



# SOUTH BENGAL STATE TRANSPORT CORPORATION

Dr. B.C. Roy Avenue, Durgapur - 713201, Paschim Bardhaman  
( A Government of West Bengal Undertaking )

## ORDER

Telephone No. : 0343-25564 19

Fax : 0343 2555644

e-mail : sbstcmd@gmail.com

Web : www.sbstc.co.in

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

WHEREAS under provision of Section 34(1) of the R.T.C. Act, the State Government issued a G.O. vide no. 13143-WT dated 20/10/1989 directing that all employees of State Transport Corporation under 'A' and 'B' category shall submit annual statement of movable and immovable assets. Further, Corporation Board also resolved vide Resolution no. 77-2 making it mandatory for all employee of 'A' and 'B' category to submit such annual return of movable and immovable assets. An order of this Corporation was issued to that effect vide no. 3352(15)/SBSTC dated 31.07.1990.

AND WHEREAS the Corporation Board in its 100<sup>th</sup> meeting dated 18.12.1996 (vide item no. 100-13) has ratified the action taken for submission of annual asset statement for officers of Category 'A' and 'B' of the Corporation and also for release of Death-cum-Retirement benefits to retired employees on getting due clearance. But the system of submission of Annual Asset Statement by the officers/ staff of 'A' and 'B' of this Corporation had discontinued since long.

AND WHEREAS the Corporation has recently received a communication vide no. 3256-WT/11011(13)/10/2023 dated 23.08.2023 from Transport Department seeking information regarding provisions for "Declaration of Assets" for the employees of SBSTC and the same was placed in the 166<sup>th</sup> [Item no. 166-13 Misc. (ii)] meeting dated 02/09/2023 of the Corporation Board wherein it is resolved to reintroduce the provision for submission of Annual Declaration of Assets by the employees of this Corporation.

Now, in accordance with the above, the provision for compulsory submission of Annual Declaration of Assets of the regular employees of this Corporation is reintroduced and it is ordered 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. A detail guide line / instruction for fiilling up the annual asset declaration may be available in the link 'Notice' of the web site ([www.sbstc.co.in](http://www.sbstc.co.in)) of this Corporation. Hard copy of the form may also be available in each Department / Depot for the convenience of officers / staff as well (a copy of guide line / instruction for filling up the annual asset declaration is enclosed herewith for necessary guidance).

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 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\_\_).

**Since no annual declaration of assets has been submitted by the employees (officers / staff) for the year 2022, all regular employees (other than a Group-D employees) are directed to submit the same by 30<sup>th</sup> November, 2023** positively 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, as stated above.

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 and shall take an immediate effect.



Managing Director

South Bengal State Transport Corporation

Memo No- 1068 (43)/SBSTC/2023

Date - 23/11/2023

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 Public Relation Officer- **He is requested to make necessary arrangement for printing the forms alongwith guide line / instruction for filling up the annual asset declaration in sufficient quantity and arrange to send those forms to the Departments / Depots as per requirement** 9] The APO, Belghoria 10-11] The Works- In-Charge, DDW/ BDW 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] The In- Charge, EDP Section, Belghoria 18] The Secy. to Hon'ble Chairman 19] The P.A. to M.D 20-39] 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, 40-41] The Head Assistant- Admn./ Garage, DDW 42-43] Notice Board, General Administration.



Managing Director

South Bengal State Transport Corporation



Declaration of Assets as they stood on \_\_\_\_\_

Name (in full) of Officer \_\_\_\_\_ Service \_\_\_\_\_

Designation \_\_\_\_\_ now appointed as \_\_\_\_\_

Substantive Pay \_\_\_\_\_

Special Pay \_\_\_\_\_

**INSTRUCTIONS FOR FILLING UP THE DECLARATION**

1. (a) Every Government employee employed under the administrative control of the Government of West Bengal, other than a person in inferior service, shall submit to the proper authority an annual return of the movable and immovable properties owned, acquired or inherited by him, or his wife or dependants or held on lease or mortgage either in his own name or in the name of any member of his family or of any other person. These orders will not apply to member of the All-India Services who are governed by sub-rule 1 of Rule 16 of the All-India Service (Conduct) Rules, 1968.

(b) This Declaration of Assets must always refer to 'the 1st January of the current year. Any asset acquired between the 1st January and the date of declaration should not ordinarily be entered in the declaration. But in case of doubt regarding the exact date of the assets in question may be entered for the current year but should be repeated in the declaration of the next year too. It is best to submit the Declaration of Assets as soon after New Year's Day as possible.

(c) A person who has entered Government Service for the first time should submit the return within three months of his joining Government Service and it should relate to his assets as they stood on the 1st of January immediately preceding his date of joining.

2. If there is no change of assets on the 1st January of the previous year the declaration should never be nil. There should be a fresh Declaration of Assets in full as on the 1st January of every year.

3. The Declaration of Assets must show the assets belonging to the Government employee even though they may stand in the name of his wife (in the case of a male Government employee), children, other dependants or benamdar, and must also show the assets belonging to the wife of a male Government employee or to his dependants even though they are acquired by the wife or dependants in their own right.

*N.B.* —If any difficulty arises regarding the declaration of assets of a Government employee's wife (in the case of a male Government employee) or dependants, the matter should be reported to Government with full particulars and further instructions sought.

4. Any officer making a declaration discovered to be materially incomplete, misleading or false will earn for himself the penalty of immediate suspension, drawing up of proceedings, which may ultimately result in dismissal from Government Service with forfeiture of pension and all other discretionary benefits. A subsequent explanation that the failure strictly to comply with the instructions or the presence of material defects in the declaration were by oversight or ignorance will not be accepted. Ambiguity in a declaration must be avoided as any ambiguity will be liable to be interpreted against him.

5. In declaring shares and stocks and other securities, jewellery, motor cars, motor cycles, refrigerators, other valuable movable articles and immovable property, the actual price paid by an officer must be mentioned, whatever the face value or depreciation might be. Movable articles costing less than Rs. 500 for each item need not be mentioned. In columns 8 of Part A(1), 6 of Parts A(2) and A(3), and 5 of Parts B(1) and B(2) of the form of Declaration of Assets, the manner of acquisition of the property must be clearly and unambiguously given, i.e., whether the property was acquired by means of savings from the Government employee's salary or from income from any other source, or by loan in cash or kind, or by inheritance or by any other means to be specified. If an immovable or movable property is in the process of acquisition, for example, a piece of landed property which is being purchased in installments or under one of the various mortgage schemes, or a car or a refrigerator or other pieces of furniture or jewellery are being

paid for under a hire-purchase scheme in installments or are mortgaged while being acquired, the full particulars of such properties should be given even though the title to the property may not yet have devolved upon the Government employee making the declaration. It is incumbent upon the declarant in such cases to state the amount paid up to the relevant date for the purchase of the particular property.

6. In declaring Insurance Policies, the number of policy or policies, the amount of Insurance, the name and address of the Company, the number of years during which premia have to be paid must be mentioned, Fully or partly paid-up Policies, Single or Limited Payment Policies must be described as such. Any omission in this respect will be liable to be interpreted as an attempt to conceal real assets. The names and addresses of the Banks of the declarant and his dependants together with the nature and number of the accounts should be given.

7. Every declaration must be made in the prescribed printed form and the prescribed declaration at the foot of every page must be signed.

8. If in the declaration it is not possible to give a correct statement of every assets as it stood exactly on the 1st January, the statement should be correct to the nearest date and that date should be mentioned. (Sometimes it is difficult to get a precise statement of Bank-Accounts, for example, as they stood on the 1st January.)

9. A Government employee whose service is placed temporarily at the disposal of the Central or any other State Government or any other authority should be required to submit the Declaration of Assets to the Government of West Bengal.

10. The categories of assets mentioned in brackets in the printed declaration form are merely illustrative and not meant to be exhaustive.

11. In declaring precise location in column 2 of Schedule A-Immovable Property-(1) Lands, (2) Houses, record correct and full address including the number of municipal holding with street and lane in municipal areas and C.S. Plot numbers, C.S. Mouza number, village, union, thana, subdivision and district in rural areas.

12. In column 6 of A1 and column 4 of A2, please state the full value of the land and the house. If the value has not yet been determined please state how much has generally been paid. In case of a building, state the actual amount of money that has been spent up to 1st January or as near that date as possible even if the construction may be incomplete or just started. In the case of land, please state the amount of loan, if any taken in cash, and in the case of house the amount of such loan in cash or kind including the value of materials purchased on credit.

13. The last date of submission of this Declaration of Assets is the 30th April every year for assets as they stood on the previous 1st January of that year. Gazetted Officers will submit these declarations by registered post at Government expense in double sealed covers direct to their appointing authorities / Secretaries in charge of the administrative department concerned. The outer sealed cover will be addressed to the appointing authorities/ Secretaries in charge of administrative department concerned and should not contain any indication of the contents. The inner sealed cover should contain the name of the officer, his service, rank and address and a certificate of the date for which the declaration stands (in the form: Declaration of Assets as they stood on 1st January, 19). 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. Non-gazetted officers will submit their declarations in sealed cover to their respective heads of offices for safe custody, the above instructions being followed mutatis mutandis. Government employees are not required to supply more than one copy of the return, and instructions for submission of returns in duplicate, triplicate, etc., are unauthorised.

## A—Immovable Property

## (1) LANDS

Serial No. 1	Precise location 2	Area 3	Nature of land 4	Extent of interest 5	Value 6	In whose name (wife, child, dependant, other relation or <i>benamdar</i> ) the asset is 7	Date and manner of Acquisition 8	Remarks 9

## (2) HOUSES

Serial No. 1	Precise location 2	Extent of interest 3	Value 4	In whose name (wife, child, dependant, other relation or <i>benamdar</i> ) the asset is 5	Date and manner of Acquisition 6	Remarks 7

(3) IMMOVABLE PROPERTIES OF OTHER DESCRIPTION  
(Including mortgages and such other rights)

Serial No. 1	Precise location 2	Extent of interest 3	Value 4	In whose name (wife, child, dependant, other relation or <i>benamdar</i> ) the asset is 5	Date and manner of Acquisition 6	Remarks 7

Signature of Declarant .....

**B—Movable Property****(1) CASH, BANK BALANCE, CREDIT, INSURANCE POLICIES, SHARES, DEBENTURES, ETC.**

Serial No. 1	Description of Items 2	Value 3	In whose name (wife, child, dependant, other relation or <i>benamdar</i> ) the asset is 4	In the case of, loan the name of the person from whom the loan was taken and the relationship of the loanee with that person 4A	Date and manner of Acquisition 5	Remarks 6

**(2) OTHER MOVABLES**

(Including jewellery and other valuables, motor vehicles, refrigerators and other articles or materials of Rs. 500 and over for each item)

Serial No. 1	Description of Items 2	Value 3	In whose name (wife, child, dependant, other relation or <i>benamdar</i> ) the asset is 4	Date and manner of Acquisition 5	Remarks 6

I hereby declare that the Declaration made above is complete, true and correct to the best of my knowledge and belief.

Date.....

Signature of Declarant.....