WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
Office of the General Manager (HR&A), TP&AS
Registered Office: Vidyut Bhavan, Block–DJ, Sector–II, Bidhannagar, Kolkata–700091

Circular No: TP&AS/2026/ 32 Date: 12 .10.2026

Sub: Issuance of Identity Card to Non-Pensioner Retired Employees

WBSETCL is already issuing Identity Cards to its Pensioners. The matter of extending such facility to the Non-Pensioner Retired Employees of the Company has been under consideration for quite some time.

In this regard, it is hereby notified that WBSETCL has decided to introduce the facility of issuing Identity Cards to Non-Pensioner Retired Employees of the Company, with a view of providing a valid Identity document establishing their association with the Company.

Accordingly, the retired employees who are not covered under the existing Pensioner Identity Card facility, may apply for issuance of an Identity Card in the enclosed prescribed format, along with requisite documents and particulars, as specified in the **Annexure-I.**

The concerned retired employees are also requested to submit their applications addressing to "**The General Manager(HR&A), Training, Planning & Allied Services, WBSETCL, 8th Floor, Block-D, Vidyut Bhavan, Kolkata-700091".**

The prescribed application format is also available on the official website of WBSETCL (www.wbsetcl.in) under the "Retired Employees Corner".

12/10/2026

(Ranjan Kumar Das)
Director (HR&A)

Memo No. GM(HR&A)/TP&AS/2026/ 3373 Date:- 12/10/26

TELEPHONE/ FAX: (033) 23197-599 E-Mail ID: wbsetclgmhra.tpas@gmail.com
CIN: U40101WB2007SGC113474, Website: www.wbsetcl.in

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Annexure-I

APPLICATION FOR NON-PENSIONER'S IDENTITY CARD

(To be filled up with Black Ball Point Pen only)

Affix Self-attested Stamp Size Photo

Name (In Block Letter) :.....

Address :.....

.....

Contact Number :.....

Date of Birth : .....

Date of Retirement : .....

Gender : .....

Post Held on Retirement : .....

Blood Group : .....

Marital Status : .....

Date: .....

.....
Signature of the applicant

.....

(For office use only)

Identity Card Number : .....

Identity Card Issue Date : .....

Signature of the Issuing Authority
GM(HR&A), TP&AS, WBSETCL

.....

Note: Please enclose the following documents along with this filled in format:-

- *Copy of Release Order from Company's / Board's Service.*
- *Copy of Superannuation Notice*
- *Self-attested copy of Aadhaar Card & PAN Card.*
- *1(One) no. additional recent STAMP SIZE photograph (do not staple) for Identity Card.*
- *Copy of 'PPO' issued by EPFO.*

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Memo No: GM (HR&A)/TP&AS/2026/ 3373 *Date:* 12/10/26

Copy forwarded for information & necessary action please to: -

1) The Executive Director (O&M),WBSETCL
2) The Chief Engineer, Corporate / O&M-I/ O&M-II /O&M-III/ Projects-I / Projects-II/ Testing/ Engineering(O&M)/ Engineering(Projects) /Regulatory & Commercial Deptt./ SLDC / CPD / Procurement /EMD/ Communication, WBSETCL.
3) The General Manager (HR&A), Corporate/TP&AS, WBSETCL.
4) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
5) The Company Secretary, WBSETCL.
6) The Advisor I.T., WBSETCL
7) The Chief Vigilance Officer, WBSETCL
8) The Addl. C. E., Quality Control & Inspection Cell / Kolkata Tr Zone /Kalyani Tr Zone/Raiganj Tr Zone/ Chinsurah Tr Zone / Siliguri Tr Zone / Midnapore Tr Zone /Berhampore Tr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Burdwan FZO / Bankura FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone,WBSETCL.
9) The Addl. CE & Area Manager, Burdwan AO,WBSETCL.
10) The Chief Medical Officer, WBSETCL
11) The Chief Security Officer, WBSETCL
12) The Chief Land Officer, WBSETCL
13) The SE &Area Manager/SE (E) / SE, In-charge : -

i) Area Office :-

Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL

ii) 400KVArea 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 Sr. Manager/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 (Finance) / Director (Projects) / Director (Operations), WBSETCL

12/10/26

(Sujoy Goswami)
General Manager (HR&A)
Training,Planning & Allied Services