



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Corporate HR Department, 7<sup>th</sup> Floor 'D' Block, Vidyut Bhavan

**Office Order No: P/27**

**Dated: 20.03.2025**

Sub: Payment of Ex-gratia grant/Festival Advance for the employees of WBSEDCL for the Year 2024-25

Sanction is, hereby, accorded towards payment of ex-gratia grant to the regular as well as contractual/part-time employees of the Company for the financial year 2024-25 at the following rates, terms and conditions:-

1. All regular employees who will remain in the pay roll of the Company as on 31.03.2025 will be paid ₹8,500/- (rupees eight thousand five hundred) only as ex-gratia grant. For the employees who are eligible for bonus under the Payment of the Bonus Act, 1965 the amount of admissible bonus plus ex-gratia grant shall not exceed ₹8,500/- (rupees eight thousand five hundred).
2. Ex-employees retired from the Company on attaining the age of superannuation during the financial year 2024-25 will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only. However, the ex-employees of WBSEDCL, re-employed/re-engaged in WBSEDCL and are in receipt of ex-gratia grant of ₹3,500/- (rupees three thousand five hundred) only as Pensioner, the amount of ex-gratia grant from pension plus ex-gratia grant as contractual employee under WBSEDCL shall not exceed ₹8,500/- (rupees eight thousand five hundred) only.
3. The family pensioners/legal heirs of the deceased employee(s) of the Company who died between 01.04.2024 and 31.03.2025 will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only for the financial year 2024-25.
4. The employees of WBSEDCL working in other Organizations on deputation will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only. In their case, the expenditure towards payment of ex-gratia grant will have to be borne by the Organizations where they were/are working on deputation for the financial year 2024-25.
5. The employees of other Organizations/Government working in WBSEDCL on deputation will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only for the financial year 2024-25.

6. All whole-time Directors of the Company as on 31.03.2025 will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only. Whole-time Directors of the Company, if retired during the financial year 2024-25 will also be eligible for the ex-gratia grant for the financial year 2024-25.
7. Suspended employees of WBSEDCL receiving subsistence allowance as on 31.03.2025 are also eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only.
8. Employees retired through Voluntary Retirement during the financial year 2024-25 shall be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only.
9. Retired Govt. employees, re-employed/re-engaged in WBSEDCL during the year 2024-25 either on contractual basis or on other terms, will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only.
10. Retired Company's employees as well as retired Govt. employees whose terms of re-engagement has been terminated during the financial year 2024-25 will also be eligible for the ex-gratia grant of ₹8,500/- (rupees eight thousand five hundred) only.
11. The employees resigned/left the Company, other than superannuation/voluntary retirement/ death, during the financial year 2024-25 shall not be eligible for above ex-gratia grant whatever may be the duration of their service during the financial year 2024-25 in the Company.
12. For the employees whose services are retained for the part time work during the financial year 2024-25, the amount of ex-gratia grant will be ₹4,250/- (rupees four thousand two hundred fifty) only.
13. Trainees who are in engagement in the Company as on 31.03.2025 and continuing thereafter also, will be eligible for the ex-gratia grant of ₹4,250/- (rupees four thousand two hundred fifty) only.
14. Regular whole-time employees of the Company who have joined Company's service on or after 01.04.2025 will not be entitled to ex-gratia grant for the year 2024-25 as per above stipulations and they will be eligible for interest-free recoverable 'Festival Advance' not exceeding ₹20,000/- (rupees twenty thousand) only each, provided such employees apply for such advance to their respective Controlling Officers who will sanction the same.

The advance so sanctioned shall be recovered from the salary of the concerned employees of the Company in not more than 10 (ten) monthly installments. If the amount of advance is exactly divisible by the number of installments opted for recovery, then it will be recovered in equal monthly installments for that number of installment months. If not the figure obtained by so dividing should be rounded off to the nearest rupee which will be recoverable amount for each of the monthly installments excluding the last monthly installment. The recovery of the advance so sanctioned will begin either from the salary for the month of November' 2025 at the latest or from the salary for the month following the month in which the advance is drawn, as the case may be. However, recovery in all cases should be completed by 31<sup>st</sup> August' 2026 at the latest.

The payment of ex-gratia grant/ festival advance so sanctioned will have to be made before the festival of Eid-Ul-Fitar of 2025 to Muslim employees and to other employees payment should be disbursed between 15<sup>th</sup> September, 2025 to 19<sup>th</sup> September, 2025.

  
(A. K. Dutta)  
Director (HR)

Memo No: CHR/Cir.-8/25/117

Date: 20.03.2025