

## GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

Group-T (WBA&AS CELL)

Writers' Buildings, Kolkata-700001

(Block-IV, Ground Floor)

No: 672 -F(Y)/WB/E932477

Date 03-03-2025

### MEMORANDUM

In terms of the provisions of Rule 3(6) of West Bengal Services (Duties, Rights & Obligations of the Government employees ) Rules 1980, Officer and Employees other than Group-D employees of the State Government are required to submit their annual return of assets (Declaration of Assets statement) to their respective Cadre Controlling Authority/Appointing Authority by 30<sup>th</sup> April every year. The form as prescribed in the annexure to the West Bengal Government Servant's Conduct Rule 1959 is being used by the State Government Employees for submission of their annual return of assets in physical mode as per existing rules.

Now, the Governor is pleased to introduce the facility for submission of Declaration of Assets of the West Bengal Audit & Accounts Service Officers through on-line mode starting with the year 2024 (that is Declaration of Assets stood on 01.01.2025.). The details are furnished below:

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

- The URL for online submission of Declaration of Assets is <https://pardas.wb.gov.in/user/index/WBAAS>.
- The link will be available in **the Service Records Monitoring System (SRMS)** Portal under Website of Finance Department.
- After clicking the link provided for online submission of the Asset Declaration, officers will have to register themselves by using their mobile number and HRMS IDs through OTP authentication.
- Registration in DAS Portal for all WBA&AS Officers is to be concluded on or before **16.04.2025** using only the mobile number provided in the HRMS System.
- In case the number does not exist or there is a need for change of the number, request for change of mobile number may be forwarded through on-line system for approval of the Cadre Controlling Authority. **Annexure-I** attached herewith is required to be duly filled and uploaded at the time of change request.
- The prescribed form for Declaration of Assets is the replica of the form as available in the West Bengal Government Servant's Conduct Rule, 1959.
- Incumbent officer will fill data (description of movable & immovable assets) in the respective field of the said form.
- After submission of such Declaration of Assets, the incumbent officer will be able to download a printable version of e-Receipt of acknowledgement.
- Only in the event of vigilance case, the relevant information, as furnished by the officer, will be accessible to the custodian after due approval of the Cadre Controlling Authority.
- Since the system is being introduced for the first time, in order to secure all aspects, it has been decided to procure submission of Asset Declarations both in off-line and online mode, for this



year only (2024-2025). Thus, the officers who have already submitted their Asset Declarations should submit the same through online mode also. The officers who have not yet submitted their Asset Declarations, have to submit the same in online mode first and then send a physical copy (taking print out from the site) to Finance Department. In the second case officers are requested to submit the physical copy attaching the e-Receipt of acknowledgement of online submission outside the envelope containing Asset Declaration for official purpose.

- The link for online Assets Declaration Submission will be available for use on and from **17.03.2025** and all concerned are requested to register themselves in due time.

**This is issued with the concurrence of the Finance Deptt., vide U/O No. Group P2/2024-2025/1089 dt. 17.02.2025.**

All concerned are being intimated accordingly.


Sd/-  
(KHALID AIZAZ ANWAR)  
Secretary  
to the Govt. Of West Bengal

**No. 672 /1(8) -F(Y)/WB/E932477**

**Date 03-03-2025**

Copy forwarded for information and necessary action to:-

1. The Addl. Chief Secretary/ Principal Secretary/ Secretary, .....  
.....Department, Govt. Of West Bengal. It is requested to kindly intimate the matter to all concerned officers under his Administrative Control.
2. The Secretary, State Vigilance Commissioner/Vigilance Commissioner, W.B., Bikash Bhawan, 1<sup>st</sup> floor, Salt Lake, Kolkata-91.
3. The Director, DTA, Mitra Building, Kolkata.
4. The Special Commissioner, e-Governance Cell, P&AR Department
5. The OSD & EX-Officio Deputy Secretary, Finance Department, Service Record Cell, Group-T, Writers' Buildings, Kolkata-700001.
6. The Network Administrator, Finance Department, Nabanna, Howrah for uploading of this order in F.D website.
7. Service Record Cell, Group-T, Writers' Buildings, Kolkata-700001 with a request to upload the order in SRMS.
8. Office Copy.

  
Deputy Secretary  
to the Govt. Of West Bengal.