

**Job Description of the  
Director (Human Resource & Administration) of  
West Bengal State Electricity Transmission Company Ltd.**

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1. Manpower Planning & Proper Deployment.
2. Wage Control & HR Budgetary Control.
3. Training & capability building through extensive learning intervention.
4. Develop policies and procedures to ensure process management.
5. Foster a performance based culture.
6. To monitor and facilitate compliance of all applicable statutory obligations under various other laws for regular and contractual workers.
7. To create an optimum balance of harmony between the management & staff.
8. To practice transparency in implementation of HR policies.
9. To look after general administration & security.
10. To represent the management on statutory matters relating to applicable Labour Laws before the concerned authorities as and when required.
11. To liaise with the local authorities and administration officials.
12. To advise the management on the best HR practices within the framework of the Companies belief, values and objectives.
13. Land & other permanent assets.
14. Medical issues of the staff.
15. Recruitment & promotion of manpower.
16. Identification & Execution of Corporate Social Responsibility projects of the Company.
17. General Staff Welfare.
18. Safety issues.
19. Legal activities in consonance with Rules of the Company.
20. Any other responsibility, as assigned by the Managing Director from time to time.

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