



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: [www.wbsedcl.in](http://www.wbsedcl.in)

Office Order No.: 2196

Dated: 21-11-2022

## Subject: Display of Identity Card while on duty.

It has been instructed earlier through circulars that all the officials/ staffs (regular & contractual employees) while on duty at the office, shall display their individual official Identity Card. It has been observed that, in spite of issuance of such order, some employees are still not abiding by the said instruction. This is not only detrimental to official decorum, but also leads to the delay in the process of renewal of the ISO Certification and also poses a serious security lapse.

As per the "Physical Environmental Security Policy" adopted by WBSEDCL, "All personnel shall be required to wear identification badges and security personnel may challenge unescorted strangers and anyone not wearing visible identification".

It is therefore reiterated that all officials/ staffs, irrespective of their status in the organization, while on duty, shall wear and prominently display their Identity Card while entering and staying in office premises without fail.

This instruction shall be followed scrupulously by all concerned and any deviation will be viewed seriously.

  
(A.K. Latua)  
Director (HR)

**Distribution :**

1. Adviser(S&V), WBSEDCL.
  2. Legal Adviser, WBSEDCL.
  3. Advisor (Recruitment), WBSEDCL.
  4. ChiefEngineer:Dist./Dist.Planning/RE/Dist.Projects-I/II/III/Commercial/Hydel/EMD/PTP/Regulation/  
CRM/P&C/DTD/PIDD/PSPD/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring/Safety,WBSEDCL
  5. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company.**
  6. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
  7. General Manager:(HR&A): Corp./T&D and PM, WBSEDCL.
  8. General Manager(F&A): Corp./IA, WBSEDCL.
  9. Company Secretary, WBSEDCL.
  10. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
  11. Addl. Chief Engineer, Safety/EMD/S&LP, WBSEDCL.
  12. Officer on Special Duty, WBSEDCL.
  13. Chief Vigilance Officer, WBSEDCL.
  14. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
  15. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES ER-II/Recruitment & Manpower  
Planning/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/ Board Cell, WBSEDCL.
  16. Project Manager: Siliguri/ Raiganj/ Berhampore/ Barast/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad-  
Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
  17. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims/ Hydel/Dist../RE/ P&C/  
Internal Audit/Project-II/ IT, WBSEDCL.
  18. Advisor (Corporate Communication), WBSEDCL.
  19. Chief Medical Officer, WBSEDCL.
  20. Resident Director, Liaison Office, New Delhi, WBSEDCL.
  21. Chief Security Officer, WBSEDCL.
  22. Adviser (Land)/Chief Land Officer, Land Acquisition Cell, WBSEDCL
  23. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
  24. Regional Manager: North 24-Parganas/ South 24-Parganas/ Bidhannagar/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim  
Bardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/  
Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/ Alipurduar/ Coochbehar Region, WBSEDCL.
  25. Divisional Manager: Behala/Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-  
II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/Habra/Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/  
Chandannagar/ Mogra/ Kalna/Katwa/Memari/Burdwan North/Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/Bolpur/  
Tamluk/ Contai/ Haldia /Ghatal/ Midnapur/ Kharagpur/ Bankura/ Bishnupur/ Purulia/ Raghunathpur/Kalyani/ Krishnagar/  
Tehatta/Berhampur/Kandi/ Raghunathganj/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/  
Jalpaiguri/Domkal/Jiaganj/Alipurduar/ Coochbehar/ Darjeeling/Siliguri Town/ Siliguri Suburban / Kurseong/Islampur/  
Kalimpong/Mal/Mathabhanga/Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/Bhangar/New  
Town/Balurghat/Ranaghat Division, WBSEDCL. - **for further circulation as may be required under their  
jurisdiction.**
  26. P.S. to Chairman and Managing Director/Chief Financial Officer/ Director (R&T)/ Director (HR)/ Director (Dist)/ Director  
(Projects)/Director (Generation)/ Executive Director(IT)/ Executive Director(Comm), WBSEDCL.
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