



WBSEDCL

West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhawan Bidhannagar, Block - DJ, Sector - II, Kolkata-700091

CIN:U40109WB2007SGCI113473,Website: www.wbsecl.in

Office Order No. 46

Date: 30.10.2025

Sub: Migration of Declaration of Asset (DOA) submission iro. Class-III employees from manual to online mode w.e.f. 01.01.2026

In terms of Office Order No: 28 dated 20.12.2023 read with Circular No:28 dated 19.12.2024 of the Director (HR), WBSEDCL online submission of DOA through ESS portal was initiated with effect from 01.01.2024 onwards i.r.o all Class-I & II employees (except for the employees on deputation to other Government Departments). Now, in continuation of the above referred orders, submission of Declaration of Assets shall be migrated from manual mode to online mode i.r.o. all **Class-III** employees **w.e.f. 01.01.2026** onwards, i.e. all Class-III employees (as per record of ERP database of 31.12.2025) shall fill up & submit their respective Declaration of Assets as they stood on 01.01.2026 addressed to the Director (HR), WBSEDCL through the Asset- tab on ESS portal.

Consequent upon submission of such Declaration of Assets, the concerned Class-III employees may download a copy of declaration as submitted by them for their own record. Also, he/she will get an Acknowledgement (after taking it on record by the Chief Vigilance Officer, WBSEDCL) through the ESS portal which may be downloaded and printed by the concerned employee for his/her record.

User manual for such online submission of Declaration of Assets shall be available on the WBSEDCL Web portal for reference. Further, necessary instructions shall be conveyed to the Office Heads and/or HR & A officers of each unit of WBSEDCL for smooth transition of manual to online submission of Declaration of Assets iro. all Class-III employees.

Necessary precaution has been taken towards protecting privacy and secrecy of such personal information of the Declaration of Assets Statement as per Regulation of WBSEBESR (since adopted by WBSEDCL).

(Avijit Kumar Latua)
Director (HR)

Memo no: WBSEDCL/CVC/Office Order/ 526 (1-212)

Dated 30.10.2025

Distribution: