

XIII. DECLARATION OF ASSETS

**Government of West Bengal
Home Department
(General Administration)**

MEMORANDUM

No.132-GAC(Vig)

Calcutta, the 6th February, 1969

Attention is invited to the late Home (Anti-Corruption) Department Circular No.1315-AC, dated the 10th April 1965, in terms of which all non-gazetted Government officers are required to submit their annual declarations of assets in sealed covers to the Heads of their respective parent offices, irrespective of the departments or offices where they might be serving on the date of submission of the declarations. It is further laid down in this Department Memo. No.756-GAC, dated the 17th April 1967 that the Vigilance Officers should also ensure that the non-gazetted staff under them submit their annual declarations of assets by the 30th April every year. The Vigilance Officers are also required to send a report to that effect to the Vigilance Commission, West Bengal, by the 15th May every year.

2. It has been reported by the Vigilance Commission, West Bengal, that unusually long time is taken to collect, for the purpose of scrutiny, when necessity arises, the declarations of assets of the non-gazetted Government officers, particularly of those who are working in offices other than their parent offices, due to the fact that, in most cases, their parent offices do not care to check up, whether or not, their own employees working on deputation or transfer in other offices have duly submitted their annual declarations of assets. Similarly, the latter offices do not usually send, for safe custody to the parent offices of such employees, the declarations of their assets which might have been received by them direct.

3. This should again be brought to the notice of all non-gazetted officers of all Departments, Directorates, Regional and District Offices (including State Government Undertakings), particularly those who hold transferable posts or are working on deputation or on transfer from their parent organizations with a view to ensuring that they submit their declarations of assets in sealed covers to the Heads of their parent offices in terms of the aforesaid Circular No.1315-AC, dated the 10th April 1965. Their controlling authorities should also ensure that they receive within the stipulated time, the declarations of assets of all such non-gazetted staff. If necessary, reminders should be sent to the borrowing departments and offices of the employees concerned. As difficulty is often felt by the Vigilance Commission, West Bengal, in locating the declarations of assets of such non-gazetted officers, all heads of offices should also check up whether any of the declarations of assets received by them within the stipulated time is from any non-gazetted officer whose parent office is elsewhere. If so, they should immediately transfer the declarations of assets of such employee to the head of that particular office for safe custody.

4. As laid down in this Department Memo. No.756-GAC, dated the 17th April 1967 the Vigilance Officers of all Departments, Directorates, Regional and District Offices should see that all non-gazetted staff submit their annual declarations of assets in due time (i.e. by the 30th April every year) and also that appropriate disciplinary action is taken against the defaulters, if any. As envisaged in that Memo, they should also ensure that the reports mentioned in paragraph 10 of the late Home (Anti-Corruption and Enforcement) Department Circular No.2495-ACE, dated the 13th August 1957 are regularly sent to the Vigilance Commission, West Bengal, by the 15th May every year.

5. This may be communicated to all Directorates, Regional and District Offices under them, for guidance.

By order of the Governor,
M.M. Basu,
Chief Secretary to the Government of West Bengal.

**Government of West Bengal
Home Department
(General Administration)**

MEMORANDUM

No.40-GAC(Vig.)

Calcutta, the 6th February, 1973

Sub : Maintenance of the declarations of assets of the Gazetted Officers under this Government.

In terms of paragraph 13 of the instructions for submission of declarations of assets contained in Annexure 1 to the West Bengal Government Servants' Conduct Rules, 1959, Gazetted Officers are required to submit their declarations of assets direct to the Chief Secretary. It is, however, provided in rule 15(4) of the aforesaid rules that subject to any general or special order, every Government servant [other than one in class IV (inferior) services] shall submit his declaration of assets to his appointing authority.

2. The maintenance of the declarations of assets of all gazetted officers in the office of the Chief Secretary has proved to be inconvenient. It has accordingly been decided that the declaration of gazetted officers should henceforth be maintained by the administrative department concerned.

3. In modification of the instruction contained in paragraph 13 of the instructions contained in Appendix 1 to the West Bengal Government Servants' Conduct Rules, 1959, it is directed that gazetted officers should henceforth submit their declarations of assets to their appointing authorities/ Secretaries in-charge of the administrative department concerned. On receipt of the declarations, the appointing authorities subordinate to Government should send them to the Secretary of the administrative department concerned who will maintain the declarations under his custody.

4. The department concerned should ensure that the annual declarations of assets are submitted regularly by the officers of the services and posts under their control. For this purpose a register should be maintained in the department in which the declaration submitted should be noted and reminders be issued to defaulting officers, if any.

5. All officers concerned may be informed accordingly.

A. Niyogi

Chief Secretary to the Government of West Bengal.

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**Government of West Bengal
Home Department
(General Administration)**

MEMORANDUM

No.30I-GAC(Vig.)

Calcutta, the 10th May, 1973

Sub : Timely submission of annual declarations of assets by Government servants.

Under the All India Services (Conduct) Rules and the West Bengal Government Servants' Conduct Rules, all Government servants (excepting those in Class IV inferior service) are required to submit their annual declarations of assets and according to the instructions issued by Government, the declarations of assets as on the 1st January of a year are to be submitted by the 30th April of that year at the latest. Instructions have also been issued by Government from time to time stressing the necessity for regular and timely submission of these declarations, and impressing on all Government servants that non-submission of declaration or delayed submission involves a violation of the Conduct Rules thereby making the Government servant concerned liable to disciplinary action.

2. It has, however, come to the notice of Government that in many cases the Government servants do not submit their declarations regularly and within the prescribed time. Government desire to impress upon all Government servants that the submission of declarations of assets regularly and timely is the primary responsibility of the Government servants themselves and that the onus of proving regular and timely submission of the declarations shall be squarely placed on them. For this purpose they may obtain receipts from the authorities to whom the declarations are submitted. Government would also like to reiterate that a serious view will be taken of cases of non-submission or delayed submission of the declarations of assets.

3. This should be brought to the notice of all Government servants, gazetted and non-gazetted, in the Department and the Directorates and other offices under the administrative control of the department.

Sd/- A. Niyogi
Chief Secretary to the Government of West Bengal.

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Government of West Bengal
Home Department
(General Administration)

MEMORANDUM

No.302-GAC(Vig.)

Calcutta, the 10th May, 1973

Sub : Timely submission of annual declarations of assets by Government servants and their maintenance.

Instructions have been issued from time to time regarding regular and timely submission of declarations of assets by Government servants and their maintenance. In regard to non-gazetted Government servants, the Heads of Departments/Directorates/Offices are required to ensure that all non-gazetted staff under them submit their annual declaration of assets in due time (i.e., 30th April every year) and to send a report to the Vigilance Commission by the 15th May every year that the staff have submitted their declarations. In the case of gazetted officers it has since been decided (vide this Department Memo. No.40-GAC-(Vig), dated 6th February 1973) that they should submit their declaration of assets to their appointing authorities /Secretaries in-charge of the administrative department concerned. The Secretaries of the administrative department will maintain the declarations under their custody.

2. The declarations of assets is an important sources of information for discovering and investigating cases of corruption. All Departments/Directorates/Offices should therefore ensure that the declarations from all Government servants under their administrative control are obtained regularly and maintained carefully. For this purpose it is necessary that the task and responsibility of receiving and maintaining the declarations as also prompt and meaningful follow-up in regard to defaulters should be assigned to a particular officer (preferably, the Vigilance Officer) in the Department/Directorate/Office.

3. It is requested that necessary steps be taken accordingly and the Heads of Directorates/Offices under the administrative control of the department be informed. Action taken in this regard may be intimated to the Home (General Administration) Department at an early date.

A. Niyogi
Chief Secretary to the Government of West Bengal.

●
Government of West Bengal
Office of The Director of Land Records and Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipur, Calcutta-700027

Memo No.514/10960/A/92

Dated, Alipur, the 28th July, 1992.

To
The District Land and Land Reforms Officer,
Kochbehar.

Sub : Essentiality of Collection of the declaration of assets and liabilities from all employees other than Group 'D' category.

Ref: His memo. No.6500 dated 14.5.92

The incumbent concerned did not submit the annual declaration of assets and liabilities as scheduled under existing rules.

2. It is apprehended that the establishment does not seem to take any initiative to collect such declarations though it is an essential feature of service in respect of all categories of employees other than Group 'D' employees. The reason for non-collection of such declarations may please be explained.
3. He is requested to please ask the incumbent concerned to submit the declaration of assets and liabilities in respect of each year post to date of appointment separately and attested copies of the same for each year may please be furnished to this Directorate for verification including the record of acquiring a piece of land by way of inheritance in the exact year.
4. The incumbent concerned may please be asked to produce an Affidavit sworn before a Magistrate representing the statement of fact of acquiring the piece of land by way of inheritance with details of particulars.
5. The Declarations under forms 123 and 124 need be countersigned by a competent authority under proper seal; accordingly, two fresh declarations may please be produced.
6. Further action will be taken on receipt of the particular evidences.

P. Ghosh
for Director of Land Records and Surveys
& Jt. Land Reforms Commissioner, West Bengal.

Memo. No.514/10861-78/A/92

Dated, Alipur, the 28th July, 1992.

Copy forwarded for information and necessary action to

District Land & land Reforms Officer,

He is requested to please intimate the directive to all subordinate set-ups under his jurisdiction immediately. The item No.(VI) of the application in plain paper need be subject to verification if the reply is found to be in the negative.

P. Ghosh
For Director of Land Records and Surveys
& Jt. Land Reforms Commissioner, West Bengal.

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**Government of West Bengal
Land And Land Reforms Department
Land Revenue Branch**

No.692-L.R.

Dated Calcutta, the 24th August, 1992.

From : The Deputy Secretary to the Govt. of West Bengal.

To : The Secretary, Board of Revenue, West Bengal.

Sub : Annual Report of the Vigilance Commission, West Bengal for the year 1986-Reply
in response to observation made by the Vigilance Commission, West Bengal.

Sir,

The Vigilance Commission in its annual report for the year, 1986 emphasized the need for eliminating delay in disciplinary proceedings. To minimize delay it has indicated that Service Conduct Rules impose an obligation on a Government servant to submit declaration of assets every year. It is, therefore, the duty of the concerned office to ensure their submission within the time. This declaration of assets is an essential document for investigating agency to estimate the income of an official in relation to his known source of income. The concerned office, therefore, is required to act in every year for ensuring submission of the declaration of assets which would readily be supplied to the investigating agency when sought for. In this connection, duty of the individual Govt. employee to submit the declaration of assets within the time prescribed by the conduct Rules should not also be lost sight of.

The promotion cases of officers of the Subordinate Land Revenue Services (R.O., S.R.O.I & S.R.O.II) are dealt with by the Board of Revenue of this Govt. It is but natural that at the time of consideration of promotion of these officers it is also taken into consideration that these officers have submitted their yearly assets statement in due time.

I am, therefore, directed to say that henceforth assets statements of all such officers should be submitted within the prescribed date as required under the relevant Rules to the Secretary, Board of Revenue, who will ensure proper maintenance of these statements year-wise and officer wise maintain appropriate register from which it can be ascertained at a glance that the concerned officer have duly submitted such statements and in case of non-submission by any officer such officer can be appropriately pulled up for default.

Immediate action may be taken in this respect.

Yours faithfully,

Sd/- Illegible.

Dy. Secy., to the Govt. of West Bengal.

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Government of West Bengal
Home Department
Personnel and Administrative Reforms Branch

From : Shri N. Krishnamurti,
Chief Secy. to the Govt. of West Bengal.

To : The Secretary,
.....Department.
The Commissioner,
Presidency, Jalpaiguri, Burdwan Division.
The District Magistrate,
....., P.O., Dist.-

No.1578(100)-PAR (Vig)

Dated, Calcutta the 17th Sept. 1992

Instructions have been issued from time to time regarding regular and timely submission of declaration of assets by Government employees and their maintenance.

2. A question has arisen whether the declarations of assets submitted by a Government employee should be destroyed as soon as the Government employee retires from service.

3. As laid down under rule 10(1)(a) of the WBS(D.C. & R.B.) Rules, 1971, departmental proceedings if instituted while the officer was in service, shall, after the final retirement, be continued and concluded by the authority by which it was commenced. Moreover, in accordance with rule 10(1)(b) of the WBS (D.C. & R.B.) Rules, 1971 such disciplinary proceedings, if not instituted while the officer was in services, any, subject to fulfilment of conditions, be instituted with the approval of the Governor, provided the event which took place shall not be of more than 4 years before such institution.

4. The All India Services (Discipline & Appeal) Rules 1969 and the All India Services (Death-cum-Retirement Benefit) Rules '58 also contain similar provisions in this regard.

5. The declarations of Assets are an important source of information for finding out the truth and investigation of misconduct/complaints etc.

It is accordingly advised that the following steps should be taken for preservation of declarations of assets in respect of a Government employee who has retired:

- (i) Declarations of assets are to be preserved upto a period of 4 years after retirement of the concerned Government employee or till regular pension has been sanctioned to him/her whichever is later
- (ii) A responsible officer (preferably the Vigilance Officer) in the Deptt./Directorate/Office should be authorized with the task of destruction of the declarations of assets after expiry of the period stipulated at item (i) above, and he will carry out the said work under the direct supervision of the Head of Deptt./Directorate/Office ;
- (iii) A register should be maintained indicating order of destruction and the name and designation of the concerned Government employee whose declaration of assets are so destroyed and the years to which those declarations of assets relate;

6. This issues with the concurrence of the Finance Department vide their A.O. No. Group 'P' No.1135 dated 23.7.1992.

7. This may be communicated to all Directorates/Regional and District Office under your control for guidance and necessary action.

N. Krishnamurti
Chief Secy. to the Govt. of West Bengal.

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Government of West Bengal
Finance Deptt, Audit Br.

No.3571-F

Kolkata, 30th March, 2001.

MEMORANDUM

In terms of rule 3(6) of the West Bengal Services(Duties, Rights and Obligations of the Government employees) Rules, 1980, a Govt. employee (other than a Group-D employee) is required to submit, once in a year, in the prescribed form to the appointing authority a return of movable and immovable property and other assets owned, acquired or inherited by him or any member of his family. As no form has been prescribed so long according to the provisions of the aforesaid rules, , the State Government employees have been submitting the return of movable and immovable property and other assets in the form prescribed in the Annexure-I to the previous rules i.e. the West Bengal Government Servants' Conduct Rules, 1959. As per instructions for filling up the said Form for 'Declaration of Assets' movable articles costing less than Rs.500/- for each item need not be mentioned. But for articles or materials costing Rs.500/- and above, declaration should be made for each item. On the other hand, in terms of rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, a Govt. employee is required to seek permission of his appointing authority in case of sale or purchase of movable property exceeding Rs.5,000/- in value subject to the conditions laid down therein.

2. Reference are being received from various corners for increasing the above two figures viz. Rs.500/- in the Form for Declaration of Asset and Rs.5000/- in rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Govt. employees) Rules, 1980, suitably in the present day context. The matter has been drawing attention of the Government for sometime past.

3. After careful consideration of all aspects, the Governor is pleased to decide as follows :-

(a) Until a separate form is prescribed as stated under Rule 3(6) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, the Government employees other than Group-D employees shall continue to submit a Declaration of Assets as on the 1st January of the year by the 30th April of that year at the latest in the form prescribed in Annexure to the West Bengal Government Servants' Conduct Rules, 1959.

(b) While submitting a return of movable articles in the Declaration Form of Assets, articles costing less than Rs.10,000/- for each item need not be mentioned. However, for articles or materials costing Rs.10,000/- and above, each item should be mentioned in the relevant column of the form.

(c) Subject to the conditions laid down in the rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, in case of sale or purchase of movable property exceeding Rs.10,000/-, a Government employee shall take prior sanction of his appointing authority.

4. This order shall take effect from 1st April, 2001.

5. Formal amendments in the relevant rules shall be made in due course.

By order of the Governor
P.K. Dasgupta
Joint Secretary to the Government of West Bengal
Finance Department

No.3571/1(50)-F

Kolkata, 30th March, 2001.

Copy forwarded for information and necessary action to :-

1-8. * * *

9. The L.& L.R.. Deptt.

Sd/- Illegible
Joint Secretary to the Government of West Bengal.

**Government of West Bengal
Land & Land Reforms Department
Writers' Buildings, Kolkata
Estt. Branch**

No.2934(8)-Estt/LL/N/1K-29/99 (Pt.I)

Kolkata, 24/4/2001.

From : The Asstt. Secy. to the Govt. of West Bengal.

To : The Director of Land Records & Surveys, West Bengal
"Survey Buildings", 35, Gopalnagar Road
P.O. Alipore, Kolkata-700027.

Sub : Amendments of the provisions laid down in Rule 3(6) of the W.B. Services (D.R. and O of the Govt. employees) Rule 1980.

The undersigned is directed to send herewith a copy of Memo. No.3571-F Dated: 30/3/2001 issued by the Finance (A) Deptt. on the subject noted for information and taking necessary action.

Sd/- Illegible
Assistant Secretary to the
Government of West Bengal.

Memo No.25/3446-76/B1/2000

Dated: 12/6/01

Copy forwarded for information and necessary action to :-

- 1-18) The District land & Land Reforms Officer,
19) The Asstt. Director (Training) ARTI, Shalbani, Medinipur.
20-35) * * *

S.K. Dutta
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner, W.B.

●
**Government of West Bengal
Vigilance Commission
Bikash Bhavan (1st Floor) : Bidhan Nagar : Kolkata-91**

No.6658(75)-F

Dated :

CIRCULAR

Sub : Asset Statements - Opening of such in presence of Disciplinary Authority.

Vigilance Commission, West Bengal as well as the District Vigilance Officers frequently requisition the asset statements of the impugned persons in connection with the enquiries undertaken by the Vigilance Commission. As per practice, such asset statements which are generally sent by the Departments in sealed covers, are opened by the Investigating Officers being endorsed by the superiors.

To alleviate any doubt as to the actual availability of the declaration of assets in the sealed envelopes in proper form or any tampering thereof, the Commission has decided to stop this practice of opening the sealed covers single-handedly by the Investigating Officers. Such asset statements in sealed covers, if necessary arises, will henceforth be opened by the E.O. in presence of the Disciplinary Authority or in presence of an Officer duly authorized by the Disciplinary Authority. In Head quarters of the Commission, besides the Disciplinary Authority or his authorized representative the Zonal Dy. S.P. or any other authorized officer of the Vigilance Commission also will be associated in the process. After opening the same the Disciplinary Authority or his representative, the Investigating Officer, and the Dy. S.P. or/ the authorized officer wherever applicable, should put their dated signature on each page of the asset statements.

Wherever required, the Disciplinary Authority will produce, send henceforth the statement of declaration of assets and also an authorized officer with his signature attested, if it is not possible on the part of the former to attend in person.

A.K. Das, Secretary
Vigilance Commission, West Bengal.

**Government of West Bengal
Land and Land Reforms Department
Section : B-1, Branch : Apptt.
Writers' Buildings, Kolkata-700001.**

Memo No. 7012-Apptt
1E-126/2005

Dated : 30/12/05

MEMORANDUM

The undersigned is directed to say that it has been observed for the last few years that some officers belonging to the rank of R.O., SRO-II and SRO-I are not submitting their declaration of Assets regularly in time. All concerned are, therefore, directed to submit their Declaration of Assets by 30th April of each year without fail.

While submitting their declaration of Assets they should write clearly their names, designations and the year as they stand on the body of the envelope of the declaration.

A. Roy
Deputy Secretary to the
Government of West Bengal.

No.: 7012/1(72)-Apptt.

Dated : 30/12/05

Copy forwarded for information and necessary action to :-

1. Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal,
35, Gopal Nagar Road, Alipore,
Kolkata-700027.
2. District Magistrate,
3. District land & Land Reforms Officer,
4. Sub-divisional Land & Land Reforms Officer,
5. Special Land Acquisition Officer,

A. Roy
Deputy Secretary to the
Government of West Bengal.

●
**Government of West Bengal
Land and Land Reforms Department
Section : B-1, Branch : Apptt.
Writers' Buildings : Kolkata-700001.**

No. 8148(42)-Apptt
1E-43/2011

Dated : 28.11.2011

From : The Joint Secretary to the
Government of West Bengal.

- To :
- 1) The D.M.
 - 2) The D.L. & L.R.Os.
 - 3) The Director of Land Records and Surveys and Joint Land Reforms Commissioner,
West Bengal, 35, Gopal Nagar Road, Alipore, Kolkata-700027
 - 4) First Land Acquisition Collector, Kolkata, 5, Bankshall Street, Kolkata-700001.
 - 5) The Controller, Kolkata Thika Tenancy.
 - 6) The Controller, Howrah Thika Tenancy.
 - 7) The Rent Controller, Kolkata.
 - 8) The Joint Director (Training), Analysis, Research & Training Institute, Salboni;

Sub : Submission of Declaration of Assets from the rank of R.O. to S.R.O-I.

Sir,

I am to refer to this Department's letter No.7058(42)-Apptt. dated 26.09.2011 on the subject cited above and to say that after due consideration it is decided that the defaulting officers must submit their all

pending Statement of Assets within 31.12.2011 with detail mention of acceptable ground of delay in submission of the same. Submission of the aforesaid documents will have to be made within the stipulated date of 30th April of each year for the assets as it stood on 01.01. of the year. Strict adherence to above is expected from all concerned.

Yours faithfully,
Sd/- Illegible
Joint Secretary to the
Government of West Bengal
Land & Land Reforms Deptt.

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**Government of West Bengal
Finance Department
Audit Branch**

No.1853-F(P)

Date: 02/03/2012

MEMORANDUM

In terms of rule 3(6) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, a Govt. employee (other than a Group-D employee) is required to submit, once in a year, in the prescribed form to the appointing authority a return of movable and immovable property and other assets owned, acquired or inherited by him or any member of his family. As no form has been prescribed so long according to the provisions of the aforesaid rules, the State Government employees have been submitting the return of movable and immovable property and other assets in the form prescribed in the Annexure-1 to the West Bengal Government Servants' Conduct Rules, 1959. As per instructions for filling up the said Form for 'Declaration of Assets' read with Memo. No.3571-F dated 30.03.2001 movable articles costing less than Rs.10,000/- for each item need not be mentioned. But for articles or materials costing Rs.10,000/- and above, declaration should be made for each item. On the other hand, in terms rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, read with Memo No.3571- dated 30.03.2001, a Govt. employee is required to seek permission of his appointing authority in case of sale or purchase of movable property exceeding Rs.10,000/- in value subject to the conditions laid down therein.

2. References are being received from various concerns for increasing the above two figures viz. Rs.10,000/- in the Form for Declaration of Assets and Rs.10,000/- in rule 5(2) of the West Bengal Services (Duties, Right and Obligations of the Government employees) Rules, 1980, suitably in the present day context. The matter has been drawing attention of the Government for sometime past.

3. After careful consideration of all aspects, the Governor is pleased to decide as follows :-

- a) Until a separate form is prescribed as stated under rule 3(6) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, the Government employees other than Group-D employees shall continue to submit a Declaration of Assets as on the 1st January of the year by the 30th April of that year at the latest in the form prescribed in Annexure 1 to the West Bengal Government Servants' Conduct Rules, 1959.
 - b) While submitting a return of movable articles in the Declaration Form of Assets, articles costing less than two months Basic Pay (Band Pay + Grade Pay) as on 1st January of the concerned year for each item need not be mentioned. However, for articles or materials costing two months Basic Pay (Band Pay + Grade Pay) and above each item should be mentioned in the relevant column of the form.
 - c) Subject to the conditions laid down in the rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Government employee) Rules, 1980, in the case of sale or purchase of movable property exceeding two months Basic Pay (Band Pay + Grade Pay) as on the date of such transaction a Government employee shall take prior sanction of his appointing authority, where necessary.
4. This order shall take immediate effect.
5. Formal amendments in the relevant rules shall be made in due course.

By order of the Governor,
A.K. Das
Joint Secretary to the
Government of West Bengal
Finance Department

**State Vigilance Commission
West Bengal
Bikash Bhavan, Salt Lake, Kolkata-700091**

Memo No.2980/V/1E-12/12

Dated, Kolkata 5th of September, 2012.

From : The OSD & ex-officio Secretary,
Stat Vigilance Commission,
West Bengal.

To : All Principal Secretaries/Secretaries to the Govt. of West Bengal.

Sub : 'Declaration of Assets' Statement- Submission of

Sir,

In terms of rule 15(4) of the West Bengal Government Servants' Conduct Rules, 1959 and rule 3(6) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, as the case may be, it is obligatory on the part of a Government servant to submit the Declaration of Assets of movable and immovable properties in a sealed cover regularly and timely. Non-submissions or delayed submission of Declaration of Assets means violations of the rules and renders the Government servant liable to disciplinary action.

It is often found that in many cases Government servants do not submit their Declaration of Assets regularly and within the prescribed time. It should be impressed upon them by their controlling authorities that submission of Declaration of Assets regularly and timely is the primary responsibility of the Government servants themselves and that the onus of proving submission of declaration is primarily placed on the Government servants. For this purpose a Government servant should obtain a receipt from the authorities to whom the declarations are submitted. Serious view is taken by the Government of cases of non-submission or delayed submission of the Declaration of Assets. Relevant Government instructions in this connection may be seen in Home (G.A.) Departments memorandum No.301-GAC (Vig) dated 10th May, 1973.

The heads of all departments/directorates/offices should ensure that all non-gazetted and gazette employees under them submit their Declarations of Assets by the due date i.e. 30th April of Every year. The department etc. should send a report to the Vigilance Commission by the 15th May every year to the effect that the staffs have submitted their Declarations of Assets. For this purpose a register should be maintained by the department to watch timely submission of the declarations.

The Secretaries of the Administrative Department will maintain the declarations under their custody. The task and responsibility of receiving and maintaining the declarations of assets and also of taking follow-up action in regard to the defaulters should be assigned to a particular officer (preferably the Vigilance Officer) in the department/directorate/office. The Vigilance Officer should see that in case of failure on the part of the erstwhile gazetted officers and non-gazetted staff in this department/directorate/office to submit the declarations in time, appropriate disciplinary action is taken against the defaulters. In this connection Government instructions as contained in Home (GA) Department's memo. No.302-GAC(Vig) dated 10.05.73 may be referred to.

I am directed to request you that a status report on submission of 'Declaration of Assets' statement for the last three years by the employees and officers under the control of your Department may be sent to the Commission within a month.

Yours faithfully,
Sd/-Illegible
OSD & Ex-Officio Secretary
State Vigilance Commission
West Bengal

Memo. No.3/1024/Con/12

Dated: 30.10.12

Copy forwarded for information & necessary action to :-

- 1) The District Land & Land Reforms Officer,
- 2) The Additional Director, A.R.T.I. , Salboni, District – Paschim Medinipur.

S.R. Sarkar
for Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, West Bengal.