



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: 2490

Dated- 29-07-2025

Subject: Introduction of Centralized Payment System for Tie-up Cases of House Building Loans (HBL)

WBSEDCL introduced centralized payroll processing through the ERP-HCM module from 01.03.2016 (Ref: Circular No. 03/2016 dated 23.02.2016). Since then, multiple improvements have been made to enhance efficiency, reduce errors, and enable seamless integration with designated banks for salary disbursement.

At present, EMIs for House Building Loans (HBL) under tie-up arrangements with banks are recovered through the PAYROLL module, but disbursed manually by the respective DDOs to the designated bank accounts.

Therefore, to leverage the technological advancements in the payment module and to promote ease of business practices, the following revised HBL payment process has been adopted with effect from the salary month of July 2025

Revised process

- EMIs for all **tie-up cases** of HBL will now be paid **centrally** through the integrated system.

Instructions to DDOs:

- From **July 2025** onwards, DDOs must **not** make manual payments of HBL EMIs to the respective banks.
- The centralized system will handle all such payments.

For any queries, please contact the Corporate MIS Cell.

(A. K. Dutta)
Director(HR)

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation).WBSEDCL
2. Adviser(S&V).WBSEDCL
3. Adviser(S&V). WBSEDCL
4. Executive Director: (Distribution)/ (Projects)/(Commercial).WBSEDCL.
5. Officer on Special Duty, WBSEDCL.
6. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
7. Chief Engineer:P&E/Projects-I/Project-II/Project-III/Project IV/Commercial/Hydel/
EMD/PTP/SafetyRegulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communicatio
Corp.Monitoring.WBSEDCL
8. Chief Engineer (IT).WBSEDCL- **with request for uploading this Circular in the Website of the Company**
9. Chief Engineer & Project Manager, PPSP HQ. WBSEDCL
10. General Manager:(HR&A): Corp./T&D and PM/Planning. WBSEDCL.
11. General Manager(F&A): Corp.Planning/IA/Operation. WBSEDCL.
12. Company Secretary. WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Chief Medical Officer, WBSEDCL.
15. Chief Security Officer, WBSEDCL.
16. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
17. Advisor, Liaison Office, New Delhi, WBSEDCL.
18. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
19. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL
20. Addl. Genl. Manager (HR&A):SSC/CLM/Corp./ES&ER-I/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPID/Common
Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell,WBSEDCL.
21. 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
22. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL.
23. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL
24. **Zonal Manager:** Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
25. **Project Manager:** Siliguri/ Raiganj/ Berhampore/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/
Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah- Hooghly/Suri/RE
Project.WBSEDCL.
26. **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.
27. **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/ Tamluk/ 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
Suburbon/ 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 .**
28. 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.