

**CIRCULAR**

Sub:- Public Services - Acquisition and disposal of immovable property submission of annual returns for the year 2018 – reg.

.....

By the proceedings cited it was ordered that the works relating to obtaining and scrutinising the annual property statements of all offices in the Central(**sent to RDTE Kothamangalam**)/Northern Region (**sent to RDTE Kozhikode**) will be attended to by the respective Joint Director of the Region and that of the **Southern Region will be attended to by this Directorate.**

The attention of all Heads of Institutions is invited to Rules 34 to 43 of the Kerala Government Servants conduct Rules 1960 issued in G.O.(P)6/public dated 5.1.1960 and amendments issued. They are requested to collect and to forward the statements wherever necessary as directed below:

1. All Government servants shall submit to the respective Heads of Institutions on or before 15<sup>th</sup> January every year a statement in form given in Appendix 'A' of Kerala Services Manual Volume I, showing all the immovable properties on which they had interest at the close of the preceding year.
2. If a Government servant has neither acquired nor relinquished nor otherwise disposed of any immovable property or any interest in immovable property during 2018 he need not submit the above statement but he should submit a Certificate as follows:  
**“Certified that, I have neither acquired nor relinquished nor otherwise disposed of any immovable property during the year 2018”.**
3. All Heads of Institutions should send a return to this office the effect that all the statements of which they are custodian officers had been received by them.
4. They shall scrutinize the statements for which they are the custodian officers regarding the following points and furnish a report to the undersigned. If discrepancies are not found a 'NIL' report shall be furnished.
  - a) Whether there are any irregularities.
  - b) Whether previous sanction from the competent authority as required under rules has been obtained for acquisition/disposal if any and
  - c) Whether the value of the properties acquired is disproportionate to the known sources of income of the officer concerned.
  - d) Whether the property statement in respect of all officers under him have been received and scrutinized.

5. They shall also arrange to dispatch to the undersigned the property statements pertaining to all the gazetted officers under them including that of the head of the institution.
6. Last grade servants should furnish property statements whenever they acquired immovable property as contemplated in No.11/64/PD, dated 26.12.1966 in this regard.
7. The statements pertaining to the staff deputed from other departments (Gazetted and non-gazetted if any) should be sent without fail to the respective heads of departments and acknowledgement obtained.
8. The Heads of Institutions should forward the following details to this office.
  - a) The property statements of all Gazetted Officers.
  - b) A Certificate stating that the property statements pertaining to all gazetted officers of the institution (enclose list of officers) have been obtained and forwarded.
  - c) A Certificate stating that the property statements of all officers, for whom the head of institution is the custodian officer, have been obtained and scrutinised and that the report of scrutiny forwarded. (Enclose report).
9. The Certificates with the property statements of all Gazetted Officers should be forwarded to the undersigned **by Registered post so as to reach this office before 28.2.2019** without fail. The details should not be sent piecemeal.

The names of Heads of Institutions who fail to comply with the above instructions will be reported to Government.

**Sd/-**  
**DIRECTOR OF TECHNICAL EDUCATION (I/C)**

To

1. The Head of all Government Institutions (Southern Region).
2. The Controlling Officers in the Directorate.
3. The Joint Director, Regional Directorate of Technical Education, Kozhikode and Kothamangalam. They are requested to furnish the final report as required in the proceedings cited above.
4. E.A. Section.

