

CIRCULAR

Sub:- Gl.Edn.-Vig.- Public Servants – Acquisition and disposal of immovable property – submission of Annual Statement for the year ending December 2011 – regarding--

As per rule 37 and 39 of the Kerala Government Servants conduct Rules 1960 all the Government servants except those in the Last Grade must submit to a statement in the form given in Appendix A, showing the details of all the immovable properties acquired or in which they have an interest, every year. If any officer has neither acquired nor relinquished or otherwise disposed of any immovable property, a certificate to this effect should be furnished.

In this connection the following guidelines are issued.

1. The Deputy Director should ensure that the Property Statements/Certificates for the year ending December 2011 from all the non-Gazetted employees are collected and kept under safe custody of the Head of each subordinate offices. A certificate to that effect should be furnished to this office on or before 29/02/2012.
2. The Property Statements/Certificate in respect of all Gazetted Officers (Including Deputy Director) should reach this Directorate on or before 29/02/2012.
3. The time limit should be strictly adhered to. Violation of the above instructions will be viewed seriously and suitable action will be initiated.



**Additional Director of Public Instruction (General)
& Vigilance Officer.**

To:

The Deputy Director of Education's.

CERTIFICATE

I..... hereby declared that I have neither acquired nor relinquished in otherwise disposed off any immovable property or any interest in immovable property during the year ended December 20.....

Station:

Date:

Signature:

Name:

Designation:

**STATEMENT OF LANDED PROPERTIES, SHARES IN COMPANIES AND OTHER INVESTMENTS
HELD BY (Name & Designation his wife, relatives or friends)
(Benami.....for the year)**

Landed property or interest in landed property															
Nature and situation of property															
Item	Wet, dry or garden	Whether with building & if so, its value	New building upto during the year (and their value) properties owned during previous year.	Survey No.	Acre	Cents	Taluk	Pakuthy or village	When and how acquired by whom and with what means	From who acquired or to whom disposed off	Nature and share	In whose name registered	Price paid received	Full particulars companies and other investment	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

I..... hereby declare that I am not possessed of or invested in any other landed property shares in companies or other investments of any kind than what is stated above either in my name or benami within the state.

Signature:
Designation: