



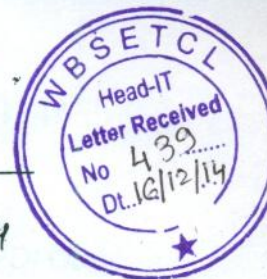
WBSETCL

West Bengal State Electricity Transmission Co. Ltd.

(A Govt. of West Bengal Enterprise)

CORPORATE HR&A DEPARTMENT

Registered Office: VidyutBhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091



CIRCULAR NO 19 /2014

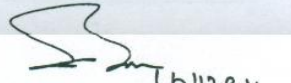
DATED: 16/12/14

All the field units of the Company under WBSETCL and other offices under WBSETCL located at Vidyut Bhavan are hereby required to furnish detailed **Annual Manpower Statement (Establishment Returns)** in respect of all employees attached to units under their jurisdiction. While providing such information, following points need to be adhered to:

1. The information required should strictly be provided as per **Annexure-I** in **MS Excel** format. (Enclosed.)
2. The **Annexure-I** should be furnished in the form of **hard copy and the soft copy in compact disc (both in MS-Excel format)**, without which the report will not be accepted.
3. The information required should strictly be provided in terms of the records/ information available in **Service Book/Personal File** only.
4. The report should cover all employees attached to various units during the period 01.01.2014 to 31.12.2014 (as on 01.01.2015 including employees who retired/transferred during this period).
5. The report must be furnished to authorities mentioned in **Annexure-II** to this Circular, showing the **e-mail ID** at the top of the respective office. The name of the employee and officers who were engaged in preparation of the report must be furnished in **Annexure-III**.
6. The report should be **legible**, (prepared preferably using style Georgia and font size 14). **Illegible reports will not be accepted**. Particulars of each employee should be filled in a single row only.

7. **Exact place of posting of the employee** (where the employee is physically posted) must be mentioned e.g. name of the sub-station/store etc as applicable. **Unit names should be written in full. No short forms/abbreviations will be accepted.**
8. Particulars of an employee (for Class-I level) should not be left blank on the plea of absence of Service Book. Adequate care need to be taken to consult the Service Book of the respective employees while preparing the returns.
9. **Date of effect of APS/CPS promotion** must be mentioned clearly in the relevant portion of the format.
10. All **technical qualification** in respect of employees like Jr. Diploma, ITI, Supervisory License, Supervisory Certificate, etc. with trade/subject must be clearly mention.
11. In case of non-availability of the required information, **the concerned head of the office should indicate the reason of non-availability of the particulars either in the Service Book or in the Personal File or absence of both the records.**
12. Adequate care must be taken by the concerned employee while preparing the **placement history** of an employee, so that there are **no mistakes/erroneous information in any form.**
13. Any employee under suspension/dismissal/termination/long absence/ low medical category/disciplinary proceedings/ absence on medical ground/ absconded/convicted/jail custody/ any other reason must be mentioned in details in Remarks Column.
14. Last date of submission of particulars is **15.01.2015.**

A copy of the particulars submitted at corporate office may be provided to the District Secretary of all recognized Unions/Associations.


(S. Banerjee)

**General Manager (HR&A)/ Offtg.
WBSETCL**

AUTHORITIES TO WHOM THE RETURNS TO BE SENT

Sl. No.	Estb. Concerned	1st Copy to	2nd Copy to
1	All Area Offices	General Manager (HR&A), Corp. WBSETCL	Chief Engineer O&M H.Q., WBSETCL
2	All Field Zonal Offices	General Manager (HR&A), Corp. WBSETCL	Chief Engineer, Projects H.Q., WBSETCL
3	All O&M Construction Offices	General Manager (HR&A), Corp. WBSETCL	Chief Engineer. O&M Construction, WBSETCL
4	Transmission Zones	General Manager (HR&A), Corp. WBSETCL	Chief Engineer O&M H.Q., WBSETCL
5	Testing & Communication Offices	General Manager (HR&A), Corp. WBSETCL	Chief Engineer, Testing & Addl. Chief Engineer, Communication, WBSETCL
6	All Offices located at Vidyut Bhavan	General Manager (HR&A), Corp. WBSETCL	x

PARTICULARS OF THE EMPLOYEES AND OFFICERS PREPARED THE RETURN**NAME OF THE OFFICE:-**

A	Name of the employee/officer who has/have prepared the Return.	Designation	Contact official Telephone / Mobile No.
B	Name of the Supervising officer	Designation	Contact official Telephone / Mobile No.