



**West Bengal State Electricity Distribution Company Limited**  
(A Govt. of West Bengal Enterprise)

Common Service Cell  
8<sup>th</sup> Floor, 'B' Block  
Vidyut Bhavan

Telephone No. 033-2334-5828  
Tele Fax No. 033-2359-1924  
Extension No. 03323197213  
Email Id- [cscell@wbsecl.in](mailto:cscell@wbsecl.in)

Circular No. 24

Date: 01.08.2025

It is for information to all concerned that a journey feedback form is hereby introduced, w.e.f., 31.07.2025 as per the attached format.

The feedback form is mandatorily required to be submitted to Corp. C.S. Cell within 7 (seven) working days from completion date of all and any official journeys undertaken through the C.S. Cell, duly filled-up by the travelling official/s.

(A.K. Latua)  
Director (HR)

Memo. No. CSC/Travel/ 457(1-200)

Date: 01/08/25



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Common Services Cell  
8th.Floor'B'Block, Vidyut Bhavan

Telephone No. 033-2334-5828  
Tele Fax No. 033-2359-1924  
Ext. no.: 033-23197-213

Email id: cscell@wbsedcl.in & cs.traveldes@wbsedcl.in

## **JOURNEY FEEDBACK FORM**

<b>Journey ID:</b>						
<b>Name of Department</b>						
<b>Name of officials</b>		<b>Designation</b>		<b>Mobile No.</b>		<b>e-mail</b>
<b>Flight Details</b>	<b>Date of journey</b>	<b>From</b>	<b>To</b>	<b>Flight No. and time</b>	<b>Feedback point (1-5)</b>	<b>Remarks</b>
<b>Hotel booking Details</b>	<b>Stay Period</b>		<b>Location(s) &amp; Hotel Name</b>	<b>Details</b>	<b>Feedback point (1-5)</b>	<b>Remarks</b>
	<b>From</b>	<b>To</b>				
				<b>Meals</b>		
				<b>Accommodation</b>		
				<b>Meals</b>		
			<b>Accommodation</b>			
<b>Car booking details</b>	<b>Booking Period</b>					
	<b>From</b>	<b>To</b>	<b>Journey Details</b>		<b>Feedback point (1-5)</b>	<b>Remarks</b>

**Any Other Feedback:**

- N.B.:-**
- Feedback points should be provided between a scale of 1 to 5.
  - 5 will denote highest points and 1 will denote lowest point.
  - Any feedback below 3; needs to be accompanied by factual reason/s.
  - The duly filled-up feedback form is to be submitted to The AGM (HR&A), C.S. Cell, WBSSEDCL; within 7 (seven) working days from the date of completion of the journey.

**Signature of Travelling Officer**