



Government of West Bengal

Labour Department

New Secretariat Buildings (12th Floor), 'A'-Block, 1, K.S Roy Road, Kolkata – 700001

No: Labr/23/IT & EODB

DATE: 1st March, 2019

ORDER

WHEREAS, the lack of sufficient submission data relating to asset statements of employees is delaying the grant of benefits under "Career Advancement Scheme" and grant of promotional benefits;

After careful consideration, the Labour Department, Government of West Bengal has decided to introduce an online window for employees to obtain acknowledgements for acceptance and tracking of "Declaration of Assets" in respect of eligible employees under its administrative control.

It is hereby ordered that the Labour Department's "**Declaration of Assets Management System (DoAMS)**" and services thereunder shall Go-Live with effect from 1st March, 2019.

Sealed envelopes containing the "Declaration of Assets" in respect of all officers and employees shall be mandatorily accepted through this new System hereafter. This shall be applicable to all categories of officers and employees under the administrative control of this Department, except the Hon'ble Judges of various Labour Courts and Tribunals under this Department, the officers belonging to All India Services and State cadres under the administrative control of the P & AR Department and Finance Department.

The services shall be available through this Department's web portal bearing the URL:

[HTTPS://WBLABOUR.GOV.IN](https://wblabour.gov.in)

The detailed manuals and standard operating procedures will be circulated and would also be available in the above-mentioned web portal of the Labour Department in due course.

Notifications will be sent by SMS and e-mail to all employees frequently until the Asset Statement for this year is furnished within 30th April, 2019. In spite of warnings if submission is not made without reasonable cause then Departmental action will be taken.

This will have immediate effect and all concerned are being informed accordingly.

Enclosed: Guidelines for implementation

S SURESH KUMAR,
Additional Chief Secretary

No: Labr/23/1(8)/IT & EODB

DATE: 1st March, 2019

Copy forwarded for information, necessary action and onward transmission to :-

- a) Labour Commissioner West Bengal
11th Floor, N. S Buildings, Kolkata – 700001
- b) Director of Employment, West Bengal
67, Bentinck Street (4th Floor), Kolkata – 700069
- c) Judge – in – Charge, Directorate of Industrial Tribunals
N. S Buildings, Kolkata – 700001
- d) Commissioner, Employees' Compensation Court
N. S Buildings, Kolkata – 700001
- e) Judge, Employees Insurance Court
9th floor, N. S Buildings, Kolkata – 700001
- f) Chief Inspector and Ex-Officio Director of Factories, West Bengal
8th Floor, N. S Buildings, Kolkata – 700001
- g) Directorate of Boilers, West Bengal
8th Floor, N. S Buildings, Kolkata – 700001
- h) Directorate of ESI (MB) Scheme, West Bengal
Block – GB, Sector–III, Salt Lake, Kolkata – 700097



Special Secretary

GUIDELINES FOR DECLARATION OF ASSETS MANAGEMENT SYSTEM

I. GENERAL GUIDELINES

- a) All sealed envelopes containing the "Declaration of Assets as they stood on 01st January, 2019" have to be mandatorily accepted through the Declaration of Assets Management System (DoAMS), with effect from 01/03/2019.
- b) Records of Declaration of Assets received from the eligible employees for the past 10 years (2009-2018) would have to be updated into the DoAMS by the Nodal Officer / Vigilance Cell in each Directorate.
- c) In the event of any non-availability / record mismatch the employees / Officers shall be able to upload their legible valid acknowledgement in relation to submission of "Declaration of Assets" for these years. Such acknowledgements would be validated by the Nodal Officer.
- d) Employees of all categories would use their HRMS ID to log into the system and OTP would be sent to their registered mobile numbers. In case the mobile numbers are not updated in the system, the employee / officer may contact the Nodal officer in respective Directorate / Department.
- e) In case any employee / officer does not have valid acknowledgement, he or she may inform the same in writing to the Nodal Officer for the respective Directorate. Department users may convey the same to nodal officer at the Department.
- f) The Nodal officers and Heads of Offices shall use **OFFICIAL EMAIL ID** and personal mobile number for the DoAMS while entering user credentials.
- g) In the event of change of Nodal Officer, the same has to be updated online in the DoAMS using "Profile" section.
- h) In the event of non-submission of Declaration of Assets within 30th April, 2019, CAS / in-service benefits / clearances in respect of such Employees / Officers are liable to be held up /delayed alongwith Departmental action.
- i) Periodic alerts via SMS and email would be sent to all stakeholders. It is advised that such credentials are updated by the concerned officer / employee.

II. FOR OFFICERS IN GROUP – A CATEGORY

- a) All officers belonging to the Group–A shall submit their "Declaration of Assets as they stood on 01/01/2019" in sealed envelopes to their respective Directorates within 30th April of each corresponding year, in person or through special messenger or through Registered Post with acknowledgement due.
- b) The Nodal Officer / Operator in the Directorate would generate digital acknowledgement and hand it over to the officer concerned.

GUIDELINES FOR DECLARATION OF ASSETS MANAGEMENT SYSTEM


- c) The Nodal officer would update the backlog "Declaration of Assets" received from 01/01/2019 till 28/02/2019.
- d) The Directorates shall forward the "Declaration of Assets" to the Department through the DoAMS, generate forwarding letter through the DoAMS and send the hard copies of sealed envelopes containing "Declaration of Assets" to the Department.
- e) General Vigilance Section in the Department would act as the Nodal Section in this regard and an Officer from the General Vigilance Section would act as the Nodal Officer in the Department who would also be the custodian of the "Declaration of Assets" in respect of the Group-A officers under this Department.
- f) Each Directorate would nominate one Nodal Officer, by order, for this purpose.

III. FOR EMPLOYEES IN GROUP – B & C

- a) Employees belonging to Group-B and Group-C shall submit their "Declaration of Assets" to their respective Heads of Office.
- b) The Head of Office shall generate the Acknowledgement in this regard and hand it over to the employees concerned.
- c) The Head of Office shall be the custodian for "Declaration of Assets" submitted by the employees in Group – B & C.
- d) The Head of Office shall enter backlog data in respect of "Declaration of Assets" received from 01/01/2019 till 28/02/2019.

IV. INDIVIDUAL LOGIN FOR EMPLOYEES AND OFFICERS

- a) All employees and officers would use their HRMS ID to log into the system and default password would be the OTP sent to their Registered mobile numbers.
- b) On first login they would need to verify / update personal Mobile number & **PERSONAL EMAIL ID**.
- c) The employees / officers would be able to check the status of the submitted Declaration of Assets.
- d) The employees / officers shall upload acknowledgement regarding the Declaration of Assets submitted for 10 previous years (2009-2018).
- e) The employees / officers shall update their profile from time to time, in case any changes in designation / district happens at any point of time.


Special Secretary
Department of Labour
Govt. of West Bengal