



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

Circular No.: 11/2023

Dated: 12-10-2023

Submission of declaration by the pensioners/ family pensioners regarding life / non employment / non marriage/non re-marriage 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 in specified format as mentioned therein.

In addition to, in case of unmarried/divorcee/widow daughters having age beyond 25 years should submit the marital status certificate and income certificate issued by the appropriate authority as mentioned in Office Order No 2162 dated 07.07.2022, along with the Life Certificate to the Pension sanctioning authority on yearly basis.

In view of the above pensioners/family pensioners can submit the Life Certificate for the year 2023 in the prescribed format duly certified in the following manner: -

1. **Period during which Life Certificate to be submitted:** November 2023
2. **Places where the Life Certificate can be submitted:**
 - (i) Life Certificate Counter / Drop Box in 6th Floor Bidyut Bhavan
 - (ii) Zonal Manager's Office at Kolkata, Burdwan, Berhampore, Siliguri and Midnapore
 - (iii) All Regional Managers' Offices of WBSEDCL
 - (iv) All Divisional Managers' Offices of WBSEDCL
 - (v) Hydel Head Quarter
 - (vi) PPSP Site Office
3. **Certificate / Declaration submission timings:** 11.00 a.m. to 4.00 p.m. (all working days)
4. Pensioners/ Family pensioners, if are in employment at the time of submission of Life Certificate should specify the name of the organization along with the other details as mentioned in the non-employment format of the Life Certificate.
5. Certificate/ Declaration can also be sent through post addressed to the Manager (F&A) Corporate Pension Cell, Vidyut Bhavan, Block-DJ, Sector-II, Kolkata-700091 within the above-mentioned dates.
6. Incomplete Life Certificate form will be rejected.

Any other mode of submission of physical Life certificate will not be accepted.

All Concerned are advised to follow the instruction scrupulously.


(A.K. Laha)
Director (HR)

Distribution :

1. Adviser(S&V), WBSEDCL.
 2. Legal Adviser, WBSEDCL.
 3. Exicutive Dierctor(Distribution), WBSEDCL.
 4. Exicutive Dierctor(Commercial), WBSEDCL.
 5. Chief Engineer:Dist.North/Dist.South.WBSEDCL
 6. ChiefEngineer:Planning&Engineering/RE/DistProjects/Project-II/Project-III/Commercial/Hydel/EMD/PTP/Regulation/CRM/P&C/DTD/PIDD/PSPD/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring/Safety,WBSEDCL
 7. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company.**
 8. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
 9. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
 10. General Manager(F&A): Corp./IA/Operation, WBSEDCL.
 11. Company Secretary, WBSEDCL.
 12. Officer on Special Duty, WBSEDCL.
 13. Chief Vigilance Officer, WBSEDCL.
 14. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
 15. Addl. Chief Engineer, S&LP, WBSEDCL.
 16. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
 17. 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.
 18. Project Manager: Siliguri/ Raiganj/ Berhampur/ Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
 19. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims/ Hydell/Dist../RE/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL.
 20. Advisor (Corporate Communication), WBSEDCL.
 21. Chief Medical Officer, WBSEDCL.
 22. Resident Director, Liaison Office, New Delhi, WBSEDCL.
 23. Chief Security Officer, WBSEDCL.
 24. Chief Land Officer, Land Acquisition Cell, WBSEDCL
 25. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
 26. 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.
 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/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/Domkal/Jiaganj/Alipurduar/ Coochbehar/ Darjeeling/Siliguri Town/ Siliguri Suburbon / 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.**
 28. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR)/ Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation), WBSEDCL.
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