



# West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Recruitment & Manpower Planning Cell,

7<sup>th</sup> Floor, 'C' Block, Vidyut Bhavan

## CIRCULAR

Dated: 05.01.2026

The Controlling Officers of various units of WBSEDCL are required to send employee particulars as per prescribed format for facilitating determination of eligibility for promotion of employees (under their jurisdiction) belonging to **Level Nos. 1 to 7 (as per Ropa-2020)** to their respective next higher posts under **Career Progression Scheme** as per the following:

1. **Retirement cases: Particulars of the employees who are eligible for promotion but scheduled to retire from Company's services during 01.01.2026 to 28.02.2027 should be furnished separately latest by 15.02.2026 on priority basis strictly as per prescribed format enclosed herewith as Annexure-I for processing their cases.**
2. The report of all employees who are eligible for promotion during **01.01.2026 to 31.12.2026** should be sent strictly as per **prescribed format** enclosed herewith as **Annexure-II (for class III & Class-IV employees)** and **Annexure-III (for class II employees)**.
3. **The details of all employees should be filled up strictly as per data available in Service Book, Personal File & ERP - HCM Module.**
4. **The report should be furnished in the form of hard copy only.**
5. If **option exercised** in terms of **Office Order No P/125 dated 21.06.2002** and **Office Order No: P/49 dated: 30.11.2019 (copy enclosed)** and is accepted for better career prospect, the same must be indicated in remarks column.
6. **The date of effect of promotion** under APS/CPS should be mentioned instead of actual date of joining.
7. The report should be **legible** with **12 font size** of the letters and **font face Arial**. **The report should be in single row of legal page. Illegible reports will not be accepted.**
8. In case of any employee whose eligibility for promotion was previously sent but was **unsuccessful** or **absent for suitability test on the previous occasion**, the bio-data of such employees **should not be sent afresh** to R&MP for the same promotional post. **The SSC cell may be contacted for further guidance in such cases. Also checking should be done on the Promotion Order uploaded in the WBSEDCL Portal.**
9. Details of **Extra Ordinary Leave, Leave without pay, Disciplinary proceedings, suspension, imposition of punishment and all other relevant details (date wise)** thereof must be specified under the 'Remarks' column and authenticated supporting documents are to be attached along with the report. **If not applicable, the relevant column may be marked as N.A.**
10. Whether the probation period of employee had been waived in time or not needs to be mentioned in the specified column. **In case of any extension of probation period, before confirmation in service, details of such extension cases need to be furnished.**
11. For employees belonging to the technical cadre, **technical qualification along with academic qualification must be specified in the report without fail.**
12. **Annexure I, II & III should be sent along with forwarding letter mentioning proper Memo No. & Date.**
13. Any case of promotional eligibility forwarded from R&MP Cell through note to the controlling units with deferred promotional effect date, the concerned units are required to send the promotional data to the R&MP Cell in the respective year, when the incumbent originally becomes eligible for promotion.
14. The report should be furnished on or before **15.02.2026** to the **Addl. General Manager (HR&A), Recruitment & Manpower Planning Cell, 7th Floor, C Block, Vidyut Bhavan, Kolkata-91, positively** to enable completion of the process in time.

Encls: As stated above

  
General Manager (HR&A): Planning

**Distribution:-**

1. The Adviser (S&V), WBSEDCL.
2. The Legal Advisor, WBSEDCL.
3. **The Chief Engineer:** CRM/ Commercial / Communication Cell/Distribution-South / Distribution-North /Distribution Planning /Distribution Testing/ EMD/ Hydel /IT/ Project-I /Project-II/Project-III/Project - IV/ PTP / P&C / PIDD/ PSPD/ Regulation/R&EM Cell/Solar Power Generation Department/Safety Cell/ S&LP Cell/ TPSP, WBSEDCL.
4. The Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
5. **The General Manager (HR&A):** Corporate/HRDD/Planning, WBSEDCL.
6. **The General Manager (F&A):** Corporate Planning/Corporate Operations/ Internal Audit, WBSEDCL.
7. The Company Secretary, WBSEDCL.
8. The Chief Medical Officer, WBSEDCL.
9. **The Project Manager (Hydel Units):** RHP / TCFHP / JHP, WBSEDCL.
10. The Project Site-in-Charge, PPSP Site, WBSEDCL.
11. The Officer-On-Special Duty, WBSEDCL.
12. The Chief Vigilance Officer, WBSEDCL.
13. **The Zonal Manager:** Kolkata / Burdwan / Berhampur / Midnapur / Malda/ Siliguri Zone, WBSEDCL.
14. **The Addl. General Manager (HR&A):** SSC/CLM/Dist./ES&ER-I/ES&ER-II/CS/CHR/Legal/Vigilance/Board Cell, WBSEDCL.
15. **The Addl. General Manager (F&A):** B&A./Corp.-Finance/Corp-MIS/Terminal Claims/DHQ/Insurance/Risk Cell/Regulation/HHQ/Project-IV/IA/Project-I/ Project-III/Project II, WBSEDCL.
16. The Addl. General Manager: Corporate Communications & CPRO, WBSEDCL.
17. The Resident Director, WBSEDCL, New Delhi.
18. The Chief Security Officer, WBSEDCL.
19. **The Sr. Manager/Manager (F&A):** CMC/Treasury/Fund & Payment/CPF Cell, WBSEDCL.
20. **The Project Manager:** Darjeeling/ Uttar Dinajpur/ Nadia / North 24 Parganas/ Burdwan / Paschim Medinipur/ Bankura / Birbhum/ Howrah/ Hooghly/ Purba Medinipur / Jalpaiguri / Coochbehar / Malda / Dakshin Dinajpur / Purulia / Murshidabad / South 24 Parganas-I/ South 24 Parganas-II, WBSEDCL.
21. **The Regional Manager:** 24 Pgs. (North)/ 24 Pgs. (South)/ Bankura/ Bidhannagar/ Birbhum/ Purba Burdwan/ Paschim Burdwan/ Darjeeling / Hooghly/ Howrah/ Jalpaiguri/ Malda/ Paschim Midnapur/ Murshidabad/ Nadia/ Purulia/ Uttar Dinajpur/ Dakshin Dinajpur/ Purba Midnapur/ Coochbehar/ Alipurduar/ Kalimpong/ Jhargram, WBSEDCL.
22. The Chief Land Officer, WBSEDCL.
23. The Divisional Engineer: Mini Micro Hydel Division, WBSEDCL.
24. **The Divisional Manager:** Alipurduar / Arambagh / Asansol / Baduria/ Bankura / Barasat / Barrackpur / Baruipur / Basirhat / Behala / Belda/ Berhampur / Bidhannagar-I / Bidhannagar-II / Bishnupur / Bolpur / Bongaon / Bhangar/ Burdwan North / Burdwan South/ Canning / Chandannagar / Contai / Coochbehar / Chanchal/ Balurghat / Buniadpur/ Darjeeling / Diamond Harbour / Durgapur /Domkal/ Dinhata/ Egra / Garia / Ghatal / Gazole/ Habra / Haldia / Howrah-I / Howrah-II / Islampur / Jalpaiguri / Jhargram / Jiaganj/ Joynagar/ Kakdwip / Kalna / Kalimpong / Kalyani / Kandi / Katwa / Krishnanagar / Kharagpur /Khatra / Kurseong / Mal / Mathabhanga/ Memari / Midnapur / Mogra / Naihati / Malda / Nakashipara / New Town / Purulia / Raghunathganj / Raghunathpur / Raiganj / Rampurhat/ Ranaghat/ Serampur / Siliguri Suburban / Siliguri Town / Singur-Haripal / Suri / Tamluk / Tarakeswar / Tehatta / Uluberia Division, WBSEDCL – **for further circulation as may be required under their jurisdiction.**
25. The P.S to Chairman & Managing Director / Director (Human Resource) / Director (R&T) / Director (Finance)/ Director (Distribution)/ Director (Projects)/ Director (Generation)/ Executive Director (Distribution)/ Executive Director (Commercial)/Executive Director (Projects), WBSEDCL.

**ANNEXURE - I**

**Format for sending particulars of employees who are eligible for promotion under APS/CPS before their scheduled retirement between 01.01.2026 to 28.02.2027**

| Sl. No. | Name Of The Employee | Emp. No. | SAP ID. | Father's / Husband's Name | Designation | Qualification (Academic and Technical) | Category (GEN/SC/ST/OBC(A)/B)/PWD) | Date Of Birth | Induction In The Board |      | Confirmed (Yes/No) | Probation period extended or not (If yes provide the details) | First Promotion |      | Second Promotion |      | Present Place Of Posting | Details Of Option (If Any) / Date Of Elevation (If any) | Date Wise EOL/ LWP (If any) | Details Of Disciplinary Proceedings, Punishment, Suspension (If any) | Remarks (if any) |  |
|---------|----------------------|----------|---------|---------------------------|-------------|--|------------------------------------|---------------|------------------------|------|--------------------|---|-----------------|------|------------------|------|--------------------------|---|-----------------------------|--|------------------|--|
|         |                      |          |         |                           |             |  |                                    |               | Date                   | Post |                    |   | Date            | Post | Date             | Post |                          |   |                             |  |                  |  |
| 1       |                      |          |         |                           |             |  |                                    |               |                        |      |                    |   |                 |      |                  |      |                          |   |                             |  |                  |  |
| 2       |                      |          |         |                           |             |  |                                    |               |                        |      |                    |   |                 |      |                  |      |                          |   |                             |  |                  |  |

**\*\* Certified that the above data has been furnished strictly as per records available in Service Book, Personal File & ERP - HCM Module.**

**Signature of the HR Head of the Unit**  
Office Seal:

**Signature of the Controlling Officer**  
Office Seal:

**ANNEXURE - II**

**Format for sending particulars of employees (Class III & Class IV) eligible for promotion under CPS during 01.01.2026 to 31.12.2026**

| Sl. No. | Name Of The Employee | Emp. No. | SAP ID. | Father's / Husband's Name | Designation | Qualification (Academic and Technical) | Category (GEN/SC/S T/OBC(A/B)/PWD) | Date Of Birth | Induction In The Board |      | Confirmed (Yes/No) | Probation period extended or not (If yes provide the details) | First Promotion |      | Second Promotion |      | Present Place Of Posting | Details Of Option (If Any) / Date Of Elevation (If any) | Date Wise EOL/ LWP (If any) | Details Of Disciplinary Proceedings, Punishment, Suspension (if any) | Remarks (if any) |  |  |
|---------|----------------------|----------|---------|---------------------------|-------------|--|------------------------------------|---------------|------------------------|------|--------------------|---|-----------------|------|------------------|------|--------------------------|---|-----------------------------|--|------------------|--|--|
|         |                      |          |         |                           |             |  |                                    |               | Date                   | Post |                    |   | Date            | Post | Date             | Post |                          |   |                             |  |                  |  |  |
| 1       |                      |          |         |                           |             |  |                                    |               |                        |      |                    |   |                 |      |                  |      |                          |   |                             |  |                  |  |  |
| 2       |                      |          |         |                           |             |  |                                    |               |                        |      |                    |   |                 |      |                  |      |                          |   |                             |  |                  |  |  |

**\*\* Certified that the above data has been furnished strictly as per records available in Service Book, Personal File & ERP – HCM Module.**

\_\_\_\_\_  
Signature of the HR Head of the Unit  
Office Seal:

\_\_\_\_\_  
Signature of the Controlling Officer  
Office Seal:

ANNEXURE - III

**Format for sending particulars of employees (Class II) eligible for promotion under CPS during 01.01.2026 to 31.12.2026.**

| Sl. No. | Name Of The Employee | Emp. No. | SAP ID. | Father's / Husband's Name | Designation | Qualification (Academic and Technical) | Category (GEN/SC/ST/OBC(A/B)/PWD) | Date Of Birth | Induction In The Board |      | Confirmed (Yes/No) | Probation period extended or not (If yes provide the details) | First Promotion |      | Second Promotion |      | Present Place Of Posting | Details Of Option (If Any) / Date Of Elevation (If any) | Date Wise EOL/ LWP (If any) | Details Of Disciplinary Proceedings, Punishment, Suspension (If any) | Remarks (if any) |  |
|---------|----------------------|----------|---------|---------------------------|-------------|--|-----------------------------------|---------------|------------------------|------|--------------------|---|-----------------|------|------------------|------|--------------------------|---|-----------------------------|--|------------------|--|
|         |                      |          |         |                           |             |  |                                   |               | Date                   | Post |                    |   | Date            | Post | Date             | Post |                          |   |                             |  |                  |  |
| 1       |                      |          |         |                           |             |  |                                   |               |                        |      |                    |   |                 |      |                  |      |                          |   |                             |  |                  |  |
| 2       |                      |          |         |                           |             |  |                                   |               |                        |      |                    |   |                 |      |                  |      |                          |   |                             |  |                  |  |

**\*\* Certified that the above data has been furnished strictly as per records available in Service Book, Personal File & ERP – HCM Module.**

\_\_\_\_\_  
Signature of the HR Head of the Unit  
Office Seal:

\_\_\_\_\_  
Signature of the Controlling Officer  
Office Seal: