The Kerala Govt Servants’ conduct (Amendment) Rules, 2018

File No. AHD/15/2019-X4
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: Signature:
Date: Designation:
PART – III

MOVABLE PROPERTIES

<table>
<thead>
<tr>
<th>Permanent Employee Number (PEN)</th>
<th>Name of Employee</th>
<th>Property Return for the year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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:
### PART II

**IMMOVABLE PROPERTIES**

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Permanent Employee Number (PEN):</th>
<th>Name of Employee:</th>
<th>Return for the year:</th>
</tr>
</thead>
</table>

|  | Name of the land (Wet/Dry/Garden) | Value of 1 Positive in Rs. | Whether with building(s) (Yes/No) | Value of building in Rs. | New building(s) put up during the year (including extension, renov. etc) on properties owned during previous year | Extension in Acre/Cents | Survey and Sub Division Number | Paksh/Village | State | District | Taluk | When acquired (date) | How acquired? (Purchase/gift/cessation/patta or others) | By whom acquired | With what means? (Mode of payment/receipt/cash/cheque/draft or others) | 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: ____________________________

Date: ____________________________

Signature: ____________________________

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.
GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Advice-C) Department

NOTIFICATION

G. O. (P) No. 16/2018/P&ARD.

Dated, Thiruvananthapuram, 8th November, 2018.

S. R. O. No. 831/2018.—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:

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RULES

1. Short title and commencement.—(1) These rules may be called the Kerala Government Servants’ Conduct (Amendment) Rules, 2018.

(2) They shall come into force at once.

2. Amendment of the Rules.—In the Kerala Government Servants’ Conduct Rules, 1960,—

(a) after rule 23, the following rule shall be inserted, namely:—

"23 A. Entering the details of movable and immovable properties in the Service Book/Gazetted Entitlement Register.—Every Government Servants shall at the time of joining the Government service, furnish the details regarding his movable and/or immovable properties in the form in Appendix-C for entering in the Service Book/Gazetted Entitlement Register maintained by the Audit Officer, as the case may be."

(b) after Appendix-B, the following Appendix shall be inserted, namely:—
### Appendix C

*(See Rule 23 A)*

**STATEMENT OF MOVABLE/IMMOVABLE PROPERTIES TO BE FILED ON JOINING THE GOVERNMENT SERVICE**

### Part I

**A. Details of Employee**

1. Name and Initials of the Employee
2. Date of Birth
3. Designation
4. Permanent Employee Number (PEN)
5. Permanent Account Number (PAN)
6. Permanent Retirement Account Number (PRAN)
7. Permanent Residential Address
8. Present Residential Address
9. Date of Entry in Government Service
10. Present Pay
11. Parent Department
12. Present Office
13. Appointing Authority
### B. Details of Family Members

<table>
<thead>
<tr>
<th></th>
<th>Name of</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Father</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mother</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Brothers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sisters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Children</td>
<td></td>
</tr>
</tbody>
</table>

### C. Details of Family movable properties

<table>
<thead>
<tr>
<th></th>
<th>In own name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>In the name of spouse</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bank Accounts (in Scheduled Commercial Banks/Co-operative Banks)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) In own Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) In the Name of the spouse</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Shares</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) In own Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) In the Name of the spouse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) In the Name of children</td>
<td></td>
</tr>
<tr>
<td>5. Other investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) In own Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) In the Name of the spouse</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 6. 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)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Character of Land (Wet/Dry/Garden)</th>
<th>Value of Land (in ₹)</th>
<th>Whether with Building (in ₹)</th>
<th>Value of Building</th>
<th>Survey No. and subdivision No.</th>
<th>Area (in Acre Cents)</th>
<th>State</th>
<th>District</th>
<th>Taluk</th>
<th>Village</th>
<th>Annual Income from the Property (in ₹)</th>
<th>Nature of title held (full/Part)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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:

By order of the Governor,

DR. A. JAYATHILAK, IAS.,
Principal Secretary.
Explanatory Note

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

As per G. O. (P) No. 171/2016/Fin. dated 15th November, 2016, the Government have directed that all the Government Servants shall, at the time of joining the Government Service, furnish the details regarding their movable and immovable properties in the format appended to the said Government Order for being recorded in the Service Book. Hence the Government have decided to amend the Kerala Government Servants' Conduct Rules, 1960 suitably to incorporate such a provision in the said Rules.

The notification is intended to achieve the above object.