



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: 2526

Dated- 11-11-2025

Subject: Implementation of Centralized Attendance Recording System under WBSSEDCL through face recognition technology under Phase-I.

It is hereby informed that the new Centralized Attendance Recording System will be made Go-live from 17.11.2025 for use in all Customer Care Centres (CCCs) and few other offices covered under Phase-I.

Under this phase, 557 offices have been included, and two face-recognition machines have been installed at each location. All employees at these offices will now record their attendance through this new system.

Main Features of the System:

1. Attendance will be recorded by **showing your face** to the new machine — no finger touch or manual entry is needed.
2. The system will send attendance details **directly to the central server at Vidyut Bhavan** automatically.
3. Employees can check their own attendance by logging in to <https://biometric.wbsedcl.in> using:
 - o **User ID:** ERP ID
4. Station Managers and HR officials under respective Division can also see attendance of employees under their area.
5. All types of duty shifts, including the new **Cashier Shift** (as per Office Order No. 2523 dated 24.09.2025), are included in this system.

Instructions:

- All employees of the above offices must **mark attendance only through the new Attendance Recording machine** from the Go-Live date.
- **Manual attendance** will no longer be accepted.
- Station Managers and Divisional HR personnel shall ensure that all employees follow the new system properly.
- In exceptional case “Movement Register” system under manual mode will be followed as per prevailing practice with due approval of the respective “Controlling Officer”.
- In case of any problem with the device or system, ~~please~~ contact the IT Cell may be contacted immediately.

This order will be effective from 17.11.2025.

(A. K. Lafua)
Director(HR)

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-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: 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/Coochbehar 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.