



**West Bengal State Electricity Transmission Company Limited**

( A Govt. of West Bengal Enterprise )

**Corporate Office**

**BIDYUT BHAVAN : SALT LAKE CITY : DJ Block : SECTOR-II  
KOLKATA - 700091**

Office of the Chief Engineer  
Central Planning Department  
W. B. S. E. T. C. L.  
Vidyut Bhavan

Receipt No. 1005

Date 25/08/12

**OFFICE ORDER NO. 304/2012**

**DATE: 22/08/12**

**Sub: Entitlement of Visiting Cards**

In supersession of all earlier Office Orders on the subject noted above, it is hereby enjoined upon that the following Officers shall remain entitled to the facility relating to admissibility and manner of acquiring visiting Cards at the cost of Company, subject to quantum of admissibility as revised and indicated alongside each group:-

1. Officer in the rank of A.E., but working for Operation : 100 Cards for every three years
2. Officer in the rank of AE (Other than Operation) / AM (HR&A) / AM (F&A), or equivalent rank of Officers : 100 Cards for every two years
3. Officers in the rank of S.E. / Sr. Manager (HR&A) / Sr. Manager (F&A) / D.E. / Manager (HR&A) / Manager (F&A), or equivalent rank of Officers : 100 Cards per annum
4. Officers in the rank of Addl. C.E. / A.G.M. (HR&A) / A.G.M. (F&A) [not HOD], or equivalent rank of Officers : 200 Cards per annum
5. Officers in the rank of C.E. / GM (HR&A) / GM (F&A) / Head of Deptt., or equivalent rank of Officers. : 300 Cards per annum
6. Directors and Executive Directors : As per requisition

However, variation / or relaxation if any of the above norms, prior approval of the Director (HR) shall positively have to be obtained.

This order has approval of the M.D., WBSETCL and will take effect from 01.09.2012.

(H. HAZRA)

**General Manager (HR&A), WBSETCL**