



Office Order No: - 281 /2016

Dated: - 11.05.2016

Sub- Recirculation of the procedure of Submission and Maintenance of Declaration Of Assets

In terms of Regulation 55(3) of WBSEBESR (since adopted by WBSETCL), every employee of WBSETCL, excepting those belonging to Class-IV cadre shall submit in the prescribed format (Form-95), by 30th April of each year, a true and complete return of moveable and immoveable properties and other assets (owned, acquired or inherited by him/her or by members of his/her family) as they stood on 1st January of each year.

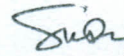
All categories of employees belonging of Class-I & Class-II level posts, shall submit their Declaration Of Assets in double sealed cover addressed to the Director (HR&A), WBSETCL with the superscription in bold letters "Declaration of Assets in respect of _____ (name, designation & employee number of the employee concerned) as they stood on 1st January, 'year'", which shall then be forwarded for preservation at the Corp. (HR&A), Department.

In case of the Class-III employees, the Declaration of Assets shall be submitted similarly in a double sealed cover addressed to their Controlling Officer and will subsequently be preserved at the Office of the Controlling Officer. The respective Controlling Officers shall send a status report to the General Manager (HR&A) by 15th May each year, indicating the names & designations of the employees defaulting to submit such declaration on time.

Non-submission of Declaration of Assets tantamount to misconduct and calls for severe disciplinary action within the framework of WBSEBESR (since adopted by WBSETCL).

It is also advised to all employees to carefully read and follow the instructions laid down in Form-95 before filling up the Declaration of Assets.

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


(S.K. Das)
Director (HR&A)