**WBSETCL**

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

CORPORATE ◊ VIDYUT BHAWAN

BIDHANNAGAR, KOLKATA- 91.

CIRCULAR NO : 06/2010

DATED : 14.08.2010

ESSENTIAL STEPS TO BE TAKEN DURING ENSUING PUJAS

In view of ensuing Durga Puja and Kali Puja festival to be celebrated throughout the State of West Bengal in the month of October & November, 2010 uninterrupted supply of power needs to be ensured round-the-clock during the following festive days :-

| <u>Occasion</u> | <u>Date</u> | <u>Day</u> |
|-----------------|--------------------------------|------------|
| Saptami | 14 th October, 2010 | Thursday |
| Astami | 15 th October, 2010 | Friday |
| Nabami | 16 th October, 2010 | Saturday |
| Dasami | 17 th October, 2010 | Sunday |
| Ekadashi | 18 th October, 2010 | Monday |
| Lakshmi Puja | 22 nd October, 2010 | Friday |
| Kali Puja | 5 th November, 2010 | Friday |

Accordingly, the following measures shall have to be taken :

1) **TRANSMISSION, TESTING, COMMUNICATION, SLDC WINGS :**

It is imperative that any failure of power supply during the aforesaid period shall immediately be attended to.

All the employees of Subordinate offices engaged in Operation & Maintenance of Sub-Station, Lines, Equipments are hereby advised not to leave their Headquarters during the aforesaid period. Technical Staff and Motor Drivers attached thereto should similarly be advised by their respective Controlling Officers not to leave Headquarters during the above period.

Applications for grant of any kind of leave during the above period should not normally be entertained. Only in cases of exceptional merit, Controlling Officer may consider as a very special case.

Materials, spares and equipment usually required for maintenance work should be arranged in advance so that the same may be readily available as and when required. A skeleton set up of employees shall have to be retained at Stores (where exists) to facilitate supply of materials in case of exigencies.

Cases of major break-down or major disruption of power supply beyond 2 (two) hours should immediately be reported to respective Officer-in-Charge and Chief Engineer Trans. (O&M) over telephone followed by written messages to the Chairman & Managing Director and Director (Transmission).

For the purpose of guarding stores, the concerned Superintending Engineer / Divisional Engineer / Assistant Engineer in-charge of respective units of the Transmission (O&M) Wing shall write to the District Magistrate / Superintendent of Police for deployment of NVF / Home Guard during the festival holidays indicating requirement of such deployment. In the event of non-availability of NVF/Home Guard, the existing Security Guards need be deployed on over time basis on the festival holidays subject to the barest minimum hours and to guard only the stores having materials of substantial value. Any problem being faced in this regard be brought to the notice of Adviser (S&V). Security Guards shall not be deployed for guarding office without substantial amount of cash and / or store materials.

In relaxation of the existing rules, OTA for the above mentioned festival holidays shall be sanctioned by the concerned Controlling Officers in the Transmission, Testing, Communication and SLDC Wings after being satisfied about the justification for such deployment.

The duty roster of all O&M Units including Sub-Stations shall be sent in advance to the concerned Area Manager and Addl. Chief Engineer so that they are aware of the availability of Staff at each establishment /shift.

The overall Overtime allowance in respect of the concerned employees for the entire festival holidays during the months of October & November, 2010 must not exceed 10% of one month's Basic Pay & D.A. beyond normal OTA.

No proposal for OTA beyond the ceiling limit, as indicated above, or its related activities would be entertained in respect of any employee. C.C.L. and O.T.A. should not be entertained for the same period.


A skeleton group of employees shall be retained for duty in each office during Puja Holidays for which the concerned employees on duty shall be granted Compensatory Casual Leave.

A skeleton set up of employees would be retained in Feeding Stores during Puja Holidays so that Site Officers do not face any difficulty for lifting of spares, materials, equipment etc. during Puja Holidays to meet up exigencies.

No Shutdown job on the festival days will be previously programmed for.

Information relating to important incident warranting immediate follow up actions shall, at the earliest, be given to the concerned Chief Engineer, Directors and other concerned competent officials of WBSETCL.

It is expected that like preceding years all concerned shall ensure the best possible services to the consumers and public in general during the festive days ahead.

 14.08.10

(D. Goswami)
Director (HR)