



**ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ഹ്യൂമൻ റിസോഴ്സസ് ഡെവലപ്മെന്റ്  
പ്രജോ ടവേഴ്സ്, വഴുതക്കാട്  
തിരുവനന്തപുരം - 14**

നമ്പർ.ഇഎ1/2168/2017/എച്ച്.ആർ.ഡി

തീയതി, 13.03.2017

**പരിപത്രം**

**വിഷയം :-** ഐ.എച്ച്.ആർ.ഡി - 1960 ലെ കേരള സർക്കാർ ജീവനക്കാരുടെ പെരുമാറ്റചട്ടങ്ങൾ - ഭൂസ്വത്തുക്കളും മറ്റ് നിക്ഷേപങ്ങളും സംബന്ധിച്ച് - 2016 ലെ പത്രികാ സമർപ്പണം - നിർദ്ദേശങ്ങൾ നൽകുന്നതു സംബന്ധിച്ച്

**സൂചന:-** 30.12.2016 റം തീയതിയിലെ 1048383/എസ് എസ്3/2016/പൊ.ഭ.വ നമ്പർ സർക്കുലർ

സൂചനയിലെ സർക്കുലർ പ്രകാരം കേരള സർക്കാർ ജീവനക്കാർ ഓരോ വർഷവും മുൻ വർഷാവസാനത്തിൽ അവരുടെ സ്വന്തമായുള്ളതോ മറ്റ് ഏതെങ്കിലും അവകാശത്തിലോ ഉള്ള സ്ഥാവര വസ്തുക്കളും മറ്റ് നിക്ഷേപങ്ങളും സംബന്ധിച്ച് പത്രിക സമർപ്പിക്കേണ്ടതുണ്ട്.

ഐ.എച്ച്.ആർ.ഡിയിലെ 2016 ലെ പത്രികാസമർപ്പണത്തിന് ചുവടെ പറയുന്ന നിർദ്ദേശങ്ങൾ ഇതിനാൽ പുറപ്പെടുവിക്കുന്നു.

1. ഐ.എച്ച്.ആർ.ഡിയിലെ പാർട്ട് ടൈം കണ്ടിജന്റ് ജീവനക്കാർ ഒഴികെ ഉള്ള എല്ലാ സ്ഥിര ജീവനക്കാരും അവരവരുടെ സ്വത്തു വിവരക്കണക്കുകൾ ഉള്ളടക്കം ചെയ്തിരിക്കുന്ന മാതൃകകളിൽ പൂരിപ്പിച്ച് മുദ്രണം ചെയ്ത കവറിലാക്കി അതിൽ ഉദ്യോഗസ്ഥന്റെ പേര്, തസ്തിക, സ്ഥാപനത്തിന്റെ പേര് എന്നിവ രേഖപ്പെടുത്തി 25.03.2017 ന് മുമ്പായി സ്ഥാപനമേധാവിക്ക് സമർപ്പിക്കേണ്ടതാണ്.
2. ഇപ്രകാരം ജീവനക്കാർ സമർപ്പിക്കുന്ന പത്രികകൾ(സ്ഥാപന മേധാവിയുടെ ഉൾപ്പടെ) സ്ഥാപന മേധാവി വാങ്ങി സൂക്ഷിക്കേണ്ടതും, പത്രിക സമർപ്പിക്കാത്തവരുടെ പേരു വിവരങ്ങൾ ഐ.എച്ച്.ആർ.ഡി ഹെഡ് ഓഫീസിൽ e-mail മുഖാന്തിരം 01.04.2017 നു മുമ്പ് അറിയിക്കേണ്ടതുമാണ്.

3. ഇതോടനുബന്ധിച്ച് 18.01.2011 ലെ 3-ാം നമ്പർ കേരള ഗസ്റ്റ് വിജ്ഞാപനവും അനുബന്ധ ഫാറങ്ങളും ഉള്ളടക്കം ചെയ്യുന്നു.

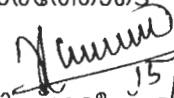
ഒപ്പ്  
ഡോ. പി. സുരേഷ് കുമാർ  
ഡയറക്ടർ

ഉള്ളടക്കം:- സൂചന പ്രകാരം

പകർപ്പ്: -

1. എല്ലാ സ്ഥാപന മേധാവികൾക്കും
2. ഡെപ്യൂട്ടി ഡയറക്ടർ
3. അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ
4. ഫിനാൻസ് ഓഫീസർ
5. എല്ലാ സെക്ഷൻ മേധാവികൾക്കും
6. സി.എ I&II
7. അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ
8. എല്ലാ ജീവനക്കാർക്കും
9. കരുതൽ ഫയൽ
10. ഓഫീസ് പകർപ്പ്

അംഗീകാരത്തോടെ

  
15/3

അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ





GOVERNMENT OF KERALA

**Personnel and Administrative Reforms (Advice-C) Department**

NOTIFICATION

G. O. (P) No. 39/2010/P&ARD.

*Dated, Thiruvananthapuram, 14th December 2010.*

**S. R. O. No. 46/2011.**—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2010.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Kerala Government Servants' Conduct Rules, 1960:—

(a) in rule 37,—

(i) for the words 'Last Grade' the words 'Part-Time Contingent Service' shall be substituted;

(ii) after the word 'immovable' and before the word 'properties' the words and symbol "and/or movable" shall be inserted.

(iii) the following provisos shall be added at the end namely:—

“Provided that the movable property worth ` 25,000 or less or as fixed by the Government from time to time need not be included in the Statement :

Provided further that once 'On-line' filing of Statements as per rule 37 or rule 39, as the case may be, is implemented in a Department, filing of the Statements in paper shall be discontinued in that Department.”

(b) in rule 39,—

(i) after the word 'immovable', occurring at two places, the symbol and word '/movable' shall be inserted;

(ii) between the word 'the' and the word 'statement', the word 'full' shall be inserted;

(iii) for the words 'certificate to that effect' the words and letters 'statement in the form in part I of Appendix A' shall be inserted;

(c) for Appendix A, the following Appendix shall be substituted, namely:—

“APPENDIX A

Statement of Immovable/Movable properties, shares in companies and other investment held by the below mentioned employee, employee’s spouse, relatives of friends (benami) for the year..... (Vide rule 37 or rule 39 of the Kerala Government Servants’ Conduct Rules, 1960)

PART I

I. Property Return Filing Authority :

II. Details of Employee

- (1) Permanent Employee Number (PEN) :
- (2) Name and initial (s) (In Block letters) :
- (3) Expansion of initial(s) :
- (4) Permanent Residential Address :
- (5) Designation :
  
- (6) Date of Birth :
- (7) Date of Entry in Government Service :
- (8) Appointing Authority :
- (9) Present Office :

III. Details of Property

- (1) Whether Immovable/Movable property acquired or disposed of during previous years ? :
- (2) If Yes, Whether details were furnished in time ? :
- (3) If the details are not furnished in time the reason for the same :
- (4) Whether Immovable/Movable property acquired or disposed of during year under report ? :

(If Yes, Please furnish details in prescribed format in Part II and/or Part III.)

Certified that details given above are true to the best of my knowledge and belief. I am aware that furnishing false information, particularly in respect of items III (1, 2, 3, 4) above will be liable to disciplinary action against me.

Station :  
Date :

Signature :  
Designation :

**PART**  
**IMMOVABLE**

**Permanent Employee Number (PEN):**

**Name of Employee :**

Serial No.	Nature of the land (Wet/Dry/Garden)	Value of Land in	Whether with building (Yes/No)	Value of building in `	New building(s) put up during the year (including extension / renovation etc.)on properties owned during previous year	Value of such building(s) in `	Survey and Sub Division Number	Extent in Acre/cents	State	District	Taluk
1	2	3	4	5	6	7	8	9	10	11	12

I hereby declare that I am not possessed of or interested in any landed

I am aware that furnishing false information will be liable to disciplinary

Station :

Date :

*Note:—*(1) A line may be used for each transaction.

(2) The properties already acquired before the year in question by a second line underneath and result shown in a third line.

## II

### PROPERTIES

Return for the Year :

Pakuthi/Village	When acquired (date)	How acquired? purchase/gift/succession/patta or others (Furnish details)	By whom acquired	With what means ? (Mode of payment/receipt) cash/cheque/draft or others (Furnish details)	From whom acquired	To whom disposed	Nature of interest (Part/Full)	Share of interest	In whose name registered	Price paid/received	Remarks
13	14	15	16	17	18	19	20	21	22	23	24

property other than what is stated above either in my name or benami.  
action against me.

Signature :

Designation :

may be shown first (in red ink preferably) in one line and new acquisition or disposals The third line will be first line in the return for the following year.

PART—III  
MOVABLE PROPERTIES

**Permanent Employee Number (PEN) :**  
**Name of Employee :**  
**Property Return for the Year :**

(a)	Full particulars of shares, debentures, Postal cumulative time deposits and cash including bank deposits owned, acquired or inherited by the employee or held by him/her either in own name or in the name of any member of his/her family or in the name of any other person.	
(b)	Movable property other than those specified in clause (a) above	
(c)	Debts and other liabilities incurred by him directly or indirectly	

I hereby declare that I am not possessed of or interested in any movable property of any kind other than what is stated above either in my name or benami. I am aware that furnishing false information will be liable to disciplinary action against me.

Station : \_\_\_\_\_ Signature : \_\_\_\_\_  
Date : \_\_\_\_\_ Designation : \_\_\_\_\_ ”

(d) In Appendix B, in serial number 1, after the words ‘Government Servant’ the words and brackets ‘with Permanent Employee Number (PEN)’ shall be inserted.

By order of the Governor,  
  
T. J. MATHEW,  
*Secretary to Government.*

**Explanatory Note**

(This does not form part of the notification, but is intended to indicate its general purport.)

Government have decided to implement on-line filing (through ‘Internet’) of Property Returns by State Government Employees. A Form having three parts conducive to the proposed on-line filing is to be introduced in the place of the existing Form under rule 37 of the

Kerala Government Servants' Conduct Rules, 1960. Provision is also to be made to file details on movable properties and for filing NIL Return.  
This notification is intended to achieve the above object.



**PROPERTY STATEMENT FOR STATE GOVERNMENT EMPLOYEES**

**FORM**

Name (in full) of Officer : \_\_\_\_\_

Designation : \_\_\_\_\_

Pay : \_\_\_\_\_

**A. IMMOVABLE PROPERTY**

(1) **LANDS**

Sl. No.	Precise location	Area	Nature of land	Extent of interest	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks

(2) **HOUSES**

Sl.No.	Precise location	Extent of interest	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks

(3) **Immovable properties of other description (including mortgages and such other rights)**

Sl.No.	Brief description	Extent of interest	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks

## B. MOVABLE PROPERTY

**(1) Cash, Bank balance, Credit, Insurance policies, shares, Debentures, etc.**

Sl.No.	Description of items	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Loans that may have been given to others	Remarks

**(2) Other movable (including jewellery and other valuable, motor vehicles, refrigerators and other articles or materials of value of Rs.4,000 and over for each item in respect of Gazetted Officers and Rs.2,000 and over for each item in respect of Non-gazetted Officers.**

Sl.No.	Description of items	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks

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

Date: .....

Signature .....

Note:-(1) The categories of assets noted in brackets in above heads are only illustrative and not meant to be exhaustive. In case of jewelleries and ornaments their total weight in totals and their cash value should be given in column 3 of Form B(2).

(2) In filling the form, endeavour should be made to provide Government with as complete a picture as possible of the Government servant's assets and no asset of appreciable value should be omitted by reason of any literal interpretation of the directions given.