

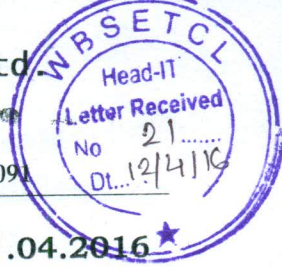


West Bengal State Electricity Transmission Co. Ltd

(A Govt. of West Bengal Enterprise)

CORPORATE HR&A DEPARTMENT

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



OFFICE ORDER NO. 24/2016

Dated: 9.04.2016 ★

The job description for the position of Assistant Manager (HR&A) was laid down in the Office Order No.31/2008 dated 09.04.2008 of this office. However, with the advent of time, roles and responsibilities of HR&A officers have increased manifold and accordingly, the following additional jobs shall also be discharged by the Assistant Manager(HR&A) posted at Area Offices in order to overcome the hindrances faced by the existing set-up :-

1. Coordinate with Chief Engineers, Additional Chief Engineers, Superintending Engineers and other officers attached to O&M and Project Offices for identification, selection, searching, record verification, procurement, acquisition, long term settlement, obtaining gift of land for the purpose of erecting new sub-stations/augmentation of existing sub-stations or any other schemes.
2. Responsible for maintenance of records of all land & landed properties of WBSETCL pertaining to the concerned Area Office and Field Zonal Office as may be attached from time to time.
3. To pursue the issues of acquisition/long term settlement kept pending at different offices like L&LR Department, Power Department and/or DLRS & at district offices such as Collector DL&LRO, Special LAO, SDL&LRO, ADSR etc.
4. To pursue and monitor the Land related court cases.
5. To prepare and maintain database of all kinds of land related matters.
6. Any other Land related issues pertaining to the nearby project offices.

While performing aforesaid jobs, they should maintain close liaison and coordination with the Land Acquisition Cell at Corporate.

All concerned are hereby being informed for necessary coordination and cooperation with concerned Assistant Manager (HR&A) posted at Area Office for smooth discharge of aforesaid functions.

This issues with the approval of the Director (HR&A) and shall come into force with immediate effect.


(S. Banerjee)

General Manager (HR&A)

Memo No Corp/HR&A/office order/1014 dt 9/4/16

TELEPHONE/ FAX: (033) 2334 5879 E-Mail ID: corporate.hra@wbsetcl.in

CIN: U40101WB2007SGC113474, Website: www.wbsetcl.in