



# SOUTH BENGAL STATE TRANSPORT CORPORATION

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( A Government of West Bengal Undertaking )

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## ORDER

Sub.- Reminder for timely submission of Annual Declaration of Assets by the regular employees (excluding 'Group-D' employees) under SBSTC.

Attention is invited to the memo no. 1068(43)/SBSTC/2023 dated 23/11/2023 regarding Regular & timely submission of Annual Declaration of Assets by the regular employees (excluding 'Group-D' employees) under SBSTC. Corporation has reintroduced the provision that all regular employees (other than a Group-D employees) is required to submit, once in a year by 30<sup>th</sup> April every year, in the prescribed form according to the instruction to the authority a return of movable and immovable properties and other assets (owned, acquired or inherited by him/her or any member of his family), as they stood on the 1<sup>st</sup> day of January of that year in a sealed cover regularly and timely.

All HODs & Depots-In-Charge of this Corporation are directed to ensure that the annual declarations of assets are submitted regularly and timely by the officers and staff under their control. For this purpose a register should be maintained in the Department / Depot in which the declaration submitted should be noted and reminders be issued to defaulting officers / staff, if any.

It is reiterated that the last date of submission of the annual declaration of assets is 30<sup>th</sup> April every year for assets as they stood on the previous 1<sup>st</sup> January of that year. Officers will submit the declaration by hand or by registered post in double sealed covers direct to the office of Managing Director, SBSTC and in cases of other staff, it should be be sent in double sealed covers to the Divisional Manager through their respective HODs / Depots-In-Charge. The outer sealed cover will be addressed to the Managing Director/ Divisional Manager as the case may be and should not contain any indication of the contents. The inner sealed cover should contain the name of the employee & code, his designation and address and a certificate of the date for which the declaration stands (in the form: Declaration of Assets as they stood on 1<sup>st</sup> January, 20\_\_).

It is impressed upon all regular employees of the Corporation (other than a Group-D employees) that the submission of declarations of assets regularly and timely is the primary responsibility of the employees and that the onus of providing regular and timely submission of the declarations shall be squarely placed on them. Non-submission or delayed submission of annual declaration of assets, submission of incomplete and wrong information regarding assets means violation of the rules and renders the employee liable to disciplinary action.

This order is issued for strict adherence and guidance of all concerned.

Managing Director

South Bengal State Transport Corporation

Memo No- 82 (43)/SBSTC/2024

Date - 12/04/2024

Copy forwarded for information & necessary action to: 1] The Dy. Managing Director (Technical) 2] The Dy. Managing Director, Operation(Officiating) & Divisional Manager, Durgapur 3] The Divisional Manager, Belghoria 4] The Divisional Manager (Acting), Jangal Mahal 5] The Chief Accounts Officer 6] The Sr. Administrative Officer 7] The Traffic Manager 8] The APO, Belghoria Division 9]-11] The Works- In-Charge, DDW/ BDW/JMDW 12] The Dy. Controller of Stores & Purchase 13]-14] The Assistant Engineer (Civil), Durgapur/ Belghoria 15] The Stores & Purchase officer, Belghoria 16] The In- Charge, EDP Section, Durgapur- *He is requested to upload the above order alongwith guide line / instruction for filling up the annual asset declaration in the link 'Notice' of the web site ([www.sbstc.co.in](http://www.sbstc.co.in)) of this Corporation.* 17]-18] The In- Charge, EDP Section, Durgapur /Belghoria 19] The Secy. to Hon'ble Chairman 20] The P.A. to M.D 21]- 40] The Depot -In-Charge - Durgapur /Asansol/ Burdwan / Bankura / Kalna / Suri / Rampuhat / Barnaparichay SBSTC Bus Depot-cum-terminus, Baharampur / Belghoria / Howrah / Digha / Haldia / Arambag / Falta / Purulia / Medinipur/ Jhargram / Khirpai/ Bandwan/ Manbazar Depot, SBSTC, 41]-42] The Head Assistant- Admn./ Garage, DDW 43] Notice Board, General Administration.



Managing Director  
South Bengal State Transport Corporation