



West Bengal State Electricity Transmission Co. Ltd.

(A Govt. of West Bengal Enterprise)

Office of the General Manager (HR&A), TP&AS

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

Circular No.: GM (HR&A)/TP&AS/2024/29

Date: 17.12.2024

It is hereby notified that the **Declaration of Asset Sub-module** under the **ESS-MSS Portal** will Go-Live on & from **01.01.2025** for all the employees of WBSETCL (except Class-IV employees).

Henceforth, in terms of Regulation 55(3) of the WBSEBESR (since adopted by WBSETCL), every employee of the Company (except Class IV employees), has to submit 'Declaration of Assets' as on 1st January of calendar year, by 30th of April every year through the ESS Module.

Consequent to the final submission of Declaration of Assets, the concerned Class-I, II & III employees will get a one-time auto downloaded copy of the Declaration of Asset, for their reference. After due processing of the same from the Corporate Vigilance Cell, an Acknowledgment through ESS Portal will be generated, in respect of the concerned employee, for record upkeep.

Accordingly, the existing legacy system in offline mode for submission of Declaration of Asset will no longer be prevalent as on 01.01.2025 and only online submission through ESS Module would be valid. The User Manual is attached herewith for ready reference.


(Sabyasachi Roy)
Director (HR&A)

Memo No: GM(HR&A)/TP&AS/DoA/ 4553

Date: 17.12.24



WBSETCL

West Bengal State Electricity Transmission Co. Ltd.

(A Govt. of West Bengal Enterprise)

Office of the GM (HR&A), TP & AS

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

Memo No: GM(HR&A)/TP&AS/Circular /4553 (1-100)

Date: 17-12-24

Copy forwarded for information and necessary action please to: -

- 1) The Chief Engineer, Corporate / O&M-I/ O&M-II / Projects-I / Projects-II/ Testing/ Engineering / SLDC / CPD / Procurement /EMD/ Communication, WBSETCL.
- 2) The General Manager (HR&A), Corporate, WBSETCL.
- 3) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
- 4) The Company Secretary, WBSETCL.
- 5) The Head I.T., WBSETCL
- 6) The Addl. C. E., RAC /Quality Control & Inspection Cell / Kolkata Tr Zone / Chinsurah Tr Zone / Siliguri Tr Zone / Midnapore Tr Zone /Berhampore Tr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Burdwan FZO / Bankura FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone, WBSETCL.
- 7) The Addl. General Manager (F&A), Corporate, WBSETCL.
- 8) The Addl. General Manager (HR&A), Corporate, WBSETCL.
- 9) The Chief Medical Officer, WBSETCL
- 10) The Chief Security Officer, WBSETCL
- 11) The Chief Land Officer, WBSETCL
- 12) The Addl. General Manager (HR&A), Corporate Vigilance Cell, WBSETCL.
- 13) The Dy CE / SE &Area Manager/SE (E) / SE, In-charge /: -

i) Area Office :-

Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL

ii) 400KV Area Office: -Arambag / Durgapur /Jeerat / Kharagpur /Gokarna / New Chanditala, WBSETCL

iii) Testing Area Office: -Salt Lake/ Durgapur/ Burdwan / Midnapore/ Howrah /Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore/ Baruipur, WBSETCL

iv) Communication Area Office: Siliguri / Durgapur, WBSETCL

- 14) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A)
Corporate / O&M-I /O&M-II / Procurement / Projects-I /Projects-II / Testing H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar /Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda Area Office/ Arambag 400 KV / Durgapur 400 KV/Jeerat 400 KV / Kharagpur 400 KV /Gokarna 400 KV / New Chanditala 400 KV / SLDC, WBSETCL
- 15) The Asstt. Manager (Corp. Comm.), WBSETCL
- 16) The P.S/ P.A. to Managing Director /Director (HR&A) / Director (F&A) / Director (Projects) / Director (Operations), WBSETCL

(Sujoy Goswami)

General Manager (HR&A)

Training, Planning & Allied Services



WBSETCL

User Manual – Online Asset Declaration



TATA CONSULTANCY SERVICES



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USER MANUAL

Human Capital Management

Submitted to

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LTD

By

**TATA CONSULTANCY SERVICES LTD
DECEMBER 2024
VERSION: 1.0**

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WBSETCL

User Manual – Online Asset Declaration



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DOCUMENT HISTORY

Project Name	Document Name	Document Location
WBSETCL	User Manual	

Version	Document Name	Date	Author	Reviewed By
1.0	Asset Declaration through ESS portal	15.12.2023	Shivam Raj	NA

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User Manual – Online Asset Declaration



1. Purpose

This document aims at providing the new users with familiarization with the SAP Screens in R/3 system and to help them perform all the desired processes in the HCM Module.

2. SAP Easy Access

The SAP Easy Access can be set up to show the user specific menu. This menu contains only those items such as transactions, reports, web addresses etc. that are needed to perform the user specific tasks. The system administrator will do this set up; thereafter whenever a user logs on to the SAP system, he will see the menu specific to his user id.

If you have not been assigned a user menu then you can navigate through SAP standard menu to perform your tasks. Select Menu → SAP Standard Menu to view the standard menu options.

You can also create a favorite list containing the transactions, reports, files etc. that you would be using frequently.

You can add items to your favorites list using the Favorites menu option or by simply dragging & dropping them with the mouse or by using the menu bar.

Drag & Drop Method

Select an executable menu item using the mouse and keep the mouse button pressed. Drag the item to the desired position in your favorites list and press the mouse button. The new item appears below the position where you dropped it.

Through Menu Bar

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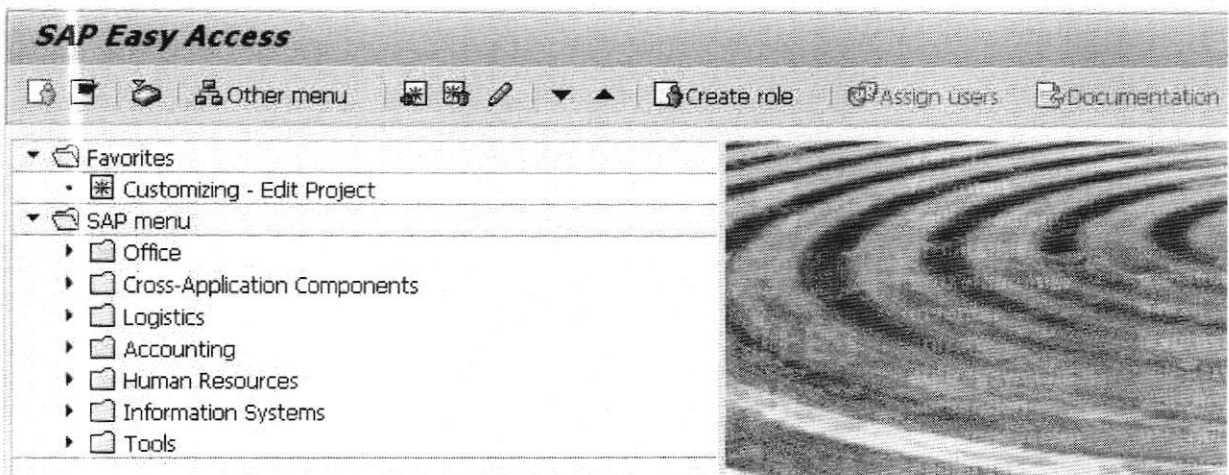


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Select an executable item in the user menu.
Choose Favorites → Add.
The new item appears at the end of your list.

After addition of T Codes in Favorites, screen displays the SAP standard menu along with added favorites as shown below



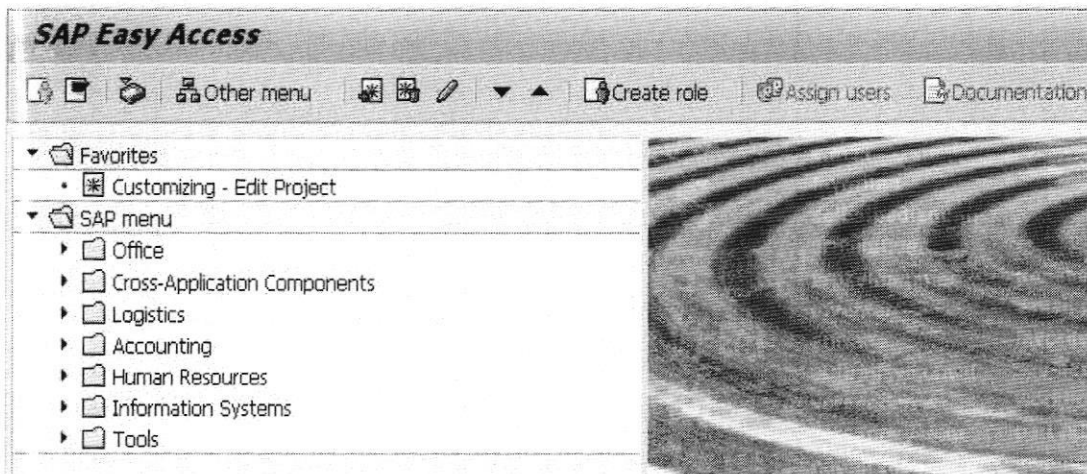
3. Navigation in the Workplace Menu

You can expand and collapse menus in the navigation area by choosing the dropdown arrow to the left of the menu items, as shown in the example below:

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To open an application in the navigation area:

- Double-click its node, or
- Choose *Enter*, or
- Choose *Edit* → *Execute*

Asset Declaration Process through ESS portal for Class 1&2 employees

The given functionality will be used by all Class1 2 employees to raise their Asset Declaration request.

In ESS, the authorized employee will log in using his/her User Id and Password.

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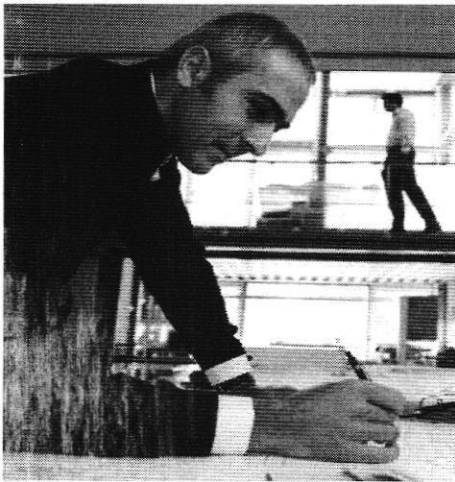


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West Bengal State Electricity Distribution Company

User *
Password *

Log On

All ERP User Click Here For Login

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1. Click on 'Asset' tab and henceforth the link "Asset Declaration."

SAP Search: Q v

Back Forward History Favorites Personalize View Help

Employee Self-Service Corporate Vigilance Cell

Working Time Benefits and Payment Personal Information Life and Work Events Performance Appraisal Work Overview Training Demand LTCHTC Applications Transfer Application **Asset**

Employee Self-Service > Working Time > Working Time

Working Time

Leave Request

[Leave Request](#)
Request leave and other types of absences.

[Quota Overview / Leave History](#)

[Quota Overview / Leave History](#)

[Paternity Leave Quota Creation](#)

[Paternity Leave Quota Creation](#)

[Quota Creation for Maternity and Child Care Leave](#)

[Quota Creation for Maternity and Child Care Leave](#)

[Child Care Leave Application](#)

[Apply Child Care Leave](#)

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- The below page will open on clicking the link ‘Asset Declaration.’”

Employee Self-Service > Asset > Asset Declaration

Asset Declaration Acknowledge
Asset Declaration

Declaration of Assets

Declaration of Assets as they stood on: 01.01.2024

SAP ID: 70000003
Name: Gautam Dutta
Designation: Chief Engineer
Present Place of Posting: ALIPURDUAR CAMP OFFICE-CE2/TP
DOJ: 03.04.1969
Pay in Pay Matrix: * 164800.00
Level in Pay Matrix: * Level-10
Probationer or Confirmed: * C
Application No: WBSETCL/DOA/2024/70000003

To,
The Chief Vigilance Officer
WBSETCL
Vidyut Bhavan
Bidhannagar, Kolkata-700091

**Note: Please click on 'Add Row' against each table to fill in relevant data

- Select the appropriate drop down to choose Probationer or Confirmed and click on ‘Generate’ button. The fields ‘Pay in Pay Matrix’ & ‘Level in Pay Matrix’ will be in editable mode enabling the user to make changes if deemed necessary.
- In order to view the instructions for ‘Declaration of Asset’, please click on ‘View Instruction’.

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DOB:	<input type="text" value="03.04.1969"/>
Pay in Pay Matrix: *	<input type="text" value="164800.00"/>
Level in Pay Matrix: *	<input type="text" value="Level-10"/>
Probationer or Confirmed: *	<input type="radio" value="C"/> <input type="checkbox"/>
Application No:	<input type="text" value="WBSETCL/DOA/2024/70000003"/> <input type="button" value="Generate"/>

View Instructions

Instruction

1. This declaration of Assets must always refer to the 1st January of the current year. Any asset acquired between 1st January and the date of declaration should not ordinarily be entered in the declaration. But in case of doubt regarding the exact date the assets in question may be entered or the current year but should be reported in the declaration of the next year too. Declaration of asset should preferably be submitted as soon after New Year's Day as possible, addressed to the Chief Vigilance officer, WBSETCL for all category of employees under the regular establishment of the Company.
2. If there is no change of assets, on the 1st January of the previous year the declaration should never be 'nil'. There should be fresh Declaration of assets in full as on the 1st January of every year.
3. The declaration must contain detailed particulars of the declarant's assets and must include and specify any assets which are held by, or in the names of his/her spouse, children, other dependents or benamdars. For the sake of completeness, it is required to write down the names of all, spouse, children, dependents or benamdars and if any of those persons does not enjoy any asset on behalf of declarant, it is best to write 'nil' against the person's name. This will exclude the possibility of leaving out any name.

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- On clicking 'Generate' button, the below screen will pop up wherein User has to provide relevant details in the provided fields.
- If user wants to add additional details (more than one) then he/she needs to click on 'Add Row' button against each table to fill up relevant data.
- If user wants to delete the complete data from the row (in case erroneously filled up) then user needs to click on the 'Delete Row' button
- If there is no relevant data, the user needs to write 'NIL' for those fields.
- Users cannot submit the request with blank data except for "Remarks" field in all respective tables.

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**Note: Please click on 'Add Row' against each table to fill up relevant data.
 **Note: If there is no relevant data kindly write 'Nil' for those fields.
 **You cannot submit the request with blank data except for 'Remarks' field.

Immovable Property - Lands					
Serial No.	Precise Location	Area	Name of Land	Extent of Interest	Value
01	To be filled	To be filled	To be filled	To be filled	To be filled

Immovable Property - Houses				
Serial No.	Precise Location	Extent of Interest	Value	In whose name (self, spouse, child, dependent other relation or benamdar)
01	To be filled	To be filled	To be filled	To be filled

Immovable Properties of Other Description (Including Mortgages and such other rights)				
Serial NO.	Brief Description	Extent of Interest	Value	In whose name (self, spouse, child, dependant other relation of benamdar) the asset is
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

Movable Property - Cash, Bank Balance, Credit, Insurance Policy, Shares, Debentures Etc.				
Serial No.	Brief Description	Value	In whose name (self, spouse, child, dependant other relation of benamdar) the asset is	Date and Manner of Acquisition
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

Other Movables (including Jewellery and other valuables, Motor Vehicles and other articles)				
Serial No.	Description of item	Value	In whose name (self, spouse, child, dependant other relation of benamdar) the asset is	Date and Manner of Acquisition
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.
 Full Signature: SAUTAMI ROY CHOWDHURY
 This is a computer generated document and does not require physical signature.

- Please check on the declaration (highlighted in orange) before submitting the request.
- If user chooses to fill partial data and then fill the remaining on a later date, they need to click on 'Save as Draft' to avoid data loss.

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Application saved as draft

Declaration of Assets

Declaration of Assets as they stood on:

SAP ID:

Name:

Designation:

Present Place of Posting:

DOJ:

Pay in Pay Matrix: *

Level in Pay Matrix: *

Probationer or Confirmed: *

Application No:

- Once 'Save as Draft' is clicked, user may also check the data he/she has filled up, by clicking on 'Review and Print' button.

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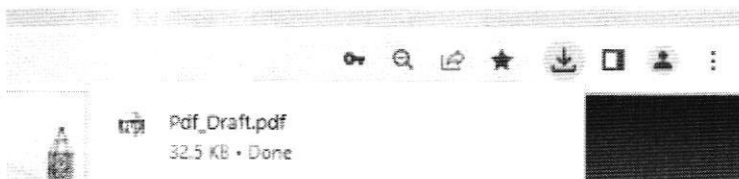
*Serial No	*Description of item	*Value	*In whose name (self, spouse, child)
01	TO BE FILLED	TO BE FILLED	TO BE FILLED

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Full Signature:

This is a computer generated document and does not require physical signature.

- Before 'Submit' button is clicked user can review the data by clicking on 'Review and Print' wherein a draft version of the PDF will be generated as 'PDF_Draft'.



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The below page in the given format shall get displayed on opening the PDF



WBSETCL

West Bengal State Electricity Transmission Company Limited

(A Government of West Bengal Enterprise)

Declaration of Assets

Declaration of Assets as they stood on-01.01.2024

SAP ID- 70000001

Name -- Sandip Maity

Designation- Assistant Manager (HR&A)

Present Place of Posting- ALIPURDUAR CAMP OFFICE-CE2/TP

DOJ- 05.02.2020

Pay in pay matrix- 50,000.00

Level in Pay Matrix- Level-3

Probationer or confirmed- C

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Application No- WBSETCL/DOA/2024/70000001

To,

Chief Vigilance Officer

Corporate Vigilance Cell

WBSETCL

Bidyut Bhavan

Bidhannagar, Kolkata-700091

Immovable Property - Lands

Serial No.	Precise Location	Area	Name of Land	Extent of Interest	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

Immovable Property - Houses

Serial No.	Precise Location	Extent of Interest	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

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Immovable Properties of other Description (Including Mortgages and some other rights)

Serial No.	Brief Description	Extent of Interest	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	

Movable Property - Cash, Bank Balance, Credit, Insurance Policy, Shares, Debentures, etc.

Serial No.	Brief Description	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	

Other Movables (Including Jewellery, other Valuables, motor vehicles and other articles)

Serial No.	Brief Description	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	

“*** This is a computer-generated document and does not require signature.”

Once all the relevant data is filled in, the user needs to put a tick on the declaration check box and then click on 'Submit' button for final submission of the application.

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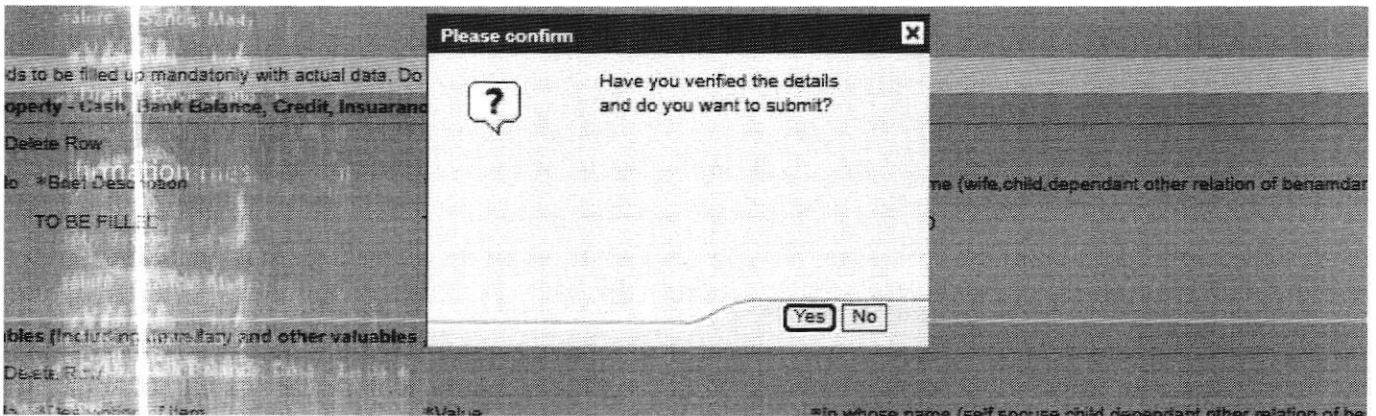
01	TO BE FILLED	TO BE FILLED	TO BE FILLED

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Full Signature:

This is a computer generated document and does not require physical signature.

A confirmation message will pop-up.



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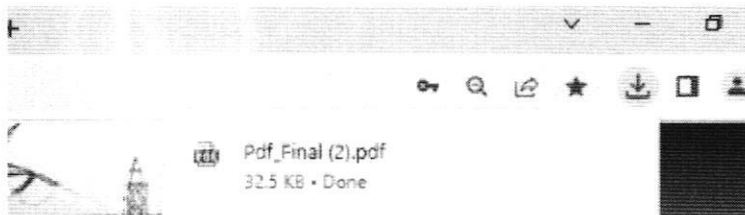
User Manual – Online Asset Declaration



- In case user has still some corrections to be made, they can click on 'No' button to stay in the same page.
- If no further changes are required, user may click on the 'Submit' button for final submission of the request.

- Asset Declaration details downloaded successfully
- Application submitted

- Application gets submitted successfully. PDF copy of the filled in application will be downloaded and stored in download folder of the PC which the user may keep as reference.
- The format of Final copy is same as the draft copy displayed above.



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User Manual – Online Asset Declaration



West Bengal State Electricity Transmission Company Limited
(A Government of West Bengal Enterprise)

Declaration of Assets

Declaration of Assets as they stood on-01.01.2024

SAP ID- 70000001

Name – Sandip Maity

Designation- Assistant Manager (HR&A)

Present Place of Posting- ALIPURDUAR CAMP OFFICE-CE2/TP

DOJ- 05.02.2020

Pay in pay matrix- 50,000.00

Level in Pay Matrix- Level-3

Probationer or confirmed- C

Application No- WBSETCL/DOA/2024/70000001

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To,
Chief Vigilance Officer
Corporate Vigilance Cell
WBSETCL
Bidyut Bhavan
Bidhannagar, Kolkata-700091

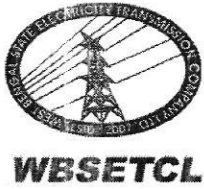
Immovable Property - Lands

Serial No.	Precise Location	Area	Name of Land	Extent of Interest	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

Immovable Property - Houses

Serial No.	Precise Location	Extent of Interest	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED

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Immovable Properties of other Description (Including, Mortgages and some other rights)

Serial No.	Brief Description	Extent of Interest	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	

Movable Property - Cash, Bank Balance, Credit, Insurance Policy, Shares, Debentures, etc.

Serial No.	Brief Description	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	

Other Movables (Including Jewellery, other Valuables, motor vehicles and other articles)

Serial No.	Brief Description	Value	In Whose Name	Date and Manner of Acquisition	Remarks
01	TO BE FILLED	TO BE FILLED	TO BE FILLED	TO BE FILLED	

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