CIRCULAR

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 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Form B
(See Rule 2)

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

<table>
<thead>
<tr>
<th>Details</th>
<th>Owned or acquired by whom</th>
<th>Date of acquisition</th>
<th>Source of acquisition (by purchase or inheritance, gift mortgage or any other source)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

(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
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 assets sufficient to identify them and the persons with whom or place where they are kept.


<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property</strong></td>
<td><strong>Income from</strong></td>
<td><strong>Notes</strong></td>
<td><strong>Inventoried by</strong></td>
<td><strong>Value of</strong></td>
<td><strong>Other buildings and structures</strong></td>
</tr>
<tr>
<td>(g)</td>
<td>(h)</td>
<td>(i)</td>
<td>(j)</td>
<td>(k)</td>
<td>(l)</td>
</tr>
</tbody>
</table>

**Statement of Irremovable Properties of Public Man and Members of His Family**