



WBSETCL

# West Bengal State Electricity Transmission Company Limited

(A Govt. of West Bengal Enterprise)

**CORPORATE HR&A DEPARTMENT**

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

Office Order No. GM(HR&A)/TP&AS/28 /2023

Date: 01 / 11 /2023

It has been observed that the existing timeline for submission of Medical Bill is improbable considering the provision of reimbursement of **30 days post hospitalization** medical expenses to the Employees and therefore they are facing difficulties to submit medial bill and also to refund unspent medical advance within the present time schedule.

To resolve the issue and with a view to streamline the process of refund of unspent medical advance along with submission of medical bill by the employees within a reasonable time frame, the following revised time schedule are hereby notified for further guidance and compliance by all concerned.

Sl No	Process	Revised Time Schedule
1	Refund of unspent medical advance	Within 45 days from the date of discharge from Hospital
2	Medical bill Submission period, if advance drawn	Within 60days from the date of discharge from Hospital
3	Medical bill Submission period, if no advance drawn	Within 06(six) months from the date of discharge from Hospital

This revised time schedule will be effective on & from 01<sup>st</sup> November 2023.

( Shamyia Roy Choudhury )  
**Director (HR&A)**

Memo No: Corp. / HR&A / TPAS/ Medical / 191(1-100)

Date: 01 /11/2023

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- 4) The Company Secretary, WBSETCL.
- 5) The Head I.T., WBSETCL
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- 7) The Addl. General Manager (F&A), Corporate, WBSETCL.
- 8) The Addl. General Manager (HR&A), Corporate, WBSETCL.
- 9) The Chief Medical Officer, WBSETCL
- 10) The Chief Security Officer, WBSETCL
- 11) The Chief Land Officer, WBSETCL
- 12) The Senior Manager (HR&A), Corporate Vigilance Cell, WBSETCL.
- 13) The Dy CE / SE & Area Manager/SE (E) / SE, In-charge /:-
  - i) **Area Office :-**  
Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL
  - ii) **400KV Area Office:** -Arambag / Durgapur /Jeerat / Kharagpur /Gokarna / New Chanditala, WBSETCL
  - iii) **Testing Area Office:** -Salt Lake/ Durgapur/ Burdwan / Midnapore/ Howrah /Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore/ Baruipur, WBSETCL
  - iv) **Communication Area Office;** Siliguri / Durgapur, WBSETCL
- 14) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A)  
Corporate / O&M-I /O&M-II / Procurement / Projects-I /Projects-II / Testing H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar /Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda Area Office/ Arambag 400 KV / Durgapur 400 KV/Jeerat 400 KV / Kharagpur 400 KV /Gokarna 400 KV / New Chanditala 400 KV / SLDC, WBSETCL
- 15) The Asstt. Manager (Corp. Comm.), WBSETCL
- 16) The P.S/ P.A. to Managing Director /Director (HR&A) / Director (F&A) / Director (Projects) / Director (Operations), WBSETCL