



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091
CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No: 2560

Dated- 13/03/2026

Sub : Modification of WBSEDCL Compassionate Appointment Policy, 2023

The WBSEDCL Compassionate Appointment Policy, 2023 was issued vide Office Order No.– ES&ER-II/D.D.Emp/02/2023, dtd 10.05.2023 for consideration of all kinds of compassionate appointment in the regular posts of the company. Now, with the passage of time it is felt necessary to modify certain parameters/clauses of the said Policy to make it more beneficial with more sympathetic approach to the dependent family members of the ex-employees.

Accordingly, the following provisions are amended/incorporated in the WBSEDCL Compassionate Appointment Policy, 2023 with immediate effect:

1. Clause – 2(i) i.e. Dependent Family Members:

Clause – 2(i)(iii) is substituted with the following:

“Daughter (including legally adopted daughter) irrespective of marital status”

Clause – 2(i)(iv) & (v) are, hereby, deleted.

The following is incorporated as a new provision below Clause – 2(i)(vi):

Clause – 2(i)(vii):

“Third gender child (including legally adopted child before death or incapacitation or missing)”

2. Clause – 2(j) i.e. Qualifying age:

Clause – 2(j) is substituted with the following: -

“Qualifying age means the minimum age of the candidate shall be 18 years and upper age limit shall not be more than 45 years for spouse and 35 years for other dependents as on date of death, premature retirement on permanent incapacitation or missing of the employee. **However, there will be no upper age limit for the spouse as applicant for the post of Office Support Hand.** Relaxation of age will be extended as per regulation, as issued by Central/State Govt. from time to time, for SC/ST/OBC/PwD candidates”.

3. Clause – 4 i.e. Eligibility Criteria for appointment on compassionate ground:

The following provision is incorporated as a new clause below Clause – 4(A)(ii):

“Clause – 4(A)(iii): A ‘**No Objection Certificate**’ from all other family members in favour of the applicant including father, mother, spouse, son & daughter of the deceased employee and from

brother & sisters in case of unmarried deceased employee sworn before the Executive Magistrate/ 1st Class Judicial Magistrate, must be submitted by the candidates.”


In addition to the above, the modified formats of Annexure - ‘E’, ‘G-1’ & ‘G-2’ of the ‘WBSEDCL Compassionate Appointment Policy-2023’ are enclosed herewith for further course of action of all concerned.

All the above modifications & additions will take immediate effect.

All other terms & conditions of “WBSEDCL Compassionate Policy’2023” remains unaltered.

This has reference to the Resolution No. 5 adopted in the 136th meeting of the Board of Directors held on 08.01.2026.

Enclo-: Annexure - ‘E’, ‘G-1’ & ‘G-2’


(A.K. Laha)
Director HR
WBSEDCL

13/3/26

Annexure - G - I

For Class-III Employee

Affidavit to be executed before the Judicial / **Executive Magistrate on Non-Judicial Stamp** paper of Rs. **10/-**

I Sri/ Smt..... son/ unmarried daughter/ married daughter/wife/brother/sister of having age of (as on date of affidavit) residing at P.S.....
Dist.....do hereby swear as follows: -

1. At the time of death, I had been a dependent on the income of who was my father / mother / husband / wife/ brother/ sister. Except myself....., **wife / husband**, Son....., daughter, mother, father....., grandfather....., grandmother, younger brother, sister, father-in-law, mother-in-law of the ex employee were also dependent on him/her. Aforesaid was..... my in relation and he / she expired on

2. I do hereby solemnly declare that, in the event of the authority of WBSEDCL (had no other wife / son/ unmarried daughter / married daughter who is / are presently being employed at WBSEDCL) appoint me in service, I shall be liable to maintain all the dependents of the family of my father / mother / wife / husband.

3. If any member of the family of the ex-employee raises any complaint that he / she is not being maintained, though he /she has no satisfactory income and if the aforesaid complaint is found to be true on enquiry, then the authority may deduct a suitable amount from my salary for paying to the complainant.

I shall be liable to pay a sum of equivalent to 25% of my salary to any of the dependent members of the family of the deceased employee, if he / she complaints towards his / her non-maintenance as per the terms of employment and if the said complaint is found to be true on enquiry.

If the complaint raised by the complainant is found to be true on enquiry, the Company may terminate my service without issuance of any prior notice.

4. If, I, Smt. widow of get married, I shall be under obligation to notify the same to the Company so that the family pension i.r.o. my deceased husband is stopped forthwith. I shall maintain all the dependent members of the family of the deceased employee as per clause no 3. (stated earlier) **[applicable for widows]**

Or

I, Shri/ Smt. son/ married daughter / daughter of do hereby solemnly declare that my mother Smt. is the only legal wedded wife of my deceased father He had no other wedded wife in his lifetime. **[Applicable for son/ married daughter/ daughter]**

6. I shall adapt myself with the changing work culture of the Company and shall render , service to the Company to the desired extent.

7. If it is found in future that the information provided by me are not true, the Company may also terminate my service without any prior notice.

The above mentioned information is true to the best of my knowledge.

Date :

Place :

.....

(Signature of Deponent)

.....

(Name of Deponent)

Annexure — G -2

For Class-IV Employee

Affidavit to be executed before the Judicial/Executive Magistrate on Non-Judicial Stamp Paper of Rs. 10/-

I Sri/ Smt..... son/ unmarried daughter/ married daughter/wife/brother/sister of having age of (as on date of affidavit) residing at P.S.....

Dist.....do hereby swear as follows: -

1. At the time of death, I had been a dependent on the income of who was my father / mother / husband / wife/ brother/ sister. Except myself.....,wife / husband , Son....., daughter....., mother , father , grandfather.....,grandmother , younger brother , sister father-in-law....., mother-in-law of the ex employee were also dependent on him/her.

2. Aforesaid was my..... in relation and he / she expired on

3. I do hereby solemnly declare that, had no other wife / son/ unmarried daughter/ married daughter/ unmarried sister/ brother who is / are presently being employed at WBSEDCL. If WBSEDCL appoints me in service, I shall be liable to maintain all the dependents of the family of my father / mother / wife / husband.

4. If any member of the family of the deceased employee raises any complaint that he / she is not being maintained, though he / she has no satisfactory income and if the aforesaid complaint is found to be true on enquiry, then the authority may deduct a suitable amount from my salary for paying to the complainant.

I shall be liable to pay a sum of equivalent to 25% of my salary to any of the dependent members of the family of the deceased employee, if he / she complains towards his / her non-maintenance as per the terms of employment and if the said complaint is found to be true on enquiry.

If the complaint raised by the complainant is found to be true on enquiry, the Company may terminate my service without issuance of any prior notice.

5. If, I get appointment to any Class IV post then I shall be liable to do all kind of jobs entrusted to me from time to time.

6. If, I Smt..... widow of Lt get married, I shall be under obligation to notify the same to the Company so that the family pension i.r.o. my deceased husband is stopped herewith. I shall maintain all the dependent members of the family of the deceased employee as per clause no 3. (stated earlier).

[Applicable for widows]

Or

I, Shri/ Smt. son/ married daughter/
daughter of do
hereby solemnly declare that my mother Smt.
..... is the only legal wedded wife
of my deceased father Lt. He had
no other wedded wife in his lifetime.

[Applicable for son/ married daughter/ daughter]

7. I shall adapt myself with the changing work culture of the Company and shall render service to the Company to the desired extent.

8. If it is found in future that the information provided by me are not true, the Company may also terminate my service without any prior notice.

The above-mentioned information is true to the best of my knowledge.

Date :

Place :

.....
(Signature of Deponent)

.....
(Name of Deponent)

Annexure-E

Report of the Three-men Enquiry committee

1. Name of the deceased/in-capacitated/
missing employee : _____
2. Post held : _____
3. Lastly attached to : _____
4. Residential Address : _____

5. Date of death/ in-capacitation/
missing (to be verified by death
Certificate/other official documents) : _____
6. Cause of death/ in-capacitation
(Paper consulted/examined/perused) : _____
7. Place of death/ in-capacitation/missing : _____

8. Whether death as a result of accident
in course of performance
of duties : _____
9. Name of the applicant : _____
10. Details of dependents of the ex-employee :

Name & relation with the deceased	Age	Educational qualification	Marital Status	Particulars of occupation/ employment)	Gross salary (If employed) / Income certificate

11. A) Amount of terminal dues received
(Gratuity,Leave Encashment, Group
Insurance and any other payment after

Death/retired incapacitated)

1. Gratuity _____
2. Leave encashment :
3. Group Insurance :

B) Other payment received after Death/

Retired incapacitated/ missing

1. LIC policy :

2. Term Insurance/Any other insurance Policy : _____

3. Savings account amount (except the above mentioned amounts received in savings

A/C): _____

4. Other financial assistance : _____

Total: _____

C) Less : Medical expenditure as Indoor patient prior to death/incapacitation beyond the amount of reimbursement .

: _____

:Less Amount

: Net Total _____

D) Monthly interest calculated considering the interest rate allowed by State Bank of India on five year deposit scheme effective at the time of making application on Net Total

: _____

E) Whether any compensation/financial benefit in lieu of employment has been received: If yes, the details thereof

Yes/No

: _____

12. Family Pension per month

: _____

13. Total monthly Income of the dependants of the ex-employee named in the application (declaration of the family members are required):

14. Monthly income from movable/immovable properties and any other assets of the members of the family, if any

: _____

15. Total monthly income of the family [i.e. 11(D)+12+13+14]

:

16. Last full month gross salary (Basic pay with dearness Allowance,HRA & medical allowance of the Ex-employee)

: _____

17. We the members of 3 men enquiry committee understood the provisions of Compassionate Appointment Policy 2023 & found that-

- Last full month Gross Salary of the ex-employee was :

- Present total monthly income as mentioned in Sl No. 15 is: _____

Therefore, it is found that present monthly income of the family is
..... which is% of last gross salary of the ex-
employee.

As such,

1. It is recommended for consideration of employment on compassionate ground.

OR

2. It is not recommended for consideration of employment on compassionate ground.

18. Liabilities of the family (as per-Sl.2 Part-II of the proforma)

: _____

19. Observation of the committee of the financial condition of the dependents of the family

: _____

20. Any additional information relevant to the subject: _____

21. Is any dependent of the ex- employee presently employed under WBSEDCL or any other Govt. Deptt. if yes, the details may be furnished.

: _____

22. Observation of the committee on the Part-I & Part-II of the proforma to be filled by the candidate of the deceased/incapacitated/ missing employee

: _____

: _____

23. General Recommendation

: _____

Member
(Name & Designation)

Member
(Name & Designation)

Member
(Name & Designation)

Memo. No. WBSEDCL/BC/8/440/1(220)

Dated: 13.03.2026

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)
2. Adviser(S&V), WBSEDCL.
3. Legal Advisor , WBSEDCL .
- 3A.Executive Director (Distribution)/(Project)/(Commercial). WBSEDCL.
4. Chief Engineer: Dist. North/ Dist. South. WBSEDCL
- 5.ChiefEngineer:P&E/Projects-I/Project-II/Project- III/ Project -IV/Commercial/Hydel/ EMD/PTP/Safety Regulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communication/Corp.Monitoring, WBSEDCL
6. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company**
7. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL
8. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
9. General Manager(F&A): Corp. Planning/IA/Operation, WBSEDCL.
11. Company Secretary, WBSEDCL.
12. Officer on Special Duty, WBSEDCL.
- 13 Chief Vigilance Officer, WBSEDCL.
14. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP/M&M Hydel, WBSEDCL.
15. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL.
16. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
18. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES&ER-I/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell, WBSEDCL.
19. Project Manager: South 24 Parganas-I / South 24 Parganas II/ North 24 Parganas/Howrah / Hooghly/ Burdwan /Birbhum/Bankura/Purulia/Purba Midnapur/Paschim Midnapur/Nadia/Murshidabad/Malda/Dakshi Dinajpur/Uttar Dinajpur/Jalpaiguri/Darjeeling/Coochbebehar Project Office
20. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims Hydel/Dist./Project-IV/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL
21. AGM(HR&A)- (Corporate Communication & CPRO), WBSEDCL.
22. Chief Medical Officer, WBSEDCL.
23. Advisor, Liaison Office, New Delhi, WBSEDCL.
24. Chief Security Officer, WBSEDCL.
25. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
26. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
27. Regional Manager: North 24-Parganas/ South 24-Parganas/ Bidhannagar /Howrah /Hooghly/ Purba Bardhaman/ PaschimBardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Jhargram/Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/Kalimpong/ Alipurduar/ Coochbehar Region, WBSEDCL.
28. **Divisional Manager:** Behala/ Baruipur/Garia/ Diamond Harbour/ Canning/ Joynagar/Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Baduria/Habra/ Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Bolpur/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnagar/Ranaghat/Tehatta/ Berhampur/ Kandi/ Raghunathganj/ Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/Dinhata/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/Nakashipara/ Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj Division, WBSEDCL. **They are requested to circulated the same to the Station Manager under their respective jurisdiction**
29. Sr. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)/ ED(Distribution)/(Commercial)/(Projects), WBSEDCL.