



# 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](http://www.wbsedcl.in)

Office Order No: 2501

Dated- 25-08-2025

In view of ensuing festivals to be celebrated throughout the State of West Bengal in the months of September & October, 2025 uninterrupted supply of power needs to be ensured round-the-clock during the period from 27<sup>th</sup> September to 2<sup>nd</sup> October (Panchami to Dashami of Durga Puja) and 6<sup>th</sup> October (Laxmi Puja) and 20<sup>th</sup> October (Kali Puja), 2025.

Accordingly, the following measures shall have to be taken:

## 1. GENERATION:

- i. All staff and officers, who are attached to Hydel Power Stations in operation job, shall continue to perform their duties on the festival holidays and for such loss of their festival holidays, they shall be entitled to Compensatory Casual Leave.
- ii. The maintenance personnel of those Power Stations shall also be put on extreme alert to attend any break-down, emergent maintenance works etc. immediately as and when such breakdowns occur.
- iii. Under no circumstances, OTA shall be allowed beyond the limit of 20 hours during the prescribed festival holidays in respect of the employees covered under the Factories Act, 1948. Besides, the Circular bearing Memo No: PD/156(90)/1699 dated 10.09.90 shall also have to be strictly adhered to (copy enclosed).
- iv. The employees of establishments of Power Stations which are not covered under the Factories Act, 1948 but whose services are considered essential, should also be deployed on overtime basis in the manner as described for Distribution and other Wings.
- v. Head of the Power Stations shall be the Competent Authority to grant such Overtime Allowance, which is in relaxation of the normal rules as prescribed above on being satisfied about the justification for engagement of personnel on O.T. duty on the festival holidays.

## 2. DISTRIBUTION, DISTRIBUTION TESTING, ALDC WINGS:

- I. It is imperative that any failure of power supply during the aforesaid period shall immediately be attended to.


- II. The Regional Managers, Divisional Managers, In-charges of ZCCs and Station Managers are, hereby, advised not to leave their Headquarters during the aforesaid period. Technical Staffs attached to Customer Care Centers should similarly be advised by their respective Controlling Officers not to leave Headquarters during the above period. Applications for grant of any kind of leave during the above period should not normally be entertained. Only in cases of exceptional merit, Controlling Officers may consider.
- III. The above stipulations shall be applicable in Distribution Testing Wing also.
- IV. All Officers attached to ALDC in shift operation duty shall continue to perform their duties during the festival holidays and for loss of their festival holidays, they shall be entitled to Compensatory Casual Leave (CCL).
- V. The Technical employees of Class-III level attached to ALDC deployed in shift operation shall continue to perform their duties during the festival holidays for which they shall be entitled to CCL. The overall Over Time Allowances in respect of those technical employees for their entire festival holidays during the month of September & October, 2025 must not exceed 10% of Basic Pay and DA beyond the normal ceiling of 10% per month. Such extra OTA shall be sanctioned by the Chief Engineer (PTP) after being satisfied about the justification of such claim.
- VI. CCL and OTA should not be entertained together for the same period for Class-III technical employees.
- VII. Skeleton set-up of technical employees shall have to be retained beyond office hours for the above period at all the Customer Care Centers to attend emergency call, if any, within their respective jurisdictions at the earliest. Specific records with particulars of the persons who attended emergency call, time of receipt of the call, period of attendance, time of restoration to normalcy etc. shall have to be maintained. The above records need be countersigned by the respective Controlling Officers.
- VIII. One Car Pool should be maintained during the aforesaid period under the control of the Divisional Managers of all the Divisions to attend the emergency breakdown, if any, at the earliest. Necessary

arrangements should be made by concerned Head of the Wings so that vehicles plying under Project Offices under Project-IV may be utilized under their O&M counterparts in case of emergency during the aforesaid period. Concerned Project Managers will issue necessary orders for deployment of their vehicles for the said purpose in consultation with Regional Managers of the respective Regions.

- IX. Materials, spares and equipment usually required for maintenance work should be arranged in advance and stored in the Divisional Stores, so that the same may be readily available, as and when required. A skeleton set-up of employees shall have to be retained at Divisional and Customer Care Centre Stores (where exist) to facilitate supply of materials in case of exigencies.
- X. Cases of major break-down or major disruption of power supply beyond 4 (four) hours should immediately be reported to Executive Director (Distribution) respective Zonal Managers and Chief Engineer (Dist.-North) or Chief Engineer (Dist.-South), as the case may be, followed by written messages to the CMD & Director (Distribution).
- XI. Deposit of maximum amount of cash with the Banks shall have to be arranged in a manner so that the process is completed prior to commencement of festival holidays, leaving least amount of cash in hand.
- XII. A skeleton group of employees shall be retained for duty in each office during festival holidays for which the concerned employees on duty shall be granted Compensatory Casual Leave.
- XIII. The duty roster of all Customer Care Centers and Sub-Stations shall be sent in advance to the concerned Divisional Managers and Regional Managers, so that they are aware of the availability of Staff at each establishment / shift.
- XIV. The engineers from the offices of the Project Manager, Project Offices under Project-IV may also be included in the roster duty of the Divisional/Regional Control Room for the aforesaid period of festive season. The Regional Managers may include the name of the engineers of the respective Project Offices for the roster duty in Divisions/Regions in consultation with the respective Project Managers.

- XV. A skeleton set-up of employees shall be retained in Chord Road Central Store and Zonal Stores during festival holidays so that Site Officers do not face any difficulty for lifting of spares, materials, equipment etc. to meet up exigencies.
- XVI. One control Room with skeleton staff is to be opened round the clock at all Division, Region & Zonal Offices and centrally at the Office of the Executive Director (Distribution) during the festival period i.e. from **27th September to 2nd October (Panchami to Dashami of Durga Puja) and 6th October (Laxmi Puja) and 20th October (Kali Puja), 2025**. Telephone nos. of the Control Rooms is to be intimated to the Police Administration, District Administration and also Chief Engineer (Dist.-North) & Chief Engineer (Dist.-South).
- XVII. The Officer/Staff on duty at different Control Rooms will monitor the power position of all the Districts and in case of major breakdown; the same is to be intimated to Executive Director (Distribution), Chief Engineer (Distribution North)/Chief Engineer (Distribution South) immediately. The Telephone & E-mail ID of the Control Rooms will be circulated by the respective controlling officers.
- XVIII. The overall Overtime Allowance in respect of the concerned employees for the entire festival holidays during the month of September & October, 2025 must not exceed 10% of Basic Pay & D.A. beyond the normal ceiling of 10% per month. Such extra OTA shall be sanctioned by the concerned Regional Managers after being satisfied about the justification for such deployment.
- XIX. No proposal for OTA beyond the ceiling limit, as indicated above, or its related activities would be entertained in respect of any employee. C.C.L. and O.T.A. should not be entertained for the same period.
- XX. It is expected that like previous years all concerned shall ensure the best possible services to the consumers and public in general during the festive days ahead.

Encl: **Circular bearing Memo No: PD/156/1699 dated 10.09.90**

  
(A.K. Latua)  
Director (HR)

**WEST BENGAL STATE ELECTRICITY BOARD  
BIDYUT BHAVAN : BIDHANNAGAR  
BLOCK DJ : SECTOR - II  
KOLKATA - 700 091**

**CIRCULAR**

Date: 10.9.1990

Considering frequent absenteeism by some section of employees without permission engaged in different operational and maintenance activities of Power Stations it is enjoined upon all concerned that henceforth the following guidelines should strictly be followed for availing/sanctioning of leave applications.

1. For availing E.L. the incumbents have to apply in advance and get leave granted. So long the leave is not granted the pay would not be released. Leave should be granted after assessing genuineness of the requirement.
2. No employee should be allowed to leave the station unless there is a specific permission from Head of the department in respect of employees who have been provided with accommodation in the township.
3. No medical certificate from outside doctors in respect of residents of township and/or employees living within 8 kms of their headquarters would be accepted. Leave advice on medical ground from Board's hospital along with treatment papers would be necessary.
4. In respect of employees who have not been provided with accommodation in the township and lives beyond 8 kms. Of their headquarters medical certificate for leave/rest etc. can only be allowed if certificates from outside doctors along with treatment papers are acceptable to Board's medical Superintendent. Where no medical Superintendent is posted the senior most Medical Officer would examine those cases and give his recommendations.
5. C.C.L. is to be availed of with prior written permission of departmental heads.
6. In case of sudden illness the intimation of sickness must reach within 24 hours.

Sd/-  
( R K Prasanna )  
**SECRETARY**

Memo.No. PD/156(90)/1699  
**Distribution**

Dated 10.9.1990

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)
2. Adviser(S&V), WBSEDCL.
3. Legal Advisor , WBSEDCL .
- 3.Executive Director (Distribution)/(Project)/(Commercial). WBSEDCL.
4. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
- 5.Chief Engineer: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, 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-1/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: Siliguri/ Raiganj/ Berhampore/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah-Hooghly/Suri/Project Office, WBSEDCL.
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/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Bolpur/ Tamruk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/ Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj/Ranaghat 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.