



**West Bengal State Electricity Distribution Co. Ltd.**  
(A Govt. of West Bengal Enterprise)  
Vidyut Bhavan : Bidhannagar : Kolkata - 700 091  
Registered Office : - Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata -700091  
Corporate Identity Number(CIN) – U40109WB2007SGC113473, Website – www.wbsedcl.in

**Circular – CHR/12**

**Dated: 31.03.2020**

In view of the resolution adopted in the 90<sup>th</sup> Meeting of Board of Directors held on 20.02.2020 and in consonance with Rule-5 of WBSEDCL (ROPA) Rules, 2020 issued vide this Office Order No. 1782 dated 22.02.2020, it is, hereby, notified that all offices of WBSEDCL will remain closed on every Saturday with following revised working hours on full working days (from Monday to Friday) w.e.f. 01<sup>st</sup> April 2020:-

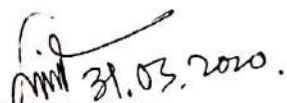
- 1) From Monday to Friday:- Working hours from 10.00 am to 5.30 pm.
- 2) Timing of Cash collection at Customer Care Centre Level:-

<b>From Monday to Friday</b>			
<b>Counter</b>	<b>Cash Collection Hours</b>	<b>Recess Hours</b>	<b>Remarks</b>
Counter-I	From 9.30 am to 3.45 pm	From 1.00 pm to 1.30 pm	Where there is more than 1 (one) Counter
Counter-II	-do-	From 1.30 pm to 2.00 pm	
Single Counter	-do-	-do-	Where there is only 1 (one) Counter available or operative on any day

- 3) Prepaid Vending Station/Counter will be opened at 9.30 am and be closed at 3.45 pm from Monday to Friday.

However, the employees engaged in operations, maintenance and field works of the Company including ALDC, PPSP and other Hydel/Generating Units shall perform their duties as usual as in existence.

This is for information and strict compliance of all concerned, so that the new system shall be implemented with effect from 01<sup>st</sup> April 2020. Before implementation, wide circulation of the above mentioned re-scheduled working hours and cash collection hours through Notice Board, official web-site of the Company, etc. shall have to be ensured.

  
(Sujay Sarkar)  
Director (HR)