



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

Circular No.: 06/2023

Dated: 26-04-2023

## Sub: Submission of Photocopy of Aadhar Card by the pensioner's/ family pensioner's for introducing the process of Digital Life Certificate

In terms of Circular no. 08/2014 dated 19/07/2014 of Director (HR) WBSEDCL, all pensioners/family pensioners of the company are required to submit life/ non employment /non marriage/non- remarriage certificate in the month of November every year, in specified format as mentioned therein.

WBSEDCL Employees Pension Fund is considering the implementation of digital life certificate facility for the Pensioner & family pensioner in addition to existing facility of submission of physical Life Certificate.


In view of the above intending Pensioner/Family Pensioners who wants to avail this facility are requested to submit the self-attested Photocopy of Aadhar Card, mentioning the PPO No. thereon along with Annexure – I enclosed herewith in the following manner

1. Period during which Photocopy of Aadhar Card is to be submitted: 01/05/2023 to 31/05/2023.
2. Places for submission of Photocopy of Aadhar Card along with duly filled up Annexure-I
  - i) Aadhar Card collection Drop box in 6th Floor, A Block, Vidyut Bhavan.
  - ii) Zonal Office of WBSEDCL at Kolkata, Burdwan, Midnapore, Berhampore and Siliguri.
  - iii) All Regional Offices of WBSEDCL.
  - iv) All Divisional Offices of WBSEDCL.
  - v) Self-Attested Photocopy of Aadhar Card along with Annexure - I can also be sent through post addressed to the Manager(F&A), Corporate Pension Cell, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Kolkata-700091 within the above mentioned dates
3. Photocopy of Aadhar Card submission timings: 11.00 am to 4.00 pm (All working days)
4. Aadhar photocopy/printout should be taken back side of the annexed form.

Any other mode of submission other than stated above will not be accepted.

All Concerned are advised to follow the instruction scrupulously.

Encl. As stated.

  
(A.K. Patua)  
Director (HR)

**ANNEXURE – I**

**Annexure to Circular No. 06/2023 Dated.26.04.2023**

To  
The Manager(F&A)  
Corporate Pension Cell, WBSEDCL  
6<sup>th</sup> floor, Block – A  
Vidyut Bhavan  
Block-DJ, Sector-II, Salt Lake,  
Kolkata-700091

**Sub: Submission of self-attested photocopy Aadhaar Card.**

I, \_\_\_\_\_ having PPO/FPPO No.  drawing pension as  
(Name of Pensioner/Family Pensioner)

Self  Spouse  Son/Daughter below 25 years  Handicapped Son/Daughter  Unmarried/Divorce/Widow

Daughter above 25 years  (Please tick  the appropriate box), do hereby

submitting the self-attested photocopy of Aadhaar Card for your perusal.

Signature of Pensioner/Family Pensioner

**NB: Aadhaar photo copy should be taken on back page of this form.**

**Distribution :**

1. Adviser(S&V), WBSEDCL.
2. Legal Adviser, WBSEDCL.
3. Advisor (Recruitment), WBSEDCL.
4. Chief Engineer:Dist./Dist.Planning/RE/Dist.Projects-I/II/III/Commercial/Hydel/EMD/PTP/Regulation/CRM/P&C/DTD/PIDD/PSPD/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring/Safety,WBSEDCL
5. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company.**
6. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
7. General Manager:(HR&A): Corp./T&D and PM, WBSEDCL.
8. General Manager(F&A): Corp./IA, WBSEDCL.
9. Company Secretary, WBSEDCL.
10. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
11. Addl. Chief Engineer, Safety/EMD/S&LP, WBSEDCL.
12. Officer on Special Duty, WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
15. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES ER-II/Recruitment & Manpower Planning/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/ Board Cell, WBSEDCL.
16. Project Manager: Siliguri/ Raiganj/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
17. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims/ Hydel/Dist../RE/ P&C/Internal Audit/Project-II/ IT, WBSEDCL.
18. Advisor (Corporate Communication), WBSEDCL.
19. Chief Medical Officer, WBSEDCL.
20. Resident Director, Liaison Office, New Delhi, WBSEDCL.
21. Chief Security Officer, WBSEDCL.
22. Adviser (Land)/Chief Land Officer, Land Acquisition Cell, WBSEDCL
23. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
24. Regional Manager: North 24-Parganas/ South 24-Parganas/ Bidhannagar/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim Bardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/ Alipurduar/ Coochbehar Region, WBSEDCL.
25. 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/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/ 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/Ranaghat Division, WBSEDCL. - **for further circulation as may be required under their jurisdiction.**
26. P.S. to Chairman and Managing Director/ Director (Fin)/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director (Projects)/Director (Generation)/ Executive Director(IT)/ Executive Director(Comml), WBSEDCL.