



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

(A Govt. of West Bengal Enterprise)

Vidyut Bhavan, Block- DJ, Sector-II, Bidhannagar: Kolkata – 700091.

Website: www.wbsedcl.in, CIN: U40109WB2007SGC

Tel: 033-23197676/333/500/647

GENERAL INSTRUCTIONS FOR GUIDANCE : PENSIONERS PHOTO IDENTITY CARDS.

Reference: Office Order No. 1232 dated 13/07/2017 of the Director (HR) WBSEDCL

EXISTING PENSIONERS:

1. The application forms and Identity Cards are to be filled up as per instructions contained therein in **BLACK OR BLUE** ball point pen only. The blank application forms along with Blank Identity cards will also be made available through the last accounting units .
2. One photograph (stamp size) is to be affixed on the specified space on the application form and attested by any of the authorised officer as stated in the office order No.1232 dt 13/07/2017.
3. The 2nd photograph (stamp size) is to be affixed on the Identity card and is **NOT TO BE ATTESTED**.
4. The blank application forms and identity card will also be available from the Corporate Pension Cell and can be collected either personally or through authorised representative
5. This Identity Card is only for the Pensioners and **NOT FOR FAMILY PENSIONERS**
6. **DUPLICATE IDENTITY CARDS WILL NOT BE ISSUED UNDER ORDINARY CIRCUMSTANCES.** However application for duplicate Identity cards may be accepted ,accompanied by copy of FIR/GD along with fresh application & prayer for issuing duplicate identity card.
7. For any further clarifications please contact: 033:23197647. 23197500, 23197236,23197676.
8. It is expected that blank Identity cards and forms will be available from third week of August 2017

RETIRING EMPLOYEES

1. The blank application forms and identity card will be made available through the last accounting units along with the Pension Booklets.
2. One photograph is to be affixed on the specified space on the application form and attested by any Class I officer of the last accounting unit.
3. The filled up application form and Identity card is to be submitted through the last accounting unit along with the Pension claim forms.
4. The identity Cards will be issued at the time of Issuance of Pension Payment Orders in due course.
5. No identity Cards will be sent by Post.
6. For any further clarifications please contact: 033:23197647. 23197500, 23197236,23197676