required the clamps of the pipe to be checked properly and if required be tightened / 'replaced.
 - viii. 33KV isolators both vertical and horizontal type are to be checked properly so that there should not be any gap between the male and female contacts to avoid sparking during peak loading period. The cleaning/greasing of male/female contact is to be ensured.
 - ix. Proper maintenance of Sub-Station's yard by cleaning of weeds, grasses, bushes etc
 - x. Earth resistance of the Sub-Station must be checked if not done within last six months.

2. 33/11 KV Sub-Station Equipment & Apparatus

- i. The I.R. value of the MOCB/ VCB should be checked. In case of low value, proper action is to be taken by replacing oil, spout etc. Optimum I.R. value needs to be achieved.
- ii. The mechanical parts of the MOCB / VCB are to be checked properly and also to be overhauled, if necessary.
- iii. The control circuit of the breaker is to be checked properly for proper operation of the MOCB/VCB by ON / OFF operation (Mechanically/Electrically) and through relay.
- iv. Battery and Battery Charger to be maintained properly with proper health checking.
- v. L.As to be checked and maintained properly

3. 33 KV Overhead line

- i. Jumpering of 33 KV overhead line must be checked and if required new P.G. Clamp is to be connected.
- ii. Proper route clearance is to be maintained by trimming of green plants etc.
- iii. Condition of Conductor is to be checked to ensure proper loading including proper sagging.
- iv. Damaged Cradle Guards are to be replaced. Cradle Guards are to be installed at congested places, road crossings etc., if it is not there.

B. 11 KV System

1. Distribution Sub-Station

- i. The I.R. values of the distribution transformers are to be checked, and if required, transformer oil may be filtered.
- ii. Breather and L.A. in DTR are to be ensured in proper condition. Proper earthing of DTR is also to be checked /ensured.
- iii. Gaskets and the studs of the distribution transformers are to be checked properly and in case of oil leakage the gaskets should be replaced and the damaged studs of transformer are also to be replaced.
- iv. Jumpering of the distribution transformers should be checked properly, and if required, the same is to be tightened and sockets and clamps should be replaced.
- v. The fuse units should be properly checked and are to be replaced by new fuse with proper rating.
- vi. The L.T. kiosk of the transformer should be checked properly and the

- damaged cut out of the main switch to be replaced by new proper one.
- vii. The load balancing of the transformers is to be done during peak hours.
 - viii. For areas like Salt Lake, New-Town etc, where LT underground system exists, the feeder pillar boxes and junction boxes should be checked properly and defective cut outs should be replaced. The L.T. panels of distribution S/S are also to be checked properly and defective main switches and cut outs are to be replaced.

2. 11KV Overhead/Underground line

- 1. The jumpers of the 11 KV overhead lines must be checked and re-jumpering should be ensured in case of weak points found.
- 2. Proper route clearance to be maintained by trimming of green plants/tree branches etc extensively.
- 3. Condition of Conductor is to be checked for proper loading.
- 4. Proper sagging of the overhead line may have to be made, if necessary.
- 5. Damaged Cradle Guards are to be replaced. Cradle Guards are to be installed at congested places, road crossings etc. with maintenance of sufficient ground clearance as per I.E rule, if it is not there.
- 6. Partial Discharge of indoor & outdoor termination is to be measured and remedial measure is to be taken if Partial Discharge is found.
- 7. Earthing of metallic screen of HT AB Cable is to be checked and if necessary corrective action is to be taken.

C. L.T. Overhead/Underground line

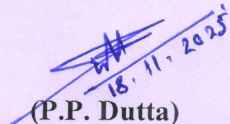
- i. Jumpers of L.T. line must have to be checked and where necessary re-jumpering may be done.
- ii. Feeder fuse of the L.T. line is to be checked properly, if necessary cut out is to be replaced.
- iii. Route clearance for the overhead line must have to be made by trimming of green plants.
- iv. For underground system the sockets and joints should be checked properly.
- v. Brittle and damaged conductor of the overhead system is to be replaced by new conductor.
- vi. L.T. Cables should be checked and if necessary to be replaced by healthy one.
- vii. Spacers are to be fixed to the L.T. Overhead Lines at congested places, school, market area.
- viii. Carbon cleaning in contacts/connections is to be made properly.
- ix. Earthing system must be checked thoroughly.
- x. Insulation of earth wire needs to be done after thorough checking of pole earthing.

D. General Safety Points:

- i. All the necessary safety related measures such as ensuring sufficient horizontal and vertical clearance, re-sagging of lines, fixing of LT spacers and cradle guards (wherever is necessary) need to be done to avoid any accident during next summer (nor'wester & rainy season)
- ii. Pole earthing is to be checked thoroughly with Tester to ascertain whether any residual voltage exists with the earthing wire. Necessary actions towards insulating the earth wire needs to be undertaken to avoid any accident.

All the Divisional Managers are hereby advised to send the winter maintenance schedule immediately through e-mail **with a copy to Chief Engineer (IT) Cell for uploading the planned maintenance schedule at our official website at least 7 (seven) days in advance.** Weekly report of work done in this respect is also to be sent through e-mail to the office of Chief Engineer (Dist-South) & Chief Engineer (Dist-North). If any pre-scheduled programme is not done, reason for such non-execution of the same is also to be mentioned.

Necessary action may be taken for procurement of local items as per prevailing guidelines. For Central items the requirement of materials may be sent so winter maintenance work may not hamper.


(P.P. Dutta)

Executive Director (Distribution)

Memo. No. **EDD/Circular/324 Li-cxxviii**
Distribution

Dated- **18.11.2025**

01. The Advisor (S&V): WBSEDCL
02. The Director :(Distribution)/(Finance)/ (HR)/ (Projects) : WBSEDCL : VidyutBhavan : Kolkata- 91.
03. The Executive Director (Commercial)/ (Projects):WBSEDCL: VidyutBhavan : Kolkata- 91.
04. The Chief Engineer:(Dist-South)/ (Dist-North)/IT/ CRM/Project-IV/Commercial:WBSEDCL.
----- **The CE (IT) is requested for uploading the Circular in WBSEDCL's Website**
05. The General Manager (HR&A) / (F&A) : Corporate/Planning/Operation : WBSEDCL : VidyutBhavan : Kolkata- 91.
06. The Addl. General Manager (HR&A) / (F&A) : Distribution/Legal : WBSEDCL : VidyutBhavan: Kolkata- 91.
07. Addl. General Manager: Corporate Communication :WBSEDCL : VidyutBhavan: Kolkata- 91.
08. The Zonal Manager : Kolkata/ Burdwan/ Midnapore/ Berhampore/Siliguri /MaldaZone : WBSEDCL
09. The Addl GM (HR & A): Board Cell: WBSEDCL---**is requested for uploading the Circular in WBSEDCL's Website**
10. The Regional Manager :
Bidhannagar/ 24-Prgs.(North)/ 24-Prgs.(South)/ Howrah/ Hooghly/ Purba-Burdwan/Paschim-Burdwan/ Birbhum/ PurbaMidnapore/ PaschimMidnapore/ Bankura/ Purulia/ Malda/ Murshidabad/ Nadia/ Darjeeling/Kalimpong/Jalpaiguri/ Uttar-Dinajpur/Dakhin-Dinajpur/ Coochbehar/Alipurduar/Jhargram Regional Office, WBSEDCL.
11. The Divisional Manager :
Bidhannagar- I/ Bidhannagar- II/ Bhangar/Baduria/Barrackpore/ Naihati/ Barasat/ Basirhat/ Bongaon/ Habra/ Uluberia/ Howrah-I/ Howrah- II/ Behala/ Garia/ Baruipore/ Canning/ Diamond Harbour/ Kakdwip/ Serampore/ Chandannagar/ Tarakeswar/ Arambag/ Singur-Haripal/ Mogra/ Memari/ Burdwan Urban/ Burdwan Rural/ Katwa/ Kalna/ Durgapur/ Asansol/ Rampurhat/ Suri/ Bolpur/ Kharagpur/ Belda/ Jhargram/ Midnapur/ Ghatal/ Contai/ Egra/ Haldia/ Tamruk/ Bankura/ Bishnupur/ Khatra/ Purulia/ Raghunathpur/ Kalyani/ Krishnanagar/ Tehatta/ Berhampore/ Raghunathgunj/ Kandi/ Domkal/ Jiaganj/ North Malda/ South Malda/ Raiganj/ Balurghat/ Coochbehar/ Mathabhanga/ Alipurduar/ Jalpaiguri/ Mal/ Siliguri Subarban/ Siliguri Town/ Darjeeling/ Kurseong/ Kalimpong/ Islampur/Buniadpur/Nakashipara/Gazole Division : WBSEDCL.
12. The P.S. to Chairman & Managing Director : WBSEDCL: VidyutBhavan : Kolkata- 91.