



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

Office Order No.: 11
Date: 27.05.2025

Sub: Modalities for Reimbursement of Petrol, Diesel, CNG, and EV Costs for Hired Vehicles across WBSEDCL

Owing to the current market scenario and other operational exigencies, a uniform policy is hereby adopted for the reimbursement of fuel and lubricant costs for all hired vehicles operating under WBSEDCL across the state of West Bengal.

Fuel Reimbursement Guidelines:

Vehicles hired by any department/division of WBSEDCL shall be reimbursed for fuel expenses as per their respective fuel type.

- **Petrol-driven vehicles:** reimbursed at prevailing petrol monthly rates.
- **Diesel-driven vehicles:** reimbursed at prevailing diesel monthly rates.
- **CNG-driven vehicles:** Diesel reimbursement norms.
- **Electric Vehicles (EV):** Daily hiring rate: ₹ 1533.34 per day.
Coverage: Up to 100 km/day (including garage (KM) distance); (extra payment of ₹ 8/per LM to be paid for extra run beyond 100 KM); OT as per WBSEDCL norms.

All hired vehicles must be registered (one-time) with the respective ordering authority or vehicle-indenting office of WBSEDCL to be eligible for reimbursement in the respective fuel category.

The applicable fuel rates shall correspond to the officially notified monthly retail prices approved by the competent authority.

Standard Mileage Criteria for Reimbursement:

- Petrol/Diesel (Non-AC) Vehicles: 12 km/litre
- Petrol/Diesel (AC) Vehicles: 10 km/litre
- CNG Non-AC Vehicles: 15 km / litre
- CNG AC Vehicles: 13 km /litre

Lubricant (Mobil) Reimbursement:

- Reimbursed at a standardized rate of ₹345 per litre
- Based on 1 litre per 500 kilometers of travel.
- Applicable uniformly to all fuel types and vehicle categories, including CNG.

In line with WBSEDCL's commitment towards sustainability, preference is to be given to Electric Vehicles (EVs) over Petrol, Diesel, and CNG variants for hiring purposes. EV offer substantial environmental advantages, including zero tailpipe emissions, lower greenhouse gas output, reduced noise pollution, higher energy efficiency, and decreased dependence on fossil fuels. Their integration supports cleaner air, climate goals, and a shift towards renewable energy use.

By integrating more EVs into its fleet, WBSEDCL intends to significantly reduce their environmental footprint.

Being a Power Utility, at the time of hiring of any new vehicle, concerned office will try to hire Electric Vehicle, as far as possible / practicable, in the alignment with its environmental sustainability objective.

This Office Order shall take immediate effect from 1st May 2025 and shall be binding on all WBSEDCL offices engaging hired vehicles.

All functional units are hereby instructed to comply strictly with the above modalities and to process claims accordingly.

(A.K. Gupta)
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