

D3-119/2020

Forest Headquarters,
Vazhuthacaud,
Thiruvananthapuram - 695 014.
Kerala, India.
Phone : office: 0471 – 2529117
Email: apccf-admin.for@kerala.gov.in
Dated: 06.01.2020

From

Additional Principal Chief Conservator of Forests
(Administration),
Thiruvananthapuram.

To

All Principal Chief Conservator of Forests.

All Additional Principal Chief Conservator of Forests.

All Chief Conservator of Forests / Conservator of Forests /
Field Directors.

All Wildlife Wardens / Divisional Forest Officers /
Deputy Directors / Working Plan Officers/ Assistant Conservator of Forests.

Sir,

Sub:- Forest and Wildlife Department – Submission of Landed Property
Statements for the year 2019 – Orders issued - reg.

Ref:- 1. GO (P) No.171/2016/Fin., dated 15.11.2016.
2. GO (P) No.39/2010/P&ARD, dated 14.12.2010.

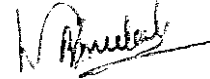
Please refer to the above. Government vide reference 1st cited has ordered to enter the details of land, moveable and immovable properties of all Government servant at the time of joining service in the Service Book in the prescribed format from 15.11.2016. All Government Servants shall furnish their landed property statements (including moveable and immovable property statements (including moveable and immovable properties) on or before 15th January every year as per reference 2nd cited. Therefore all appointing authorities in the department are requested to comply above orders.

2. In addition to the above, all controlling officers up to Range Forest Officer in the Department are requested to ensure that the Landed Property Statements (details of land, moveable and immovable properties) for the year 2019 are obtained from all the Non-Gazetted employees (excluding last grade) under their control not later than 15th January 2020 in the forms (Par-I, II & III) attached to this letter. The controlling officers shall ensure that the property statements in the format for the year ending December 2019, from all the Non-gazetted employees are collected and kept under safe custody of the Head of Offices up to Division level. A certificate to the effect shall be furnished to this office on or before 31st January 2020. Model of the same attached.

3. The Landed Property Statements of all Gazetted Officials under Region / Circles / Divisions / Ranges shall be collected by the concerned circles together and submitted to the undersigned so as to reach this office on or before 31st January 2020. The compliance report together with the details of officers who have not submitted Landed Property Statements pertaining to Regions / Circles / Divisions / Range Forest Offices may be submitted to the undersigned on or before 5th February 2020.

Yours faithfully,

Encl: Landed Property Statement (Part I, II, III)
Copy of Certificate



For Additional Principal Chief Conservator of Forests
(Administration)

Copy to : (1) 'B' Section / 'E' Section / 'F' Section / 'Pension' Section / 'H' Section,
Record Section / Fair copy Section / Tapal Section etc. for information and
further action.

(2) The Assistant Conservator of Forests to publish the same in department
website



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 2019 (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 - 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:

PART II
IMMOVABLE PROPERTIES

Permanent Employee Number (PEN):

Name of Employee:

Return for the year:

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	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

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.

Office of the

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No.....

Dated: /01/2020

CERTIFICATE

The annual property statements (both moveable & immoveable) for the year 2019 I am deputed to receive have been obtained, scrutinised and no dubious cases have been discovered / dubious cases discovered have been reported to the Chief Conservator of Forests,circle,..... / Additional Principal Chief Conservator of Forests (Administration), Forest headquarters, Thiruvananthapuram separately through D.O. Letter No. dated:

Place :

Signature :

Date :

Name & Designation :