



# 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)

Office Order No.: 2476

Dated: 04-06-2025

## Sub: Inclusion/Updation of Date of Birth of the Spouses for the Existing Pensioners

It has been observed in the recent past that the existing pensioners of WBSEDCL are facing difficulties to include the names of their spouses in the Group Mediciam Insurance policy at the time of yearly enrolment /renewal or hospitalization due to absence of the date of birth of the spouse in the company database.

To resolve such difficulties faced by the pensioners, it is hereby decided that the pensioner has to submit any of the following documents along with the PAN and Aadhar of the spouse as proof of date of birth:

1. Birth Certificate from Birth & Death Register
2. Certificate of Madhyamik examination or equivalent examination.
3. Certificate from any doctor belonging to W.B.Health Services(W.B.H.S)
4. Voter's I.D Card (EPIC)

In case of different dates of birth in different certificates mentioned above, the date of birth of the spouse will be accepted and recorded only if the same is matched with both PAN Card and AADHAAR card. The date of birth of the spouse once submitted, is final and cannot be changed further on production of any documents mentioned above.

This order shall take effect from the date of issue.

Encl: Annexure

(A. K. Latua)

Director (HR), WBSEDCL



**Memo. No. WBSEDCL/BC/ 08/O.O-2476/77(1-220)**

**Dated: 04.06.2025**

**Distribution:**

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)
2. Adviser(S&V), WBSEDCL.
3. Legal Advisor , WBSEDCL .
4. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
- 5.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./Communication/Corp.Monitoring, WBSEDCL
6. Chief Engineer (IT),WBSEDCL- **with request for uploading this Circular in the Website of the Company**
7. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL
8. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
9. General Manager(F&A): Corp. Planning/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/DSM Cell, WBSEDCL.
16. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
18. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES&ER-1/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell, WBSEDCL.
19. Project Manager: Siliguri/ Raiganj/ Berhampur/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah-Hooghly/Suri/REProject,WBSEDCL.
20. 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
21. AGM(HR&A)- (Corporate Communication & CPRO), WBSEDCL.
22. Chief Medical Officer, WBSEDCL.
23. Advisor, Liaison Office, New Delhi, WBSEDCL.
24. Chief Security Officer, WBSEDCL.
25. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
26. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
27. 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.
28. 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 Suburbon/ 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**
29. 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.