



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

Office Order No : 2489

Dated- 29.07.2025

## Sub:- Job Description of IT Engineers posted at Region Office

In alignment with the operational requirements of the Company, certain IT Engineers have recently been reallocated from various Division Offices to Regional Offices. Consequently, the routine energy billing-related activities at the Division level are now primarily being managed by System Support Executives (SSEs), while the critical tasks continue to be undertaken either by the stationed IT Engineers or those from adjacent Divisions holding additional charge.

To ensure seamless functioning of the Energy Billing operations across all Division Offices, it is imperative that IT Engineers posted at the Regional Offices undertake specific responsibilities associated with SAP IS-U-based billing operations. The present document outlines the scope of work and role clarity for such IT Engineers.

### Scope of Responsibilities

IT Engineers posted at the Regional Offices shall be responsible for executing the following SAP-ISU based Energy Billing activities for LT Consumers (having contractual load up to 50 KVA):

### **SAP IS-U Billing Related Activities to be Performed by IT Engineers (AE/DE/SE – IT)**

Sl. No.	Job Description	SAP T-Code(s)
1	Handling of out-sorted meter readings (release/reversal) for LT Consumers	EA05
2	Correction of Move-In date for LT Consumers	EC50E / ZMOVEIN_DATE_CHANGE
3	Entry of Disconnection and Reconnection for LT Consumers	EC85 / EC86
4	Update of Consumer Master Data (e.g. address, auth. group)	ES56
5	Billing of Collective Billing Consumers (e.g. Municipality, Police)	ZCENTRLBILL / ZCOLL_DUEDATE / ZEA64
6	Payment posting for Collective Billing Consumers	ZCENTRAL
7	Update of Solar PV Installation Capacity	ZDM_CAPACITY
8	Change of CCC Code within the same Division	ZDM_CCC_CHANGE
9	Update of DTR Code for LT Consumers	ZDTRCONID_N

Sl. No.	Job Description	SAP T-Code(s)
10	Update of ECS/NACH Application Nos.	ZECS_UPDATE
11	Update of PAN / CIN / Aadhaar / GSTN	ZIDUPDATE
12	Security Deposit Interest Calculation before final bill (PD)	ZINTCALC
13	Whitelisting consumers crossing consumption threshold	ZROLLOVER_ENTRY
14	Removal of Clearing & Dunning Lock	ZUNLOCK
15	Deletion of Theft Bill entries (after reversal)	ZTHEFTD / YSLP_ACTIVITY
16	Meter Replacement (Non-Smart Prepaid)	ZDM_PREPAID_REPLACE
17	Removal of Blocking Reason (Deemed or PD)	Z_BLOCK_REMOVAL
18	Zone / MRU Change within same CCC	ZMASS_MRU_CHANGE / ZIUDM_SPLIT_MRU
19	User ID Unlock / Password Reset within Region	ZPASSWORD
20	Reversal of Quotation raised on grounds of unauthorised load over drawal	YSLP_ACTIVITY
21	Other special jobs as assigned (temporary T-Codes)	As requisitioned

**Responsibility Matrix Based on Place of Posting for performing the above job at Division level.**

Posting Scenario	Responsible Officer
<b>Scenario I</b> – IT Engineer posted at the concerned Division Office	AE/DE (IT) of the same Division (as per prevailing order)
<b>Scenario II</b> – No IT Engineer posted at both Division and Region Office	AE/DE (IT) of the adjacent Division (as per prevailing order)
<b>Scenario III</b> – No IT Engineer at Division but available at Region Office	AE/DE/SE (IT) posted at the concerned Region Office

This Job Description and Responsibility Matrix shall take **immediate effect** and is to be followed strictly to ensure seamless Energy Billing operations using SAP IS-U. All Regional and Divisional IT Engineers are advised to comply with the above without deviation.

  
**(A.K. Laha)**  
**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/Safety Regulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel/Communications/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/TA/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..