

No.CA/IPS/573/2017

Govt. Engineering College, Thrissur,
Dated: 17/01/2020.

CIRCULAR

Sub:- Public Services – Acquisition & Disposal of Immovable Property –
submission of Annual Returns for the year 2019.

Ref:- No.CA/2020/DTE dated:14/01/2020.


All HoD's are directed to furnish the land property statement of all staff members (Gazetted & Non-Gazetted) for the year 2019 to the undersigned **on or before 01/02/2020**. The respective staff members are to submit the statement in the envelope as given below.

1. A statement in form given in Appendix 'A' of Kerala Service Manual Vol.I showing all the immovable properties on which they had interest in immovable property at the closure of the preceding year. **Form will be available in the Website of GEC Thrissur.**
2. If a Govt. servant has neither acquired or relinquished nor otherwise dispose of any immovable property or any interest in immovable property during 2019, he/she need not submit the above statement, he/she should submit a certificate as follows "**Certified that I have neither acquired nor relinquished nor otherwise disposed of any immovable property during the year 2019**".



To

1. All HoD's (Circulate among all staff under your department)
2. Library
3. Part-time Office
4. Hostel Office
5. Technical Store
6. Administrative Assistant
7. Ministerial Staff


PRINCIPAL
Principal
Govt.-Engg. College
Thrissur

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 2011 (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 II
IMMOVABLE PROPERTIES

Return for the year:

Name of Employee:

Permanent Employee Number (PEN):

Serial No.	Name 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	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	
1																								

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

Note- (1) A line may be used for each transaction.
(2) The properties already acquired before the year in question may be shown first (in red preferably) in one line and new acquisition or disposals by a second line underneath and result shown in a third line. 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: