



# 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.wbsedcl.in](http://www.wbsedcl.in)

Office Order No. 47

Date: 07.11.2025

## SOP for smooth migration of offline to online submission of Declaration of Assets (DoA) of Class-III employees wef. 01.01.2026

Ref. O.O No: 46 dated 30.10.2025 of the Director (HR), WBSEDCL

### ➤ Introduction:

In pursuance of O.O No: 46 dated 30.10.2025 of the Director (HR), WBSEDCL, online submission of Declaration of Assets (DoA) wef. 01.01.2026 onwards shall be initiated for all Class-III employees of WBSEDCL through the ASSET-tab of ESS portal. In order to make the online Declaration of Assets (DoA) submission procedure hassle free and convenient the common FAQs and work flow process issues which came up during online launch of DoA submission of Class-I&II employees have been considered and incorporated in the SOP.

### ➤ Facilitators:

- Respective HR&A officers of Zone/Region/Division/Projects/ Generation units/ PIDD/ SPGD/ Communication Cell/Various Cells of Vidyut Bhavan, WBSEDCL
- DE/AE(Techs)who are in charge of 33/11kv Sub.Stations for the employees posted at Sub.Stations.
- Station Managers of respective Customer Care Centres for the employees posted at CCCs
- Corporate Vigilance Cell, WBSEDCL, for updation of records and issue of Acknowledgement through ESS.


### ➤ Check Points:

- Logging into ESS portal and ensuring valid phone number is registered against each employee ID. This action should preferably be done by all Class-III (technical) employees attached to 33/11kv Sub.Stns to ensure their ESS accounts are active before generating the online Declaration of Asset Form.
- Online DoA form can be filled up only through intranet to protect it's privacy, hence ensuring all the Class-III employees posted at Sub.Stns have access to LAN connected PCs from the nearest CCC/Division or any other office of WBSEDCL. A dedicated PC at every Division may be made available during the period of submission of online DoA form ( ie. from 01.01.2026 to 30.04.2026) to facilitate smooth and timely submission of DoA by all eligible employees.
- Arranging for a preliminary training/appraisal session by the Facilitators as above, by referring to the User Manual for the Class-III employees at site offices for awareness of the employees concerned.

- iv) Ensuring all pending promotion actions ( iro. Promotion orders issued on or before 31.12.2025) are run before 31.12.2025 especially where there is a change in the Class of an employee (form Class-IV to III) within the validity period of such submission of DoA.
- v) Issues must be raised through CA help desk with screen shots if any technical glitch appears while generating/filling up DoA online form, well in advance before expiry of the validity period of such submission so that it can be resolved well within such timeline to facilitate submission of DoA by the employee(s) concerned.
- vi) While generating one's online DoA form if system notifies " *you are not eligible*" the matter should be brought into the notice of the concerned HR&A Officer who shall then ascertain eligibility of the incumbent by checking the employee records eg. Pending promotion action (if any)/ correct Employee Class/ all data related to last promotion action entry in ERP system /date of effect of last Promotion /etc. If any error is identified, necessary action should be taken to rectify it with intimation to Corp. Vigilance Cell, WBSEDCL for further assistance within the validity period of such submission of DoA by the employee(s) concerned.
- If all entries are found in order and yet the incumbent is unable to generate his/her DoA Form the matter should be taken up with the Corp. Vigilance Cell, WBSEDCL for further intervention and assistance well in advance before expiry of the such validity period.
- vii) In case an employee's promotion order is issued on or after 01.01.2026 (till 30.04.2026) giving retrospective effect to the new promotional post and it involves a change in employee Class from IV to III, the promotion action should be immediately run with priority by the concerned HR&A officer with an intimation to the Corp. Vigilance Cell, WBSEDCL for activation of his/her DoA form in the ESS portal.
- viii) All heads of the HR&A section of site offices & Vidyut Bhavan have been given access to the T-Code: **zhr\_asset\_status** for viewing the status of DoA submission of all eligible employees attached to their respective units. The status reports should be generated from time to time, preferably at an interval of every fortnight by the respective HR&A officers to follow up the pending submissions and ensure all DoAs are submitted by **30.04.2026** without fail.
- ix) Employees who are on Maternity Leave/Child Care Leave/EOL/Commuted/Earned Leave across the period 01.01.2026 – 30.04.2026 shall have to submit their online DoAs from the nearest WBSEDCL office .The Facilitators should extend necessary support to such employees to ensure timely submission of DoAs .
- x) In such cases where an employee is on Hospital Leave/is hospitalised across the period 01.01.2026 – 30.04.2026 and for other exceptional conditions as the case may be the Competent Authority shall take up such issues on case to case basis.

➤ **Conclusion:**

As per Regulation 55(3) of WBSEBESR (since adopted by WBSEDCL), submission of DoA as it stood on the 1<sup>st</sup> of January every year is obligatory on the part of all employees (except for Class-IV employees) and the process of filling up & submission of the online Declaration of Assets must be completed without fail by 30<sup>th</sup> April of that year. No extension of time shall be provided beyond the stipulated timeline. Non-submission/failure to submit DoA within the scheduled time may make an employee liable for disciplinary action.

  
(Avijit Kumar Latua)  
Director (HR)

Memo no: WBSEDCL/CVC/Office Order/ 565 (1- 212)

Dated 07.11.2025

**Distribution:**

**Distribution:**

1. Advisor (S & V), WBSEDCL.
2. Legal Advisor, WBSEDCL
3. Chief Engineer: Distribution-North / Distribution-South / P & E / Dist. Project / Project – II / Project – III / Commercial / RE / IT&C / PIP / Regulation / Communication / Safety / EMD / CRM / P & C / R & EM / DTD, WBSEDCL.
4. Chief Engineer, Hydrel HQ / PSPD / TPSP / PPSP / PIDD / SPGD, WBSEDCL
5. Project Manager, RHP / TCFHP / JHP, WBSEDCL.
6. Project Site-in-Charge, PPSP Site / TPSP Site, WBSEDCL
7. General Manager (HR &A): Corp. / HRDD / Planning, WBSEDCL
8. General Manager (F & A): Corporate / IA / Planning, WBSEDCL
9. Company Secretary, WBSEDCL.
10. Addl. Chief Engineer DSM, WBSEDCL.
11. Officer on Special Duty, WBSEDCL
12. Chief Vigilance Officer, WBSEDCL.
13. Chief Security Officer, WBSEDCL
14. Zonal Manager: Kolkata / Burdwan / Midnapore / Berhampore / Siliguri / Malda Zone, WBSEDCL
15. AGM (HR & A) SSC / CLM / ES & ER-II / ES & ER-I / DHQ - South / DHQ – South / Corporate HR Dept. / Corporate Legal Cell / Corporate Vigilance Cell / R & MP / Land Acquisition Cell / Common Service Branch / Board Cell, WBSEDCL
16. Project Manager: Siliguri / Raiganj / Berhampore / Barasat / Burdwan / Jalpaiguri / Coochbehar / Coochbehar Special RE Project / Balurghat / Malda / Murshidabad / Nadia / West Midnapore / East Midnapore / Bankura / Baruipur / Diamond Harbour / Howrah / Hooghly / Suri / Purulia RE Project, WBSEDCL.
17. AGM (F & A): Corp-Finance / B & A / MIS / RE / Terminal Claims / Hydrel / Insurance / Project – II / Regulations / Risk Management / Indirect Tax / DHQ, WBSEDCL
18. AGM (Corporate Communication),WBSEDCL
19. Superintendent Engineer: Siliguri / Durgapur Testing Circle, WBSEDCL
20. Advisor & CPRO, WBSEDCL
21. Chief Medical Officer, WBSEDCL
22. Regional Manager: Alipurduar / South 24-Parganas / Bidhannagar / North 24-Parganas / Howrah / Hooghly / Purba Bardhamar / Paschim Bardhaman / Birbhum / Purba Midnapore / Paschim Midnapore / Bankura / Purulia / Nadia / Murshidabad / Malda / Raiganj / Dakshin Dinajpur / Coochbehar / Jalpaiguri / Darjeeling / Kalimpong / Jhargram Region,WBSEDCL
23. Divisional Manager: Behala / Baruipur / Garia / Diamond Harbour / Joynagar / Bhangar / New Town / Bidhannagar – I / Bidhannagar – II / Howrah – I / Howrah – II / Uluberia / Barrackpore / Naihati / Barasat / Basirhat / Baduria / Habra / Serampore / Singur-Haripal / Tarakeswar / Arambag / Chandannagar / Mogra / Kalna / Katwa / Memari / Burdwan North / Burdwan South / Durgapur / Asansol / Suri / Rampurhat / Tamluk / Contai / Haldia / Ghatal / Midnapore / Kharagpur / Bankura / Belda / Bishnupur / Purulia / Raghunathpur / Kalyani / Krishnanagar / Tehatta / Domkol / Ranaghat / Berhampore / Kandi / Raghunathganj / North Malda / South Malda / Jiaganj / Dinhata / Uttar Dinajpur / Dakshin Dinajpur / Buniadpur / Jalpaiguri / Balurghat / Alipurduar / Coochbehar / Nakashipara / Darjeeling / Siliguri Town / Siliguri Suburban / Kurseong / Islampur / Kalimpong / Khatra / Bolpur / Bongaon / Canning / Egra / Jhargram / Kakdwip / Mal / Mathabhanga Division, WBSEDCL
24. Manager (F & A): Estb. Corporate, WBSEDCL
25. Manager (Store), Chord Road Central Stores, WBSEDCL.
26. P.S. to CMD / Director (HR) / Director (Dist.) / Director (Generation) / Director (Project) / Director (RT) / Executive Director (Distribution) / Executive Director (Commercial) / FA & CFO, WBSEDCL