

**GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
ESTABLISHMENT BRANCH
VIGILANCE CELL
"KHADYA BHAWAN", BLOCK-A: 4th FLOOR
11A, MIRZA GHALIB STREET, KOLKATA-700087**

NO: 376-E(Vig)

Dated : 11/11/2024

MEMORANDUM

The Department under the guidance of P&AR Department has decided to develop a module for online submission of Declaration of Assets for the convenience of officers and better record keeping. All Engineers posted in the Department, different directorates and on deputation to other Govt. Departments/ Statutory bodies, who submit their annual DOA to the Vigilance Cell at Khadya Bhawan, will come under this system. The system will be implemented with effect from 01.01.2025.

To switch from the offline to online mode of submission of DOA, preparation of a data base of the officers as per the proforma supplied by the P&AR Department is a mandatory requirement.

In view of this, all the officers from Junior Engineer and above are requested to fill up the prescribed proforma (I & II) as given herewith and send the same to the dedicated e-mail id dsvigilancepwd@gmail.com created for this purpose only. The last date for submission of the filled in proforma along with relevant enclosures is 25.11.2024.

Pl note:

1. The filled- in proforma should be duly signed by the incumbent and authenticated by the concerned DDO.
2. In case where the incumbent is himself the DDO, the same should be authenticated by the Controlling Officer.
3. The proforma should be accompanied by a self attested copy of the 3rd page of the service book containing the primary details of the incumbent.
4. As preparation of the data base is an one time exercise, adequate care and caution should be exercised in filling up the service particulars to make it error free.

This is issued with the approval of the Secretary of the Department.

All concerned are being informed accordingly.

Encl: Proforma- I & II


Special Secretary
Public Works Department

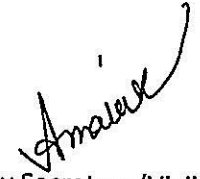
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N.O: 376/1(9)-E(Vig)

Dated : 11/11/2024

Copy forwarded for information and taking necessary action to the:-

- 1) E-in-C, PWD
- 2) FA & Special Secretary, PWD
- 3) Joint Secretary (P), PWD
- 4) Joint Secretary (Roads), PWD
- 5) Joint Secretary (Works), PWD
- 6) Joint Secretary (P&C), PWD
- 7) Deputy Secretary (Admin), PWD
- 8) P.S. to MIC, PWD
- 9) Sr. P.A. to Secretary, PWD.



Deputy Secretary (Vigilance)
Public Works Department

N.O: 376/2(500)-E(Vig)

Dated : 11/11/2024

Copy forwarded for information and taking necessary action to the:-

- 1) Chief Engineer (H.Q.), PWDte. / Chief Engineer (H.Q.), PW (Roads)Dte.
- 2) All Zonal Chief Engineer, _____
- 3) All Superintending Engineer, _____
- 4) All Executive Engineer, _____



Deputy Secretary (Vigilance)
Public Works Department

PROFORMA - I

SL. No.		
1	HRMS ID	
2	NAME	
3	DOB	
4	GENDER	
5	LAST SALARY BILL GENERATED THROUGH HRMS(Y/N)	
6	HOO CODE	
7	HOO DESCRIPTION	
8	PARASTATAL (Y/N)	
9	SERVICE STATUS	
10	ACTIVE / INACTIVE IN HRMS	
11	ALLOTMENT YEAR / BATCH (IF ANY)	
12	INITIAL DATE OF JOINING IN GOVT SERVICE	
13	DOJ IN PRESENT CADRE / PRESENT SERVICE (WBA&AS)	
14	TYPES OF RECRUITMENT (DIRECT / PROMOTEE)	
15	DOJ IN PRESENT POST	
16	PRESENT POST	
17	PRESENT DESIGNATION	
18	PRESENT LOCATION	
19	DATE OF RETIREMENT	
20	MOBILE NO	
21	EMAIL ID	
22	SERVICE SPECIFIC CODE (IF ANY)	

Signature of the Incumbent

Countersignature of the D.D.O./Controlling Officer

PROFORMA - II

(Details of Declaration of Assets)

NAME				
PRESENT DESIGNATION				
HRMS ID				
SUBMISSION OF ASSETS FOR THE LAST 5 YEAR	SUBMITTED (Y/N)	DATE OF SUBMISSION	DELAY CONDONATION (Y/N)	DELAY CONDONATION APPROVAL DATE
As on 01.01.2020				
As on 01.01.2021				
As on 01.01.2022				
As on 01.01.2023				
As on 01.01.2024				

.....
Signature of the Incumbent

.....
Countersignature of D.D.O./Controlling Officer