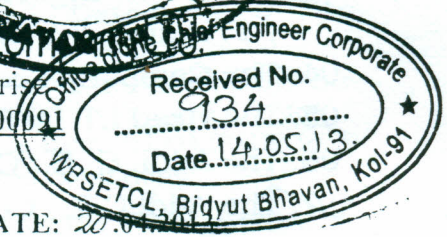
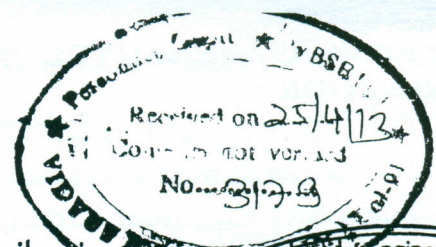


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**West Bengal State Electricity Distribution Corporation**  
( A Government of West Bengal Enterprise )  
Vidyut Bhawan, Salt Lake City, Kolkata-700091



OFFICE ORDER NO-02

DATE: 20.04.2013

**Sub: Streamlining the procedure of submission of Declaration of Assets, i.r.o employees Class-II category of WBSEDCL/ WBSETCL.**

In terms of regulation 55(3) of WBSEBESR (since adopted by WBSEDCL/WBSETCL) every employee of WBSEDCL/WBSETCL, excepting Class-IV category, shall submit by the 30<sup>th</sup> April of each year, in the form prescribed for the purpose, a true and complete return of the movable & immovable properties and other assets (owned, acquired or inherited by him/her or by members of his/her family) as they stood on the 1<sup>st</sup> day of January of that year.

Further, in terms of Circular dt. 25.03.1981 & Office Order No. 5329 dt. 05.04.95 of the then Secretary, WBSEB, where in it was categorically mentioned that all employees, other than Class-III, shall submit their Declaration of Assets to the Secretary, WBSEB in double sealed cover, as per manner prescribed thereon. And since then the Declaration of Assets, i.r.o. Class-I & II category of employees are preserved at Corporate Vigilance Cell, being custodian of same.

Of late, it has come to the notice of the management that the Controlling Officers of different establishments are not forwarding Declarations of Assets, i.r.o Class-II category of employees working under their administrative control, in terms of aforesaid stipulation. As a result of which processing & issue of vigilance clearance, particularly i.r.o. Class-II employees are being delayed, causing unnecessary sufferings to the incumbents concerned.

However, to streamline the procedure of submission & preservation of Declaration of Assets, especially i.r.o. Class-II employees, it is enjoined upon all concerned that the Class-II employees shall submit the Declaration of Assets, addressed to the Director (HR), WBSEDCL/WBSETCL (as the case may be) by the 30<sup>th</sup> April of each year, in double sealed cover, as per manner prescribed thereon, to their respective Controlling Officer. And on receipt of the same the Controlling Officers would in turn forward all those Declaration of Assets, physically, to the Chief Vigilance Officer, WBSEDCL/WBSETCL for safe preservation of the same at Corporate Vigilance Cell, WBSEDCL/WBSETCL.

On the above pretext, Cl. No-14 of Format of Declaration of Assets (Form No-WBSEDCL-95) is accordingly modified to extent as above, keeping all other contents of the same as well as stipulations laid down in Circular dt. 25.03.1981 & Office Order No. 5329 dt. 05.04.95 of the then Secretary, WBSEB unaltered.

Accordingly all the Controlling Officers are hereby advised to forward Declaration of Assets, i.r.o. all Class-II employees, as preserved at their end, indicating Employees No. against each, to the Chief Vigilance Officer, WBSEDCL & WBSETCL for updating of record as well as for its safe preservation.

This is for strict adherence and guidance of all concerned and this order shall take immediate effect.

(T.K.Rudra)  
Director (HR)

Memo No: AS/V-97/60(1-645)  
Distribution:

Date: 20.04.2013

6. The General Manager (HR&A), WBSETCL.