



South Bengal State Transport Corporation

(A Government of West Bengal Undertaking)

Dr.B.C.Roy Avenue, Durgapur-713201, Dist.: -Paschim Burdwan.

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Memo No : 927 - SBSTC/2023

Dated : 12.10.23


TENDER NOTICE

South Bengal State Transport Corporation, a Govt. of West Bengal undertaking Organization, intends to print 10,000(ten thousand) Declaration of Assets Forms containing four pages.

Interested agency/printers having experience in printing jobs and having all mandatory licenses like Trade license, GST registration etc may quote their rates in sealed envelop for doing so. The sealed envelop should also have the details of their firm including photo copies duly signed of the trade license, GST registration number and paper in support of experiences in printing jobs jobs.

The last date of submission of sealed application is **30.10.2023 by 15.00 hrs** at the Corporation's Head Office, Dr.B.C.Roy Avenue, Durgapur-1 in the specified box which will be opened on **31.10.2023 at 12.00 hrs**. The bidders may remain present at the time of opening but the same is not mandatory.

The Corporation reserves the right to accept / reject any Tender without assigning any reason whatsoever.


Managing Director
South Bengal State Transport Corporation

SOUTH BENGAL STATE TRANSPORT CORPORATION

(A Govt. of W.B.Undertaking)

Dr. B.C.Roy Avenue, Durgapur-713201, Paschim Bardhaman

Declaration of Assets as they stood on _____

Name (in Full) of employee _____ Employee Code no. _____

Designation _____ Date of Joining _____ Present Place of Posting _____

Substantive Pay _____ Special Pay (if any) _____

INSTRUCTIONS FOR FILLING UP THE DECLARATION

1. (a) Every employee employed under the administrative control of the Corporation, 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 the Service of the Corporation for the first time should submit the return within three months of his joining 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 employee even though they may stand in the name of his wife (in the case of a male employee), children, other dependants or benamdars, and must also show the assets belonging to the wife of a male 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 an employee's wife (in the case of a male employee of the Corporation) or dependants, the matter should be reported to the Appropriate Authority with full particulars and further instructions sought.

4. Any employee 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 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 employee must be mentioned, whatever the face value or depreciation might be. Movable articles costing less than two months Basic Pay as on 1st January of the concerned year for each item need not be mentioned. Vide memo no. 1853-F(P) dated 02.03.2012 of Finance Department Audit branch which is enclosed herewith. A printed form no. 34A specified for this purpose as per rule 15(A) WBSR Part-1 is attached herewith. 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 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 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 premium 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. An employee whose service is placed temporarily at the disposal in any other authority on deputation, it should be required to submit the Declaration of Assets to that Authority.

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. Officers will submit these declarations by hand or by registered post at Corporation's expense in double sealed covers direct to the Managing Director, SBSTC and in cases of other staff, it should be sent to the respective Divisional Manager. The outer sealed cover will be addressed to the Managing Director, SBSTC/ Divisional Manager of the respective Division and should not contain any indication of the contents. The inner sealed cover should contain the name of the employee, 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, 20____). On receipt of the declarations, The Managing Director / Divisional Manager shall send the same to the respective Administrative Department for maintaining the declarations under its custody. The 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 the 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 Acquisition5	Remarks6

Signature of the Declarant

(1) 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 the Declarant.....