



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Corporate HR Department, 7th Floor 'D' Block, Vidyut Bhavan

Circular No: CHR/02

Dated: 07/07/2025

Some Trade Unions and others have given call for a 24 hours nationwide Strike on 9th July, 2025 (Wednesday). Since WBSEDCL is engaged in essential public service, all offices/ establishments/ units/ plants of the Company shall remain open on 9th July, 2025 and all the employees should report for duty on that day positively. No casual leave or any other leave for absence on that day shall be granted to the employees concerned.

All attempts should be made to ensure uninterrupted supply of power. Necessary arrangement for guarding the vital installations of WBSEDCL should be made in consultation with the respective District Magistrate and Superintendent of Police of the District and/or Commissioner of Police, wherever necessary.

Absence of employees on 9th July, 2025 will be treated as '**dies-non**' and no salary will be admissible unless such absence is covered by the following grounds:-

- i) Hospitalization of the employees;
- ii) Bereavement in the family;
- iii) Severer illness and absence continuing prior to 8th July, 2025
- iv) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned prior to 8th July, 2025.

All Heads of Offices concerned will issue '**Show-Cause**' notice to the employee(s) concerned who will remain absent on 9th July, 2025 asking him/her to explain why action would not be taken against him/her for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the grounds mentioned above.

Where the absence will not be covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as '**dies-non**' and no salary will be admissible for the above mentioned day.

Those who will not respond to the "Show-Cause" notice will be liable to disciplinary action.

All actions in terms of this Circular should be completed by 31st July, 2025 and compliance report on action taken should be sent to the undersigned.

All Controlling Officers are requested to transmit the contents of this Circular to all officials under their jurisdiction and to send the statement showing the existing strength of manpower and number of employees present thereof on aforesaid day in respect of all categories of the employees, as given below, to the respective Zonal Manager/ CE (Hydel)/ CE (Project-IV)/ CE (PPSP)/ CE (TPSP), as the case may be, by fastest means of communication by 11 AM on 9th July, 2025. All Zonal Managers of Distribution wing/ CE (for Projects)/ CE (Hydel) [for all Hydel Projects]/ CE&PM (PPSP) [including PPSP Site]/ CE&PM (TPSP) and all other HODs of Corporate Office/ Abhikshan/ New Town will submit the respective consolidated report to the Corporate HR department by fastest means of communication by 11.30 AM on 9th July, 2025 positively.

Class	Total no. of employees	No. of employees attended	% of attendance	Remarks
I				
II & III				
IV				
Total				

The Telephone Number and e-mail ID of Corporate HR Department are given hereunder:-

Telephone Numbers: 033-2319-7211/ 033-2319-7342/ 033-2359-1906

Email ID: corporate.hr@wbsedcl.in


(A. K. Jaisua)
Director (HR)

Memo No: CHR/213/25/272

Date: 07/07/2025

Distribution:-

- 1) **Advisor (S&V)**, WBSEDCL.
- 2) **Legal Advisor**, WBSEDCL.
- 3) **Chief Engineer:** Distribution-South/ Distribution-North/ PTP/ IT&C/ Commercial/ P&C/ DTD/ Dist. Project-I/ Dist. Project-II/ Dist. Project -III/ Dist. Project-IV/ Regulation/ Communication/ P&E/ Safety/ PPSP/ EMD/ CRM/ PIDD/ SPGD/ R&EM/ S&LP/ Hydel/ PSPD/ TPSP, WBSEDCL.
- 4) **Project Manager**, RHP/TCFHP/JHP, WBSEDCL.
- 5) **Project Site-in-Charge**, PPSP Site Bagmundi, WBSEDCL.
- 6) **General Manager (HR&A):** Corporate/ Planning/ (HRD/Trg./PM), WBSEDCL.
- 7) **General Manager (F&A):** Corporate Operation/Planning/ I.A., WBSEDCL
- 8) **Company Secretary**, WBSEDCL.
- 9) **Addl. Chief Engineer:** DSM, WBSEDCL.
- 10) **Officer on Special Duty**, WBSEDCL.
- 11) **Chief Vigilance Officer**, WBSEDCL.
- 12) **Chief Medical Officer**, WBSEDCL.
- 13) **Zonal Manager:** Kolkata/ Burdwan/ Midnapore/ Berhampore/Malda/ Siliguri Zone, WBSEDCL
- 14) **Addl. Genl. Manager (HR&A):** SSC/ CLM/ ES & ER-II/ ES & ER-I/ Distribution/ Corporate HR/ Legal/ Vigilance/ Land Acquisition Cell/ Common Service Cell/ Board, WBSEDCL
- 15) **Addl. General Manager:** (Corp. Communications), WBSEDCL.
- 16) **Project Manager:** Siliguri/ Raiganj/ Berhampore/ Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Coochbehar Special RE Project/ Balurghat/ Malda/ Murshidabad/ Nadia/ West Midnapore/ East Midnapore/ Bankura/ Baruipur/ Diamond Harbour/ Howrah/ Hooghly/ Suri/ Purulia RE Project, WBSEDCL.
- 17) **Addl. Genl. Manager (F&A):** Corp.-Finance/ B&A/ MIS/ Terminal Claims/ Hydel/ Insurance/ Project-II/ Regulations/ Risk Management/ Indirect Tax/ Distribution, WBSEDCL.
- 18) **Regional Manager:** Alipurduar/ South 24-Parganas/ Bidhannagar/ North 24-Parganas/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim Bardhaman/ Birbhum/ Purba Midnapore/ Paschim Midnapore/ Jhargram/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Raiganj/ Dakshin Dinajpur/ Coochbehar/Kalimpong/ Jalpaiguri/ Darjeeling Region, WBSEDCL.
- 19) **Divisional Manager:** Behala/ Baruipur/ Garia/ Diamond Harbour/ Joynagar/ Bhangar/ New Town/ Bidhannagar-I/ Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/ Baduria/ Habra/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambagh/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapore/ Kharagpur/ Bankura/ Belda/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnanagar/ Tehatta/ Domkol/ Ranaghat/ Berhampore/ Kandi/ Raghunathganj/ Chanchal/ Gazole/ Malda/ Jiaganj/ Dinhata/ Uttar Dinajpur/ Dakshin Dinajpur/ Buniadpur/ Jalpaiguri/ Balurghat/ Alipurduar/ Coochbehar/ Nakashipara/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Khatra/ Bolpur/ Bongaon/ Canning/ Egra/ Jhargram/ Kakdwip/ Mal/ Mathabhanga Division, WBSEDCL
 > **To communicate all the offices under its jurisdiction.**
- 20) **Sr. P.S. to CMD/ Director (HR)/ Director (Dist.)/ Director (Project)/ Director (Generation)/ Director (Finance)/ Director (RT)/ Executive Director (Dist.)/ Executive Director (Project)/ Executive Director (Commercial)**, WBSEDCL