



West Bengal State Electricity Transmission Co. Ltd.

(A Government of West Bengal Enterprise)

CORPORATE HR&A DEPARTMENT

08TH FLOOR: D-BLOCK : VIDYUT BHAVAN

CIRCULAR NO. 04 /2014

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It is often observed that employees while applying for outside employment in other Departments/Offices/Organizations of Central/State Government, Autonomous Body, Statutory Corporations or Central/State Government Undertakings are submitting mere intimation to our Company about such applications as required by the prospective employers without observing the rules and regulations of our Company on such matters which calls for No Objection Certificate(NOC).

Hence, to stop such practices, it is to reiterate that, confirmed employees of the Company while applying for outside employment has to invariably obtain NOC or forward the application through proper channel subject to maximum 02 (Two) in a calendar year.

Further, it is enjoined upon all controlling officers to restrain from issuance of Experience Certificates to the aspiring employees and to ensure the following points before forwarding any application for outside employment to Corporate Office:-

- I) That the employee is a confirmed employee.
- II) That specifically applied for NOC/route Through Proper Channel.
- III) The Job Advertisement and Filled-in Application is submitted.
- IV) No Disciplinary Action has been contemplated against him from their end.
- V) The outside employment application is placed on time before applying for the job or immediately after the job application in case of Online Registration.

Non-observance of above provisions may disqualify the issuance of NOC.

(D. Bose)

General Manager (HR&A)
WBSETCL

REGISTRED OFFICE: VIDYUT BHAVAN, BLOCK-DJ, SEC-II, BIDHANNAGAR,
KOLKATA-700 091. PHONE/FAX NO.033-23345879

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