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Office of the Director of Public Instruction  
Thiruvananthapuram, Dated: 05.01.2016

**CIRCULAR**

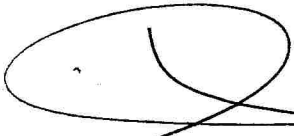
**Sub:-** General Education – Vigilance- Public Servants – Acquisition and disposal of immovable property – Submission of Annual Statement for the year ending December 2015 - Reg.

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 a statement in the form given in Appendix A, showing the details of all the movable and 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 movable and 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/Certificate for the year ending December 2015 from all the non-Gazetted employees are collected and kept under safe custody of the Heads of each subordinate office. A certificate to that effect should be furnished to this office on or before 28.02.2016.
2. The Deputy Directors of Education/The Joint Commissioner, office of the CGE/The Director SSA, SCERT, IT@ School are directed to collect the property statements of Gazetted Officers under their control and submit to this office on or before 28.02.2016 in a sealed cover. A certificate to that effect should be furnished to this office along with the statements.

3. The time limit should be strictly adhered to. Violation of the above instruction will be viewed seriously and suitable action will be initiated.

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

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**To:**

**The Deputy Director of Education's** , *Handwritten initials*

**Copy To:**

- 1) CA to Director of Public Instruction, Additional Director of Public Instruction (General), Additional Director of Public Instruction (Academic), Senior Law Officer, Senior Administrative Officer, Joint Director, Chief Planning Officer, Joint Commissioner
- 2) All the Unit officers and Section Heads in this Directorate.
- 3) Deputy director of Education (Employment), Project officer and Deputy Director of Education (QIP).
- 4) The State Librarian, Thiruvananthapuram Public Library.
- 5) The Text Book Officer, Thiruvananthapuram.
- 6) The Secretary to CGE, Pareeksha Bhavan, Thiruvananthapuram.
- 7) The State Project Director, SSA.
- 8) The Chief Instructor RILT, Thiruvananthapuram.
- 9) The Chief Instructor HTTI, Ramavarmapuram, Trissur.
- 10) The Director SCERT, Thiruvananthapuram.
- 11) The Executive Director IT@School, Thiruvananthapuram.
- 12) Secretary cum Treasurer, Kerala School Teachers & Non-teaching Staff Welfare Corporation.

CERTIFICATE

..... hereby declare  
that I have neither acquired nor relinquished in otherwise disposed off any  
movable or immovable property or any interest in movable or immovable property  
during the year ended December 2015

Station

Date

Signature

Name

Designation

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

Landed property or interest in landed property																
Nature and situation of property																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
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, to whom disposed off	Nature and registered	In whose name registered	Price paid received	Full particulars companies and other investment	Remarks	

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:**

**Date:**