



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.wbsecl.in

Office Order No: 2497

Dated- 08-08-2025

Sub: Introduction of Online Application Process for Grant of Permission for Transaction of Immovable Property through ESS Module of SAP-ERP

With a view to enhancing administrative efficiency, promoting transparency, and minimizing manual intervention, WBSEDCL has decided to digitize the internal process for granting permission to employees for transactions involving immovable property. In line with this initiative, it has been decided that, henceforth, all such applications—pertaining to the sale, lease, mortgage, or gift of immovable property—**shall be mandatorily submitted** through the ESS module of SAP-ERP.

Applicability

This online system shall apply to all cases of transaction of immovable property and acceptance of gifts governed under Regulation No. 39 and Regulation No. 55(1) of WBSEBESR (since adopted by WBSEDCL).

Application Workflow

The application process will follow a two-tier approval structure within the ESS module:

- **Tier 1:** Reporting Officer
- **Tier 2:** Controlling Officer

Following these approvals, the application will be routed to ES&ER-II Cell for final scrutiny and issuance of permission.

Document Upload Requirement

Applicants are required to upload scanned copies of all relevant documents as per the checklist provided in Circular No. 01/2021 dated 17.11.2021, issued by the General Manager (HR&A), WBSEDCL. The Controlling Officer shall ensure thorough verification of the uploaded documents before forwarding the application. (Circular No. 01/2021 dated 17.11.2021 is recirculated herewith.)

System-Generated Permission Letter

Upon approval, the final permission letter will be generated automatically through the ERP system and will not require any manual signature.

User Manual

A detailed User Manual outlining the application process is available on the WBSEDCL Web Portal under the ERP-NOC folder for reference and guidance.

Strict Prohibition of Post-Facto Approval

It has been observed that some employees apply for permission only after the completion of the transaction or acceptance of a gift, citing ignorance of rules. Such actions:

- Violate the relevant provisions of WBSEBESR.
- Shall be dealt with strictly.
- Post-facto approvals will no longer be entertained under any circumstances.
- Ignorance of rules will not be accepted as a valid excuse.

Effective Date

The revised online application procedure will come into force with effect from **20.08.2025**.

For any clarification related to this procedure, employees may contact **Manager (HR&A), ES&ER-II Cell**.

All concerned are hereby directed to comply with the above instructions meticulously.


(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. ChiefEngineer: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/Communication/
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/PSPD/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
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 .**
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.



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Circular No. 01/2021

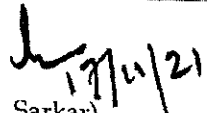
Dated: 17.11.2021

Sub: Guideline for acquisition and disposal of immovable property by the employees of the Company

With the objective for smooth and hassle free acquisition/disposal of immovable properties like land, house/flat etc, it is felt necessary to provide a guideline regarding requirement of the information/documents for processing the cases in a time bound manner.

Accordingly, it is impressed upon all concerned that while submitting any application for obtaining permission for acquisitions/disposing of immovable properties, the following information/documents need be enclosed with the application of the incumbent.

Sl. No.	Check list for seeking permission to purchase/sale/construction of any immovable property
1.	Declaration regarding whether permission already taken for acquisition of any immovable property either by way of sale, gift (if any) in his/ her name/ any of family member.
2.	Declaration regarding exact location with reference to Mouza, Plot No., Holding No., P.O., P.S., Municipality/Corporation/Panchayat of the proposed immovable property.
3.	Declaration regarding any relationship with the proposed seller/purchaser/ vendor in his/her official capacity.
4.	Copy of Agreement for Sale (BAINANAMA) executed with the proposed seller/purchaser/vendor clearly mentioning the exact location, area of the property.
5.	Copy of estimate of cost from registered planner in case of construction of an immovable property.
6.	Declaration of loan, if taken, along with sufficient evidence of total sources of fund including registration cost and other charges for acquiring an immovable property/construction with detail breakup.
7.	Copy of loan sanction order clearly mentioning the EMI. If the Bank loan has been drawn jointly with spouse/any other relative then the liability of paying EMI starting the portion of each one liability submitted in a declaration in Rs. 10/- non-judicial Stamp Paper with notarized affidavit.
8.	Declaration regarding payment from own source of income such as savings, fixed deposit, LIC, mutual fund etc. (highlighted transaction amount and balance with documentary evidences).
9.	If any fund is to be collected from other sources as gift/loan, then the copy of prior permission letter is required as per Regulation 39 & 40(i) of WBSEBESR also provide a declaration of the gift or loan amount mentioning the source of fund with suitable documents of the person who will give loan in a non-judicial Stamp Paper worth Rs. 10/- with notarized affidavit.
10.	In case the disposal of an immovable property, necessary documents like current valuation certificate of the property, permission order of acquisition of said property, deed of conveyance of the said property and reason behind selling the property etc. are to be produced.
11.	In case of regularization of heritage of property necessary documents like death certificate, legal heirship certificate, records of rights of the property etc. of the deceased are to be produced.
12.	Copy of the current monthly Pay-Slip is required to ascertain the amount of total monthly deduction (including the amount of EMI) which together should not be more than 2/3 rd of the gross salary at time of application.
13.	Contact No. & E-mail address should be clearly mentioned.
14.	In case of acquiring any property through Co-operative, Registration Certificate of the society and membership certificate should be submitted.


(U. Sarkar)
General Manager (HR&A)