



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: 15/2024

Dated: 05.02.2024

Sub: Proforma of Income and Marital status certificate of unmarried (beyond 25yrs) / widow / divorcee daughter

In case of eligible unmarried (beyond 25yrs) / widow / divorcee daughter of a retired and/or deceased employee of WBSEDCL, an Income and Marital Status Certificate issued by the appropriate authority is to be submitted before the Pension Drawing and Disbursing Authority along with life certificate on yearly basis for sanctioning and continuing family pension of such daughter as per Office Order no. 2162 dated 07.07.2022.

It has been observed that such certificate received from several Applicants / Beneficiaries are not sufficient to serve the purpose causing inordinate delay in sanctioning and continuing family pension in favour of such applicant daughter as the case may be.

To avoid such delay and smooth disposal of family pension a proforma of income and marital status certificate is enclosed herewith. This certificate is to be issued by any Central / State Govt. officer belonging to Grade A service or any Class I officer of WBSEDCL/WBSETCL (O/O no 436 dt 03.05.2011 of WBSEDCL), in their official letter head with memo number and issue date along with signature under official seal (not to be issued as per the enquiry report of document/report/certificate etc. of any other). The issued certificate must not be older than six months from the date of submission of the certificate. Besides, before allowing family pension of any such daughter, the sanctioning authority shall satisfy himself about the genuinity of the claimant.

It is stated that proper proforma must be followed to avoid unnecessary delay in pension disposal.


(A.K. Latua)
Director (HR)

Distribution:

1. Adviser(S&V), WBSEDCL.
 2. Legal Adviser, WBSEDCL.
 3. Executive Director(Distribution), WBSEDCL.
 4. Executive Director(Commercial), WBSEDCL.
 5. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
 6. Chief Engineer:Planning&Engineering/RE/DistProjects/Project-II/Project- III/Commercial/Hydel/ EMD/PTP/Safety Regulation/CRM/P&C/DTD/PIDD/PSPD/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring,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-1/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/REProject,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/ PaschimBardhaman/ 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/ Tamruk/ 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.**
 28. Advisor to Director (HR),WBSEDCL.
 29. 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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Official Letter Head must contain

Name of the office:-

Address:-

Phone No:-

Email ID:-

Income and Marital Certificate

To Whom It May Concern

This is to certify that Kumari/Miss/Smt.....,
the unmarried/widow/divorcee daughter of Late.....

(Name of the deceased employee) is personally known to me for last (years/months).

She is a permanent resident of

P.O..... P.S.....

Dist.....Pin.....

It also certifies that Kumari / Miss / Smt.....

has not married/re-married till this date and her monthly income for all sources including the family
pension from WBSEDCL is Rs..... /-

(Rupees.....)

I wish her all success in life.

.....
(Signature with Seal & Date)

Full name of issuing officer (.....)

Note: - This certificate is to be given by any Central / State Govt. officer belonging to Grade A service or any Class I officer of WBSEDCL/WBSETCL as per O.O. no 436 dt 03.05.2011 of WBSEDCL.