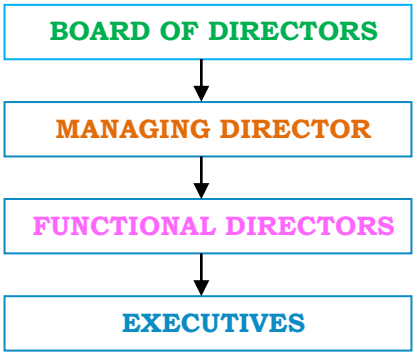
Pursuant to Section 4(1)(b)of the Right to Information Act,2005.

It is our constant endeavour to take steps in accordance with the requirements of the Act to provide as much information suo-moto to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

MANUAL NO. I	
PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.	West Bengal State Electricity Transmission Company is a State-owned Company incorporated under the Companies Act, 1956 on 16.02.2007, emerged as one of the successor entities of erstwhile WBSEB and has started functioning since 1st April, 2007 in pursuance of West Bengal Power Sector Reforms Transfer Scheme, 2007. At present WBSETCL is playing three distinct functional roles envisaged under the Electricity Act 2003: I) The State Transmission Utility (STU). II) A Transmission Licensee (TL). III) The State Load Dispatch Centre (SLDC). It is responsible for transmitting electricity from generating sources to load centers through a transmission network operating at 400kV, 220kV, 132kV and 66kV spread across West Bengal. The Company was proud winner of best Transmission System availability Award with Gold Shield adjudged by the Ministry of Power, Govt. of India for the year 2007-08 for maintaining 99.87% availability of transmission system. WBSETCL's all-round performance found recognition at the national level when it was bestowed the National Award for the 'Best Performing Transmission Company' in the Power Line Awards, 2012. The Company has recently won the 'Best Performing SLDC Award(Eastern Region) in the IPPAI POWER AWARDS-2013

MANUAL NO. II	
POWERS & DUTIES OF OFFICERS AND EMPLOYEES	The powers and duties of the officers and employees of the Company are governed by the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the Company. While discharging duties and responsibilities, employees of the Company are complying with the provisions of all applicable statutes as also rules and regulations framed there under. Being registered under the Companies Act, 1956, as per the Articles of Association of the Company, the powers to manage the affairs of the Company rest with the Board of Directors. The Board of Directors has authorized the Chairman/Managing Director to exercise all or any of the powers vested in the Board for the management and administration of the company except certain matters for which the approval of the Board shall be necessary and it has also delegated various powers upto certain limit to the officers of the Company.

MANUAL NO. III	
PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY	In order to cope up with the Market Demand, Industry Trends and Customer satisfaction as well as to execute the works in an effective and efficient manner in various spheres of operation, the Board of Directors have accorded approval for different Delegation of Powers, so as to enable flexibility in dealings and pace in decision making. The decision making process in the Company involves the following Channel:  Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company. The day-to-day management of the Company is entrusted with the Managing Director who is assisted by Functional Directors and other Officers and staffs of the Company.

MANUAL NO. IV	
THE NORMS SET FOR DISCHARGE OF FUNCTIONS.	The Company has well defined policies, procedures and guidelines for discharge of various functions. These are highlighted below: 1. **Delegation of Powers:** The Board of Directors has delegated power to the Managing Director of the Company, Functional Directors/ Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them. 2. **Structured Policies and Guidelines:** WBSETCL is having well-structured policies, procedures and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines. 3. **Manuals:** WBSETCL has procedural manuals covering all important activities viz. Purchase Manual, Accounts Manual, Operation Manual, Safety Manual etc. 4. **Compliance of provisions of Statutes, etc.** While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.

MANUAL NO. V	Vital Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company for discharging their functions are given below:
THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYESS FOR DISCHARGE ITS FUNCTIONS.	**01.Matters pertaining to company affairs** 1. Memorandum & Articles of Association. 2. Government Guidelines. 3. Governor Directives issued from time to time **02.Matters pertaining to Finance & Accounts** a. Accounting policies. b. Accounting standards. c. Accounting Manual. **03.Matters pertaining to Works, Contract, Commercial, Procurement, etc.** a. Procurement Policy and Procedures. b. Stores Manual. c. Standard Bid Documents. d. Delegation of Powers. **04.HR Related matters** a. Employees' Service Regulations. b. Medical Attendance and Treatment Rules. c. Promotion Policy/Recruitment Policy/Welfare Policy. d. Personal files e. Various internal policies f. Rules & Regulations in the form of Office Orders / Circulars/Memos pertaining to HR Deptt. **05.Operations:** a. Operation Manual. b. Safety Manual.

MANUAL NO. VI	Various categories of documents that are being held by the Company or under its control are given below:
A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL.	**1. Documents pertaining to incorporation:** a. Memorandum & Articles of Association. b. Statutory Registers under the Companies Act, 1956. c. Statutory Registers under other applicable Acts and Rules & Regulations. d. Various Forms filed with the Registrar of Companies, etc. **2. Documents pertaining to Accounts:** a. Books of Accounts. b. Statement of Half-yearly and Annual Financial Results. c. Annual Report. d. Accounts Manual. e. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, Service Tax etc. f. Bills, Vouchers, etc. **3. Documents pertaining to Contracts, Commercial etc.** a. Procurement policy and procedures. b. Stores Manual. c. Standard Bid Documents. d. Delegation of Powers. **4. Operations:** a. Operation Manual. b. Safety Manual. **5. Documents pertaining to establishment matter** a. Documents containing the details of employees. b. Various internal policies, rules & regulations pertaining establishment matters. c. Performance Appraisal Reports of employees. d. Delegation of Powers. e. Principal Employer's Registration Certification under the Contract Labour (R&A) Act,1970. f. Service Rules, Leave Records.

MANUAL NO. VII	
THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF	The policies formulated by WBSETCL are for its internal management. Hence, there is no requirement for consultation with the members of the public prior to formulation of its internal policies. All its policies are formulated in compliance with the provisions of all applicable statutes, rules and regulations, etc. and as per best industry practices.

MANUAL NO. VIII	
A STATEMENT ON THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC	Meetings of the Boards, Committees and other bodies are not open to the Public or the minutes of such meetings are not accessible to public.

MANUAL NO. IX

A DIRECTORY OF OFFICERS AND STAFF AS ON 01.08.2013

SL NO	DIRECTORATE NAME	OFFICE NAME	TECHNICAL				TECH-TOTAL (A)	NON-TECHNICAL				NON - TECH TOTAL (B)	GRAND TOTAL (A + B)
			I	II	III	IV		I	II	III	IV		
1	Directorate of Managing Director	MD's Cell	0	0	0	0	**0**	1	1	1	0	**3**	**3**
		Office of the Company Secretary & Legal Cell	0	0	0	0	**0**	3	0	2	1	**6**	**6**
		CPD	7	0	0	0	**7**	1	0	3	0	**4**	**11**
		Internal Audit Deptt.	0	0	0	0	**0**	2	3	1	1	**7**	**7**
		Office of the Chief Engineer Corporate	6	0	0	0	**6**	0	1	4	0	**5**	**11**
2	Directorate of Director (F&A)	Director (F&A)'s Cell	0	0	0	0	**0**	2	0	1	0	**3**	**3**
		Corporate (F&A) Deptt.	1	0	0	0	**1**	12	13	6	2	**33**	**34**
3	Directorate of Director (Operations)	Office of Director (Operations)	1	0	1	0	**2**	1	0	1	0	**2**	**4**
		O&M Deptt.	417	134	1232	72	**1855**	42	107	169	14	**332**	**2187**
		SLDC	30	0	9	1	**40**	3	1	2	0	**6**	**46**
		IT	8	0	0	0	**8**	1	1	1	0	**3**	**11**
		Communication & Testing Deptt.	64	13	33	4	**114**	3	10	20	0	**33**	**147**
		Regulatory Affairs Cell	3	0	0	0	**3**	0	0	0	0	**0**	**3**
4	Directorate of Director (Projects)	Director (Projects)'s Cell	1	0	0	0	**1**	1	0	0	0	**1**	**2**
		Projects Deptt.	66	9	35	0	**110**	4	17	22	2	**45**	**155**
		Procurement Department	9	0	0	0	**9**	3	3	4	0	**10**	**19**
		Engineering Department	30	0	2	0	**32**	1	1	5	0	**7**	**39**
5	Directorate of Director (HR&A)	Director (HR&A)'s Cell	0	0	0	0	**0**	0	0	0	0	**0**	**0**
		Corporate (HR&A) Deptt.	0	0	0	0	**0**	9	2	14	1	**26**	**26**
		Land Acquisition Cell	0	1	1	0	**2**	2	0	2	0	**4**	**6**
		Vigilance Cell	0	0	0	0	**0**	0	0	0	0	**0**	**0**
TOTAL			**643**	**157**	**1313**	**77**	**2190**	**91**	**160**	**258**	**21**	**530**	**2720**

Number of Employees in WBSETCL Roll : 1083

Number of deputed employees : 1637

MANUAL NO. X

STATEMENT ON MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

System of Compensation

Sl.No	Pay Scale	Pay Band	Grade Pay	Category of Employees
1	4900-9,200	PB-1	1,700	Class- IV
2	4900-9,200	PB-1	1,900	Class- IV
3	4900-9,200	PB-1	2,100	Class- IV
3(A)	4900-9,200	PB-1	2,100	Class- IV
4	6,300- 20,200	PB-2	2,600	Class-III
4(A)	6,300- 20,200	PB-2	2,600	Class-III
5	6,300- 20,200	PB-2	3,600	Class-III
6	6,300- 20,200	PB-2	3,900	Class-III
6(A)	6,300- 20,200	PB-2	4,400	Class-III
7	9,300-34,800	PB-3	4,700	Class-II
8	15,600-39,100	PB-4	5,400	Class-I
9	15,600-39,100	PB-4	6,600	Class-I
10	15,600-39,100	PB-4	7,600	Class-I
10(A)	37,400- 67,000	PB-5	8,000	Class-I
11	37,400- 67,000	PB-5	8,700	Class-I
12	37,400- 67,000	PB-5	8,900	Class-I
13	37,400- 67,000	PB-5	10,000	Class-I

Besides above, HRA, DA, Medical Allowance, Electricity Allowance, etc.. are admissible.

MANUAL NO. XI

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

WBSETCL prepares capital and revenue budget every year for its ongoing as well as new works and other schemes. Capital expenditure for the financial year 2007-08, 2008-09, 2009-10, 2010-2011,2011-12 and 2012-13 are as follows:

Amount in ₹ Crore

2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
671.118	460.7311	285.1945	436.3021	393.5801	360.6530*

* Provisional

MANUAL NO. XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

As such WBSETCL does not have any subsidy schemes/programmes for public.

MANUAL NO. XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE COMPANY

WBSETCL does not grant any concession, permits or authorization.

MANUAL NO. XIV	
DETAILS IN RESPECT OF THE INFORMATION AVAILABLE OR HELD BY THE COMPANY, REDUCED IN AN ELECTRONIC FORM	Information relating to Company Profile, Policies, Annual Report & Accounts etc. is held by the company in electronic form and is available in the website of the company www.wbsetcl.in

MANUAL NO. XV	
THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE	Citizens can visit our website www.wbsetcl.in for desired information. Any Citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer. **Application Fee** According to directives, the application for obtaining information under sub-section (1) of section 6 must be accompanied by prescribed application fee drawn in favour of West Bengal State Electricity Transmission Company Limited, payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:- Application fee : Rs 10/- Mode of payment: By cash against proper receipt or by demand draft/banker's cheque/ Indian Postal Order/Court Fee. Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim. **Additional fee** In case it is decided to provide the information, the Requester shall be informed of the additional fees, if any, required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act. **Appeal** In case the Requester who does not receive a decision within the time specified in sub-section (1) of clause (a) of sub-section (3) of section 7 of the Act or is aggrieved by decision of the Public Information Officer, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance. **Library Facility for general public** Presently WBSETCL does not have any Library Facility for general public.

Sample Format of Application for obtaining information under The Right to Information Act 2005

To
The PIO & Addl. General Manager (HR&A)
Corporate HR&A Department, WBSETCL
Vidyut Bhavan, 08th Floor, Block-D
Bidhannagar, Salt Lake, Sector-II
Kolkata-700091, West Bengal.

1. FULL NAME OF APPLICANT:

2. ADDRESS :

3. PARTICULARS OF INFORMATION REQUIRED

(i) Subject matter of information:

(ii) Period to which the information relates:

(iii) Description of information required: *(Details may be attached on additional A4 size paper if required)*

4. WHETHER THE APPLICANT IS BELOW POVERTY LINE:
(If yes, attach a photocopy of the proof thereof)

Place :

Date :

Signature of the applicant

Guidelines:-:

1) The Application fee is payable in favour of 'West Bengal State Electricity Transmission Company Ltd'.

2) No fees is payable in respect of Below Poverty Line applicants.

List of Offices

Name of Office	Address	Phone No.
Office of the Managing Director	8th Floor,A-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091	033-2359 1915 033- 23371150
Office of the Director Projects		033- 23580065 Fax: 033 2337 1737
Office of the Director F&A		033-23197 258 Fax: 033- 2358 4248
Office of the Director Operations		033- 23197 718
Office of the Company Secretary		033- 23197 349
Corporate Legal Cell		033-23197 573
Regulatory Affair Cell		033-23197 539
IT Department		033- 23197 274
Office of the Chief Security Officer		033 23197 771
Corporate HR&A Department	8th Floor,D-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091.	033 2334 5879
Land Acquisition Cell		033- 23197 673
Engineering Department	9th Floor,D-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091.	033- 23197 581
Corporate F&A Department		033-23197 324 033-23197 336 033- 23197 477
Central Planning Department	9th Floor,A-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091.	033- 23197 557 033- 23197 359
Chief Engineer, Corporate	9th Floor,B-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091.	033- 23197 714
Safety Cell		033-23597056,033-23197 550,033-23197748
Corporate Monitoring Cell		033-23596936, 033-23197 737

Internal Audit Department	9th Floor,B-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091.	033- 23197 308 033-23197 721
Procurement Department	10th Floor, B-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091	033- 23197 395
O&M Department	10th Floor,D-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091	033-23197 465
Projects Department	10th Floor,A-Block,Vidyut Bhavan, Bidhannagar, Salt Lake, Kolkata-700091	033-23377957 033- 23197 317
SLDC, WBSECL	Andul Road,P.O. Daneshseikh Lane, Howrah-711109	033-26476570,033-26886232
Testing Department	Abhikshan Building,B.N. Block Sector-(v) Saltlake,Kolkata-700091	033-23671494, 033-23673578
Communication Department	Abhikshan Building,B.N. Block Sector-(v) Saltlake,Kolkata-700091	033-23671235
Salt Lake Area Office	BF-162, Sector-I, Salt Lake City, Kolkata – 700 064.	033-2334-4872
Kasba Area Office	46, Raja S. C. Mallik Road, Kolkata – 700 032.	033-2412-1532
Behala Area Office	24/1/1, Alipore Road, Kolkata – 700 027	033-2456-5956
Barasat Area Office	Kadam Bagachi, Barasat, 24-Parganas (North).	033-2584-3534
Berhampore Area Office	22/1, Raja Krishnath Road, (3rd floor), LIC Building, Berhampore, Murshidabad.	03482-252666
Jeerat Area Office	Kanchiana Via-Suria, Dt. 24-Pgs. (North), PIN-743 711.	03216-268019
Howrah Area Office	65/2, Panchanantala Road (1st flr.), Howrah – 711 101.	033-2638-4288
Durgapur Area Office	Aesby More School Para, Durgapur, Burdwan, PIN-713 201.	03432-559770
Burdwan Area Office	Chaudhury Market, Badamtala, Burdwan.	03422-662081

Haldia Area Office	Plot no 47 Word No 9, Block C Durgachak Road colony, Haldia Purba Medinipore Pin-721602	03224-277321
Midnapore Area Office	490 Station Road, Paschim Medinipur.	03222-275985
Purulia Area Office	House of Smt. Sarada Devi, Lohia Deshbandhu Road, Goshala More, Purulia.	03252-201394
Kharagpur Area Office	Sakti-Bhawan, Kharagpur Paschim Medinipur.	03222-225836
Arambag Area Office	Vikdas Arambag, Goghat, Hooghly.	03271-222395
Alipurduar Area Office	College Halt, Alipur Court, Jalpaiguri.	03564-25564
Jalpaiguri Area Office	4 No. Rly. Goomty, Jalpaiguri, PIN-735 101.	03561-27607
Raiganj Area Office	Super Market Raiganj, Uttar Dinajpur.	03523-252247
Siliguri Area Office	Power House Campus, 2nd Mile Sevok Road, Siliguri Darjeeling, PIN-734 001.	0353-2545275
Malda Area Office	Bichitra Cinema Building, Rathbari, Malda, Pin-722101	03512-220563
Bankura Area Office	Bidyut Prashasanik Bhawan, Ground Floor, P.O. Lalbazar, Dist. Bankura.	03242-250747
Chandannagar Area Office	Garer Dhar Road, Khalisani, Bosepara, Anandomoyeetala, Chandannagar,Hooghly, PIN-712136.	26850775/ 26837617
Krishnagar Area Office	Administrative Building (1st floor), D. L. Roy Road, Nadia – 741 101.	03472-252733
Kolkata Field Zonal Office	24/1/1, Alipore Road, Kolkata – 700 027.	033-24483727
Krishnanagar Field Zonal Office	Holding No.93/1,2nd Floor, Nederpara More, Main Road, Krishnanagar,Nadia.	03472-223571

Siliguri Field Zonal Office	17, Buddhadeb Bose Road, Ashrampara, Siliguri, Darjeeling.	0353-2641980
Bankura Field Zonal Office	Pranabananda Pally, Arya Building, PO. Kenduadhi, Dist. Bankura, PIN-722 102.	03242-244337
Chinsurah Field Zonal Office	Luise Villa, Barabazsar, Chandannagar, Dist. Hooghly.	033-26851052
Berhampore Field Zonal Office	231, Netaji Road, Khagra, Murshidabad, Kansari Bazar,PIN-742 103.	03482-250495
Kharagpur Field Zonal Office	Tata Metalick Road, Opp. Ramsarup Louha Udyog, Saha Chak, PO. Rakhaganjal, Medinipore (West).	03222-226542

THANK YOU FOR VISITING OUR WEBSITE
