



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Government of West Bengal Enterprise)

CIN : U40109WB20075GC113473

VIDYUT BHAWAN : BIDHANNAGAR : KOLKATA - 91

CIRCULAR No. | |

DATED: 12.09.2025

**Sub: Opening of Cash Collection Centre at each Customer Care Centre, Region Office, Central Commercial Department during Puja Holidays - 2025 and refreshment expenses during Puja Holidays - 2025**

In view of the coming holidays on the occasions of Durga Puja, Laxmi Puja from **26.09.2025 to 07.10.2025**, and for the holidays on the occasion of Kali Puja, Bhatridwitiya & Chhat Puja from **20.10.2025 to 28.10.2025**, it has been decided for the benefit of the Consumers in general that all Cash Collection Counters under all Customer Care Centres as well as the Regional offices under WBSEDCL and Central Commercial Department at the Head Quarter shall remain open on **26.09.2025, 03.10.2025, 04.10.2025, 07.10.2025 & 18.10.2025 [cash collection counter shall open for full day i.e. 9=30 AM to 3=45 PM in those days]**.

Since all Commercial Banks shall remain open for full day on the scheduled dates of cash collection during vacation, utmost endeavour please be taken to ensure that most of the collected cash should invariably be deposited in the banks, so that there shall be least amount of liquid cash in our office vault during Puja vacation as far as practicable. Special effort please be taken to ensure that the majority of cash collected on **26.09.2025 & 18.10.2025 be deposited to the bank on the same day without any exception.**

All Station Managers are also advised to attend office on those dates for necessary supervision.

Sanction is, hereby, accorded for payment of tiffin allowances @**Rs. 400/-**[for full days (9=30 AM to 3=45 PM)] per head per day to the attending employees engaged in the duties of cash collection on those days at CCCs, Regions, Central Commercial department and also to the Station Managers of all the CCCs who are supposed/required to be present for supervision/support of cash collection & deposition activities.

-P.T.O-



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In addition to the above, the Company Management of WBSEDCL has accorded sanction for a lump sum amount of **Rs. 1500/- (Fifteen Hundred)** per day per office, towards expenditure for the refreshment of the employees who are engaged in various functions at **Regions, Divisions, CCCs & DTD** and a lump sum amount of **Rs. 800/- (Eight Hundred)** per day per unit, towards expenditure for the refreshment of the employees who are engaged in various functions at **Central Store, Zonal Stores, Zonal Testing Units, ALDC and Central Data Centre** other than the cash collection activities during Puja holidays, i.e. **28.09.2025, 29.09.2025, 30.09.2025, 01.10.2025, 02.10.2025 (from Mahasasthi to Mahadashami) & 20.10.2025 & 21.10.2025 (Kali Puja).**

**This is for information and necessary action by all concerned.**

(A. K. Latua)

**Director (HR) : WBSEDCL**

Dated: 12.09.2025

Memo. No. ED/CIR/ 25A (i-cxxxvi)

## Distribution

1. The Adviser (S&V), WBSEDCL
2. The Executive Director (Distribution)/ (Commercial)/ (Projects)/ (R&T), WBSEDCL
3. The General Manager (HR&A) / (F&A) Corporate/Planning/Operation, WBSEDCL
4. The Chief Engineer : Dist-South/ Dist-North / Commercial/ CRM/ P&E/ DTD/ Project-IV/ ALDC/P&C/REM, WBSEDCL
5. The Chief Engineer (IT Cell) , WBSEDCL  
----- **He is requested to publish the same in the official website of WBSEDCL.**
6. The Addl. Genl. Manager (F&A) -Dist. HQ, WBSEDCL
7. The AGM : (Corporate Communication), WBSEDCL  
----- **He is requested for to arrange for a small insertion in the daily news-paper pref. on suitable date prior to Durga Puja.**
8. The Zonal Manager: Kolkata/ Burdwan/ Midnapur/ Berhampore/ Malda/ Siliguri Zone, WBSEDCL.
9. The Regional Manager :  
Bidhannagar/ 24-Prgs.(North)/ 24-Prgs.(South)/ Howrah/ Hooghly/ Purba-Burdwan/Paschim-Burdwan/ Birbhum/ Purba Midnapore/ Paschim Midnapore/ Bankura/ Purulia/ Malda/ Murshidabad/ Nadia/ Darjeeling/ Jalpaiguri/ Raiganj/ Coochbehar / Alipurduar / Dakshin-Dinajpur/ Jhargram / Kalimpong Regional Office, WBSEDCL.

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**WBSEDCL**

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10. The Sr. Manager (HR & A), Board Cell, WBSEDCL ---- **may arrange to display the same in Company's website.**

11. The Divisional Manager :

Behala / Baruipore /Joynagar/Kakdwip / Garia / Barasat /Habra/Bongaon / Basirhat/ Baduria/ Barrackpore/Naihati/ Diamond Harbour / Canning / Bidhannagar-I/ Bidhannagar- II/Bhangar/New-Town / Howrah-I/ Howrah-II/ Uluberia/ Serampore/ Chandannagar/ Tarakeswar/ Arambag/ Singur –Haripal / Mogra/ Burdwan Rural / Burdwan Urban /Memari/ Katwa /Kalna/ Durgapur/ Asansol /Rampurhat/ Suri/ Bolpur /Kharagpur/ Belda / Midnapur/ Jhargram/Ghatal/ Egra / Contai/ Haldia/ Tamluk/ Bankura/ Bishnupur/ Khatra/ Purulia/ Raghunathpur/ Kalyani/ Nakashipara / Krishnanagar/Ranaghat/Tehatta/ Berhampore/Domkal /Kandi/ Raghunathganj/ Jiaganj/South Malda/ North Malda/Gazole/ Uttar Dinajpur/ Buniadpur /Dakshin Dinajpur/ Siliguri Subarban/ Siliguri Town/Jalpaiguri/ Mal /Coochbehar/ Mathabhanga /Dinhata/Alipurduar / Darjeeling / Kurseong/ Kalimpong/Islampore Division, WBSEDCL

**---for necessary action and circulation of the same to the concerned Station Managers.**

12. The P.S. to the Chairman & Managing Director, WBSEDCL

13. The P.S. to the Director (HR) / Director (Dist.)/ Director (Finance)/Director (Projects) , WBSEDCL