



UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A' Grade)

No. Ad.A.VI/1/Misc/KERALA LOK AYUKTA/2018

Dated: 21.02.2018

C I R C U L A R

Sub: Kerala Lok Ayukta—Statement of Assets and Liabilities of staff—reg.

As per section 22 of the Kerala Lok Ayukta Act, the staff of the University (except class IV Employees) shall once in two years, submit the statements of their Assets and Liabilities and those of the members of their family in the prescribed forms to the Registrar, Kerala Lok Ayukta.

Explanation: In this Section 'family' means the spouse and such children and parents of the Public Servant who are dependent on him/her.

The staff of the University [Vice-Chancellor, Pro-Vice-Chancellor, Statutory Officers, Teachers and employees (except Class IV employees)] are therefore requested to furnish the details of statements of Assets and Liabilities as on 01.01.2018 in the prescribed forms and forward the same to the Registrar, University of Kerala **on or before 13.04.2018** for submission before the Lok Ayukta.

The following guidelines be followed in this regard:

1. The Heads of the Departments/Offices shall collect the above statements from the Teachers/Employees.
2. The Deputy Registrars of the University Office shall collect the above statements from the employees of their respective sections.
3. The Private Secretaries to Vice-Chancellor, Pro-Vice-Chancellor, Personal Assistants to the Statutory Officers shall collect the above statements from the Vice-Chancellor/ Pro-Vice-Chancellor, Statutory Officers respectively and forward the same along with the statements of other employees in their respective offices.
4. The Joint Registrars and Deputy Registrars of the University Office shall forward the statements to Registrar, University of Kerala.
5. Copies of the prescribed forms (Forms A, B & C) are available on request from the General Store, University Office, Senate House Campus, Thiruvananthapuram.
6. **Statements received after 13.04.2018 will not be forwarded to the Registrar, Kerala Lok Ayukta.**
7. Contents of the circular shall be brought to the notice of all concerned.

Sd/-
REGISTRAR

Copy to:

1. PS to VC/PVC
2. PA to Registrar/CE/FO/DPD
3. All Heads of Departments/Offices in the University
4. All Branch Officers/Section Heads in the University
5. JR, Admn. Unit, Kariavattom
6. P.R.O
7. Officers in charge of DOICs/TICs/Teacher Education Centres/Study Centres
8. Stock File/File Copy

Form A
(See Rule 2)

Statement of assets and liabilities filed by
.....(name and designation of the
public servant) for the period to

1. Name :

2. Permanent address with Telephone No.,
if any :

3. Name of the members of the family and
his relationship :

4. Present monthly income :

5. Liabilities :

(a) Nature extent and other
particulars of liability and
the date when it was incurred :

(b) Nature and address of the
person to whom the public
servant is liable :

I, do solemnly declare that the information
furnished above is true and that nothing has been omitted therefrom.

Signature of the Public Man

Form B
(See Rule 2)

STATEMENT OF MOVABLE PROPERTIES OF PUBLIC MAN AND MEMBERS OF HIS FAMILY

Details	Owned or acquired by whom	Date of acquisition	Source of acquisition (by purchase or inheritance, gift mortgage or any other source)
(1)	(2)	(3)	(4)

- (a) Jewellery and Bullion
- (b) Vehicles
- (c) Video Casette Players
- (d) Refrigerators
- (e) Air Conditioners
- (f) Television sets
- (g) Video Cassette Recorder
- (h) Antiques
- (i) Silverware
- (j) Business concerns
- (k) Livestock
- (l) Other Household goods including furniture costing more than Rs. 5,000 each

(1)

(2)

(3)

(4)

Cash and other Liquid Assets :

- (a) Cash
- (b) Bank Deposits
- (c) Bank Accounts
- (d) Post Office Accounts
- (e) National Savings Certificates
and other certificates and other
certificates obtained through
the post office
- (f) Units of Unit Trust of India
- (g) Government Securities and
other Securities
- (h) Shares, Debentures or Deposits
in Companies
- (i) Money advanced to others as loan
or otherwise
- (j) Insurance Policies and Provident Fund
- (k) Other investments not being investments in
immovable property

Note :- The above details should indicate the date, cost and source of acquisition, the particulars of the assests sufficient to identify them and the persons with whom or place where they are kept.

STATEMENT OF IMMOVABLE PROPERTIES OF PUBLIC MAN AND MEMBERS OF HIS FAMILY

(1) Name of the District, Taluk and Village in which property is situated	(2) Name and details of property House and other buildings	(3) Lands Nature and extent	(4) Present value	(5) Acquired by whom	(6) How acquired whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person, persons from whom acquired	(7) Annual Income from property	(8) Remarks

Note.—Family includes the spouse and such parents, unmarried sisters and children of the public man as are dependent on him/her.

Signature :
Full Name and address :