



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Corporate HR Department, 7<sup>th</sup> Floor 'D' Block, Vidyut Bhavan

**Circular No: CHR/01**

**Dated: 22.05.2025**

Sub: Felicitation to the meritorious wards of the employees of  
WBSEDCL and PTSs working under the Company

West Bengal State Electricity Distribution Company Limited (WBSEDCL) has decided to felicitate the meritorious wards of the employees of WBSEDCL for excelling in the Madhyamik/SSE/ICSE or equivalent Examinations in 2025 and Higher Secondary/ISC/SSC or equivalent examination in 2025 by awarding an Award of Merit like previous years. It has also been decided to felicitate the meritorious wards of the PTSs working under WBSEDCL by awarding an Award of Merit like previous years.

The benchmarks as set-out have been shown herein below and the candidature of the wards of the employees/PTSs fulfilling the said criterion would be considered to be eligible for felicitation: -

Sl. No.	Name of Examination	Benchmark set for felicitation of wards of the employees	Benchmark set for felicitation of wards of the PTS
1.	Madhyamik/ SSE/ ICSE or equivalent examinations conducted by respective Board/ Council etc.	85% marks and above (as per norms of respective Board/ Council)	60% marks and above (as per norms of respective Board/ Council)
2.	Higher Secondary/ ISC/ SSC or equivalent examinations conducted by respective Board/ Council etc.	80% marks and above (as per norms of respective Board/ Council)	60% marks and above (as per norms of respective Board/ Council)

The decision of authority of the Company in respect of eligibility shall be final and binding on all concerned.

The employees of WBSEDCL whose wards have fulfilled the above benchmark may furnish the particulars in respect of their wards as per format enclosed, through their respective controlling Officers along with duly attested copy of mark-sheet (both side) by 30<sup>th</sup> June' 2025 positively to the Addl. General Manager (HR&A), Corporate HR Department, WBSEDCL, Vidyut Bhavan (7<sup>th</sup> Floor 'D'-Block), Bidhannagar, Salt Lake City, Kolkata-700 091 for consideration of the candidature of their wards for the proposed felicitation.

One application format for the employees and one application format for the Part Time Sweepers are enclosed as ready reference.

All concerned are requested to ensure wide circulation of the contents of this Circular amongst the employees and Part Time Sweepers of WBSEDCL.

Encl: As above.

  
(S.K. Mahanty)

General Manager (HR&A), Corporate

**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/ Hydrel/ 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/ 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) **Project Manager:** Siliguri/ Raiganj/ Berhampore/ Barast/ 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.
- 16) **Addl. Genl. Manager (F&A):** Corp.-Finance/ B&A/ MIS/ Terminal Claims/ Hydrel/ Insurance/ Project-II/ Regulations/ Risk Management/ Indirect Tax/ Distribution, WBSEDCL.
- 17) **Superintending Engineer:** Silguri/Durgapur Testing Circle, WBSEDCL
- 18) **Addl. General Manager:** (Corp. Communications), WBSEDCL.
- 19) **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.
- 20) **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/ Arambag/ 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/ North Malda/ South 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.**
- 21) **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

## P R O F O R M A

Felicitation of meritorious ward of the employee of WBSEDCL (including those who are deputed from WBSEDCL to other organizations) for the year 2025

Name of the Student :				
(In Block Letter as per Mark Sheet)				
Relationship with the Employee :				
<b>Employee Information</b>	Name of the Employee :			
	Designation :			
	ERP ID :			
	Employee Number :			
	Employee Phone No. :			
	Place of Posting :			
	<b>Office Address</b>			
	Name of Premises/ Building :			
	Road/ Street :			
	Area/ Locality :			
	Post Office :			
	District :			
	Pin code :			
	Controlling Officer :			
<b>Examination Information</b>	Name of the Examination :			
	Name of Board/ Council :			
	Marks obtained (indicate in the table below)		10 <sup>th</sup> Standard <input type="text"/>	12 <sup>th</sup> Standard <input type="text"/>
	<b>Sl No</b>	<b>Subject</b> (Subjects on which percentage is calculated as per norms of Board/ Council)	<b>Marks obtained</b>	
	1			
	2			
	3			
	4			
	5			
	6			
7				
<b>Total:</b>				
<b>Percentage of Marks (as per norms of respective Board/ Council) :</b>			%	

Encl: Photocopy of Mark Sheet

Date:

(Signature of the Employee)

(Signature of the Controlling Officer)

## P R O F O R M A

Felicitation of meritorious ward of the Part- time Sweeper under WBSEDCL for the year 2025

Name of the Student :		(In Block Letter as per Mark Sheet)		
Relationship with the PTS :				
<b>Part-time Sweeper Information</b>	Name of the PTS :			
	Phone No. :			
	Place of Posting :			
	<b>Office Address</b>			
	Name of Premises/ Building :			
	Road/ Street :			
	Area/ Locality :			
	Post Office :			
	District :			
	Pin code :			
Deployed under the Officer :				
<b>Examination Information</b>	Name of the Examination :			
	Name of Board / Council :			
	Marks obtained (indicate in the table below)		10 <sup>th</sup> Standard <input type="text"/>	12 <sup>th</sup> Standard <input type="text"/>
	<b>Sl No</b>	<b>Subject</b> (Subjects on which percentage is calculated as per norms of Board / Council)	<b>Marks obtained</b>	
	1			
	2			
	3			
	4			
	5			
	6			
7				
<b>Total:</b>				
Percentage of Marks (as per norms of respective Board / Council) :			%	

Encl: Photocopy of Mark Sheet

Date:

(Signature of the Part-time Sweeper)

(Signature of the Officer-in-Charge)