

GOVERNMENT OF WEST BENGAL
Personnel and Administrative Reforms Department
Vigilance Cell
NABANNA, 7th Floor, 325, S.C. Road, Shibpur, Howrah-711 102.

No.11 –P&AR (Vig)

Dated, Howrah, the 19th January, 2024

MEMORANDUM

In terms of the provisions of rule 3(6) of WBS (DRO of the Govt. employees) Rules 1980, Officers and Employees other than Group-D employees of the State Govt. are required to submit their annual return of assets (Declaration of Assets Statement) to their respective Cadre Controlling Authority/Appointing Authority by 30th April every year. The form as prescribed in the annexure to the West Bengal Government Servants' Conduct Rule 1959, are being used by the State Govt. Employees for submission of their annual return of assets in physical mode as directed in F.D. Memo No.3571-F dt.30.03.2001 read with their further Memo No.1853-F(P) dt.02/03/2012.

Officers of WBCS (Exe.) & WBSS Cadre, irrespective of their place of posting, submit their Annual Return of Assets in physical mode to the P&AR Deptt., being the Cadre Controlling Authority/Appointing Authority. Such officers are generally engaged in different important posts at different locations in the state administration. As such difficulties are being faced by them to submit such annual Return to this Deptt. in person or through postal services within the stipulated time resulting to various complications in this regard. Proposals for introduction of on-line submission such return have been received from different quarters and the matter of introduction of on-line submission of annual Return of assets to leverage of allowing facility of digitization was under active consideration of the State Govt. for some time past.

In consideration of the matter, the Governor is now pleased to introduce the facility for submission of Annual Return of Assets through on-line mode to leverage the benefit of digitization to the officers of WBCS(Exe.) and WBSS Cadres starting with the year 2023 (that is Declaration of Assets as stood on 01.01.2024).

Salient Features of the on-line submission of Declaration of Assets Statement:-

- After clicking the link provided for on line submission of Assets in the Departmental Portal (www.wbpar.gov.in), incumbent officer will have to register themselves by using their HRMS ID and through OTP authentication.
- The form as prescribed in the annexure to the West Bengal Government Servants' Conduct Rule 1959 has been adopted.
- Incumbent officer will fill data (description of movable & immovable assets) in the respective field of the said form.
- After submission of such Return of Assets, the incumbent officer will be able to download e-Receipt of acknowledgement which will be printable.
- No one other than the incumbent officer will be able to see the submitted Declaration of Assets.
- Only in the event of vigilance case, the relevant asset data will be accessible to the custodian under due approval of the Cadre Controlling Authority.
- For Assets as they stood on 01.01.2024, all concerned officials of WBCS (Exe.) & WBSS Cadre are required to submit their Annual Declaration of Assets **both by on-line and Off-line mode**, i.e., in addition to submission of on-line Declaration of Assets, a sealed and signed hard copy of the same (print option available in on-line application) is to be submitted to P&AR Department. Such submission is mandatory.
- The link for on-line Assets submission will be available for use on and from **31.01.2024** and all concerned are requested to register themselves.

This is issued with the concurrence of the Finance Deptt., vide U/O No. Group P2/2022-2023/0867 dt.20.02.2023.

All concerned are being intimated accordingly.




Secretary to the Govt. of West Bengal

No.11/1(9)-P&AR(Vig)

Dated, Howrah, the 19th January, 2024

Copy forwarded for information and necessary action to :-

1. The Chief Secretary to the Govt. of West Bengal, Nabanna, Howrah-711102.
2. The State Vigilance Commissioner/Vigilance Commissioner, W.B., Bikash Bhawan, 1st floor, Salt Lake, Kolkata-91.
3. The Addl. Chief Secretary/ Principal Secretary/ Secretary,
..... Department, Govt. of West Bengal.
-with the request kindly to intimate the matter to the concerned officers under his Administrative Control.
4. The OSD & *ex-officio* Senior Special Secretary, P&AR Department, General Cell, Nabanna, Howrah-711102
-He is requested to intimate all concerned on the above Order.
5. The Special Commissioner, e-Governance Cell, P&AR Department
6. The Joint Secretary, P&AR Department, WBCS Cell, Nabanna, Howrah-711102
-He is requested to intimate all concerned on the above Order.
7. IT Cell, P&AR Department for uploading of this order to the website of P&AR Deptt.
8. Extra Copy.
9. Office Copy.


Deputy Secretary to the Govt. of West Bengal.