

“രേണഭാഷ - മാതൃഭാഷ”

ചീഫ് എഞ്ചിനീയറുടെ കാര്യാലയം  
തദ്ദേശ സ്വയംഭരണ വകുപ്പ്  
റവന്യൂ കോംപ്ലക്സ്, മൂന്നാം നില  
പബ്ലിക് ആഫീസ് ബിൽഡിംഗ്,  
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നം.ഇ8/2210/15/സിഇ/തസ്വഭവ

തീയതി : 14.12.2016

സർക്കുലർ

വിഷയം:- ത.സ്വ.ഭ.വ ( എഞ്ചിനീയറിംഗ് വിഭാഗം) ജീവനക്കാരുടെയും പുതുതായി സർവ്വീസിൽ പ്രവേശിക്കുന്ന ജീവനക്കാരുടെയും സ്ഥാപനങ്ങളിലെ വസ്തുക്കൾ സംബന്ധിച്ച വിവരം സേവനപുസ്തകത്തിൽ രേഖപ്പെടുത്തുന്നത് -സംബന്ധിച്ച്.

സൂചന:- ഷിനാൻസ് (പെൻഷൻ-ബി) ഡിപ്പാർട്ട്മെന്റ് ഉത്തരവ് നം.ജി.ഒ(പി) നം.171/2016/ഷിൻ.  
തീയതി, 15.11.2016

മേൽ സൂചനയിലെ സർക്കാർ ഉത്തരവ് അനുസരിച്ച് പുതുതായി സർവ്വീസിൽ പ്രവേശിക്കുന്ന എല്ലാ ജീവനക്കാരും അവരുടെ സ്ഥാപനങ്ങളിലെ വസ്തുക്കളെ സംബന്ധിച്ചുള്ള വിവരങ്ങൾ നിർദ്ദിഷ്ട പ്രൊഫോർമിൽ ജോലിയിൽ പ്രവേശിക്കുന്ന സമയത്ത് നൽകേണ്ടതാണ്. ടി വിവരം ജീവനക്കാരുടെ സേവനപുസ്തകത്തിൽ ചേർക്കുന്നതിന് നിർദ്ദിഷ്ട നിയന്ത്രണാധികാരികൾ ശ്രദ്ധ ചെലുത്തേണ്ടതാണ്. പ്രസ്തുത ഗവൺമെന്റ് ഉത്തരവും നിർദ്ദിഷ്ട പ്രൊഫോർമലും ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

  
ചീഫ് എൻജിനീയർ

സ്വീകർത്താക്കൾ

- 1) എക്സിക്യൂട്ടീവ് എൻജിനീയർമാർക്ക്, തദ്ദേശസ്വയംഭരണ വകുപ്പ് ഡിവിഷനുകൾ
- 2) സൂപ്രണ്ടിംഗ് എൻജിനീയർമാർക്ക്, എൽ.എസ്.ജി.ഡി. ( കോർപ്പറേഷൻ/ഉത്തരവ്/ദക്ഷിണ മേഖല.)
- 3) സൂപ്രണ്ടിംഗ് എൻജിനീയർ/എക്സിക്യൂട്ടീവ് എൻജിനീയർ ( പി.ഐ.യു/കെ.എസ്.ആർ.ആർ.ഡി.എ )



GOVERNMENT OF KERALA  
Abstract

Entering the details of movable and immovable properties in the Service Book - Orders issued.

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FINANCE (PENSION - B) DEPARTMENT

G.O.(P).No.171/2016/Fin. Dated, Thiruvananthapuram, 15.11.2016

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Read:- Letter no: G2-8799/2012 dated 11.07.2012.

**ORDER**

The Director, Vigilance and Anti Corruption Bureau vide letter read 1<sup>st</sup> above have sought Government approval regarding entering the details of landed, movable and immovable properties owned by an employee before joining in the Government Service in the Service Book in order to make it easier for the investigating agencies to understand the details of assets and to avoid delay in calculating disproportionate assets if any.

2. Government have examined the matter in detail and are pleased to order that all Government servants shall furnish the details regarding their movable and immovable properties at the time of joining service in the Service Book in the format appended.

3. The date of effect shall be from the date of this Government Order.

4. Necessary amendments to relevant rules in Part III, KSRs will be issued separately.

By Order of the Governor,  
Dr. K.M.Abraham  
Additional Chief Secretary(Finance).

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.  
The Principal Accountant General (G&S SA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
All Heads of Departments and Offices.  
All Departments (All Sections) of the Secretariat including Law Department.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L).  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L).  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.  
The Secretary to Governor.  
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition and Government Chief Whip.  
The Private Secretaries to Chief Minister and other Ministers.  
The Additional / Deputy Secretary to Chief Secretary.  
The Secretary, Ombudsman for Local Self Government Institutions, Thiruvananthapuram.  
The Secretary, Kerala State Human Rights Commission, Thiruvananthapuram.  
The Registrar, University of Kerala/ Cochin/Calicut (with C.L).  
The Registrar, Mahatma Gandhi University, Kottayam (with C.L).  
The Registrar, University of Kannur, Kannur (with C.L).  
The Registrar, Kerala Agricultural University, Thrissur (with C.L).  
The Registrar, Kerala Veterinary and Animal Sciences University, Wayanad (with C.L).  
The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L).  
The Registrar, Kerala University of Health and Allied Sciences, Thrissur (with C.L).  
The Registrar, Fisheries University, Ernakulam (with C.L).  
The Registrar, Malayalam University, Tirur, Malappuram (with C.L).  
The Registrar, High Court, Ernakulam (with CL).  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Director of Treasuries, Thiruvananthapuram.  
The Director, Information and Public Relations, Thiruvananthapuram.  
The Managing Directors/General Managers of all Government Companies/ Boards/Corporations/ Autonomous Bodies.  
The Advocate General, Kerala, Ernakulam.  
The Chief Information Commissioner, Kerala, Thiruvananthapuram.  
All District Treasury Officers/Sub Treasury Officers.  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in) for publishing on the website.  
Stock File / Office Copy.

Forwarded/By Order



Section Officer

**STATEMENT OF PROPERTIES TO BE FILED ON ENTRY INTO  
GOVERNMENT SERVICE**

**PART I**

A			
1	Name and Initials of the Employee		
2	Date of Birth		
3	Designation		
4	Permanent Employee Number (PEN)		
5	Permanent Account Number (PAN)		
6	PRAN		
7	Permanent Residential Address		
8	Present Residential Address		
9	Date of Entry into service		
10	Present Pay		
11	Parent Department		
12	Present Office		
13	Appointing Authority		
B Details of Family Members			
1	Name of Father		Occupation
2	Name of Mother		Occupation
3	Name of Brothers		
	1.		Occupation
	2.		Occupation
4	Name of Sisters		
	1.		Occupation
	2.		Occupation

5	Name of Spouse		Occupation	
6	Name of Children			
<b>C. Details of Movable Properties</b>				
i	In own name			
ii	In the name of spouse			
iii	Bank Accounts(in Scheduled Commercial Banks/Co-operative Banks)			
a	In own name			
b	In the name of the spouse			
iv	Shares			
a	In own name			
b	In the name of the spouse			
c	In the name of children			
v	Other Investments:			
a	In own name			
b	In the name of the spouse			
vi	Debts and other liabilities if any in Public sector/Private sector/Co-operative Financial institutions, in own name/in the name of spouse			
D	Details of Business Activities in Own Name/Name of Spouse/other immediate family members. (type of Business/ Location/Annual Turn Over/liabilities)			

PART-II

DETAILS OF IMMOVABLE PROPERTIES

(In own Name/in the name of the Spouse/Ancestral undivided property to be furnished)

Sl. No	Character of Land (Wet/Dry/Garden)	Value of land	Whether with Building	Value of Building	Survey No. and sub-division No.	Arva (in Acre/Cents)	State	District	Taluk	Village	Annual Income from the Property	Nature of title held
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Certified that the details given above are true to the best of my knowledge and belief. I am aware that furnishing of false information will invite disciplinary action against me.

Station :

Date :

Signature :

Name :