



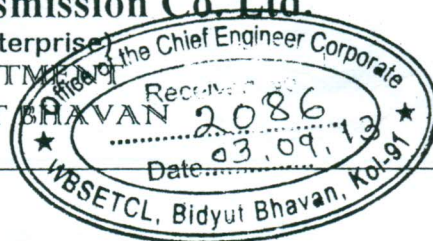
WBSETCL

West Bengal State Electricity Transmission Co. Ltd.

(A Government of West Bengal Enterprise)

CORPORATE HR&A DEPARTMENT

08TH FLOOR: D-BLOCK : VIDYUT BHAVAN



ACE/No.2
For file as per endorsement.
3/9/13

CIRCULAR

No. 20 /2013

Dated: 31.08.13

ESSENTIAL STEPS TO BE TAKEN DURING ENSUING FESTIVALS

In view of ensuing Durga Puja, Lakshmi Puja and Kali Puja to be celebrated throughout the State of West Bengal in the months of October & November, 2013, 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	11 th October,2013	Friday
Astami	12 th October,2013	Saturday
Nabami	13 th October,2013	Sunday
Dasami	14 th October,2013	Monday
Ekadashi	15 th October,2013	Tuesday

<u>Occasion</u>	<u>Date</u>	<u>Day</u>
Lakshmi Puja	18 th October,2013	Friday
Kali Puja	02 nd November, 2013	Saturday

Accordingly, the following measures shall have to be taken:

TRANSMISSION, TESTING, COMMUNICATION, SLDC DEPARTMENTS:

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 and Equipments are hereby advised not to leave their Headquarters during the aforesaid period. Technical Staff 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 should immediately be reported to respective Officer-in-Charge and Chief Engineer, (O&M) over telephone followed by telephonic & SMS messages to the Director (Operations) and Managing Director, WBSETCL.

(Page 01 of 02)

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

WBSETCL