



WBSETCL

West Bengal State Electricity Transmission Co. Ltd.

(A Government of West Bengal Enterprise)

CORPORATE : 8TH FLOOR : D-BLOCK : VIDYUT BHABAN
BIDHANNAGAR : KOLKATA-700 091.

Office of the Addl. G.M. Corporate Communication

W.B.S.E.D.C.L.

Receipt No.

133

Date: 24.08.2010

CIRCULAR NO: 07/2010

Dated: 16.08.2010.

Sub: Revised guidelines for hiring accommodation for Area & other offices.

Difficulties are quite often faced in getting rented houses for accommodation of different offices because the conditions set out in the existing circular are very stringent and house owners are reluctant to let out their houses where prospect of having reasonable rent over a period of time remains uncertain. In many cases it hampers the activities of the company to a serious extent. Accordingly, the guidelines issued earlier vide Office Order No. 87 / 190 dated 19.11.1987 of erstwhile WBSEB are modified to the following extent:

- 1) Required floor space for Area Office / Field Zonal Office should be around 2000 sq. ft. comprised in one or two floors.
- 2) Whenever it is necessary to hire a new accommodation, a contractual agreement may be signed with the house-owner for three years at the prevailing market rate considered to be reasonable and the agreement may be got registered. Such contracts may be renewed at an interval of three years with fresh terms and conditions including revised rent as per current market rate. However, if the house owner agrees to hike of rent @ 15% after every three years and it remains unchanged for next three years, such agreement can be signed for a longer period not exceeding 9 (nine) years at a stretch. In all such agreements necessary provision shall be kept so that certain internal changes of the building to suit the business requirements can be carried out legally without impacting the basic structure of the building.
- 3) For ascertaining the reasonableness of market rate of rent, any of the following documents / certificates may be considered reliable for determining the rent at current market rate:
 - a) Rents at which accommodations taken by banks / insurance companies / other government and semi-government offices in the locality or fair rent certificate from the land acquisition collector. Whenever any such document is not available in respect of the area where the office is to be located, such certificates for areas with same / similar demographic features may also be taken as a valid document.
 - b) While identifying the location of the building, easy movement of traffic / vehicles, separate toilets for ladies and gents, proper water supply system, safety and security of the building should merit consideration.

- 4) Whenever such accommodation is required for quite a good number of such offices, proposals from house-owners may be obtained through notification in the daily news papers / local news papers centrally by the Corporate HQ. In other cases, such accommodation can be secured through local enquiry by the respective Head of the unit.
- 5) Proposal for hiring of accommodation searched out through local enquiry should be sent to Corporate HR&A Department through proper channel for approval as per revised delegation of power.
- 6) The same principles shall be followed in respect of offices other than Area offices also.
- 7) In such cases where existing accommodation is insufficient or there are certain problems / disputes with the landlord / unsurmountable exogenous problems, concerned unit head can take steps to search alternative location with the approval of his controlling officer.
- 8) For any complicated issue, the matter may be referred to the Corporate Headquarter.

This issues with the approval of Chairman & Managing Director and shall take immediate effect.

Chh 16-08-10
(D. GOSWAMI)
Director (HR)