



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



Office Order No: 258/2015

Date: 25/5/2015

Acknowledging the obligation to contribute to the economic development of the State and the country as a whole towards improving the quality of life of community and society at large, WBSETCL already strive for Corporate Social Responsibility on formulating the CSR Policy and took initiative through constituting the CSR Committee & CSR Sub-Committee at the Corporate Level.

Further, to have an effective implementation of the policy, the following officials of Company are hereby appointed as 'Nodal Officer' for the purpose of CSR activity of WBSETCL.

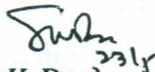
Name of the 'Nodal Officers':-

- 1) The Addl. Chief Engineer, Kolkata / Kharagpur / Siliguri / Durgapur FZO, WBSETCL
- 2) The Addl. Chief Engineer, Trans. Zone - I / Trans. Zone - II / Trans. Zone - III / Trans. Zone - IV, WBSETCL

Duties & Responsibilities of 'Nodal Officer':-

1. They will explore and identify the areas/fields where CSR activities can be taken up, within the framework of Company's CSR Policy.
2. They will initiate the proposal for CSR activities, thus identified with detailed aspects e.g. targeted beneficiaries, financial involvements, estimated period of completion etc. and forward the same to the CSR Sub-committee for further evaluation and approval of CSR Committee.
3. They will be responsible to supervise the execution of approved CSR activities within their jurisdiction and forward periodical progress report to the CSR Sub-Committee on the basis of which the required funds will be cleared.
4. In cases of CSR activities entrusted to outside agencies by the CSR Committee, they will be responsible to closely supervise the same, within their jurisdiction and forward periodical progress report of such activities to the CSR Sub-Committee for review.
5. They will attend periodical meeting at Corporate Office with the CSR Sub-Committee to review and discuss issues related to ongoing CSR activities.

The list, as above is an indicative one and not exhaustive.


(S.K. Das)

Managing Director