

Endorsement on B1-142/2022 dated 05.01.2022 of the District Court, Kozhikode.

Copy of the Official Memorandum is communicated to the undermentioned Judicial Officers for information and necessary action.

(By Order)

Sheristadar
B1

To

1. The II Addl. District & Sessions Judge/Forest Tribunal, Kozhikode.
2. The III Addl. District & Sessions Judge, Kozhikode.
3. The IV Addl. District & Sessions Judge, Kozhikode.
4. The V Addl. District & Sessions Judge, Kozhikode.
5. The Special Addl. Sessions Judge (Marad Cases), Kozhikode.
6. The Addl. District Judge (For the trial of cases related to atrocities and Sexual Violence towards Women & Children), Kozhikode.
7. The Special Judge (NDPS Act Cases), Vadakara.
8. The Special Fast Tract Judge, Kozhikode/Koyilandy.
9. The Principal Sub Judge, Kozhikode.
10. The Sub Judge, Vatakara / Koyilandy.
11. The Principal Munsiff- I / II, Kozhikode.
12. The Munsiff, Koyilandy / Vatakara / Nadapuram.
13. The Munsiff-Magistrate, Perambra / Payyoli.
14. The Nyayadhikari, Gram Nyayalaya, Koduvally at Thamarassery.
15. The Nyayadhikari, Gram Nyayalaya, Kunnummal at Kuttiady.

Copy to:

1. The Senior Superintendent, District Court, Kozhikode.
2. The Junior Superintendent I / II / III / IV, District Court, Kozhikode.
3. The Seat B1(a), B5, District Court, Kozhikode.



THE HIGH COURT OF KERALA



Ernakulam-682031

Email: isec.hc-ker@gov.in

Phone: 0484-2562960

Fax: 0484 2391720

Date:04-01-2022

I-4/71037/2021

OFFICIAL MEMORANDUM

Sub:Government Servants Conducts Rules 1960 - Landed Property statements of Judicial Officers, Gazetted Officers and Non - Gazetted Officers of District Judiciary for the year 2021 - reg.

- Ref:- 1.Rule 37 & 39 of Government Servants Conduct Rules, 1960.
2.Government Circular No.1000/SC.1/2017/ GAD((SC) dtd 26/12/2017
3.High Court OM No.I-4/61973/2020 dated 08.12.2021, 06.01.2021and 07.01.2021 and OM No (2 nos.) I-4/71037/2021 dated 27.11.2021

All Judicial Officers of Kerala Judicial Service and Kerala Higher Judicial Service including the Judicial Officers on deputation to other services and staff of District Judiciary are hereby requested to submit the annual property statement showing all movable and immovable properties, stood possessed by them or properties in which they had an interest during the year 2021, through on-line mode on or before 15th January 2022.

All District Judges and Chief Judicial Magistrates are requested to instruct the Judicial Officers and Employees (except those in the Part-Time Contingent Service) under their administrative control to file their Annual Property Statement on time. The officers are also requested to instruct them to contact the Master Trainers and Nodal Persons concerned for clarifications in on-line filing, password resetting etc.

*Copy to
4.1.22*

(By Order)

M.R. Radhakrishnan
M.R. Radhakrishnan
Assistant Registrar

To
All the Principal District Judges
All the Chief Judicial Magistrates

Copy To
The Law Secretary to Government, Government of Kerala, Thiruvananthapuram
Tribunal for Local Self Government Institutions, Thiruvananthapuram

Instructions for online filing of Annual Property Statement

1. Open the web browser (Mozilla Firefox/Google Chrome) on your desktop.
2. Type **hckerala.gov.in** in the address bar to open the official web portal of the High Court of Kerala.
3. Click on the link **Login** at the right hand top corner of the Home Page of the web portal. The **ADMINISTRATOR LOGIN** page will open.
4. Input your **Username, Password** and the **displayed Captcha** to login. PEN is the Username.
5. Furnish details of Immovable Properties acquired/disposed of current year under the tab **Immovable Properties** in the **Profile** menu.
6. Furnish details of **Movable Properties** acquired/disposed of under the tab **Movable Properties** in the **Profile** menu.
7. If you have furnished details of **Immovable/Movable** Properties in previous years, you have to update newly added mandatory details by clicking edit option.
8. After updating the items mentioned above, click on the **Property Statement** menu on your dashboard. The Property Statement form will open in a new window in your browser. The Form has 4 Parts. If the Part II **Details of Employee** is correct, click the **Confirm** button at its bottom.
9. Only after clicking **Confirm** button at the bottom of Part II that you will be able to complete other Parts of the Property Statement Form.
10. You can view the details already submitted by clicking on the download icon at the right hand side on the blue bars of Part III and Part IV. If you have entered the details of Immovable Properties and Movable Properties as required, agree to the declaration and Confirm Part III and Part IV.
11. Once you are sure that you are ready to submit the Annual Property Statement, click the **Submit** button at the bottom. After submission, statement number and **acknowledgement** will be available on the screen as well as on your dashboard. You can take printout for keeping as a record.
12. Once Submit button is clicked, no change can be made to the statement.
13. Before clicking Submit button at the bottom, you can log out of the process at any

time by clicking on the button **Sign out** at the top of the screen. You can sign in again and continue from where you left.

14. Before clicking Submit button at the bottom, you can preview the statement at any time by clicking on the button **Statement Preview** out at the top of the screen.

15. After submitting the statement, return to your dashboard and sign out by clicking on your name at the right hand top corner of the screen.

16. Contact A Section, High Court for assistance.

The Legal Advisor & Disciplinary Enquiry Officer, KSEB, Thiruvananthapuram
Kerala Co-operative Tribunal, Thiruvananthapuram
The Secretary, Kerala Legislative Assembly
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram
The Judicial Member, KVAT/AIT/STAT (Addl.Bench), Thiruvananthapuram
Kerala Value Added Tax Appellate Tribunal, Addl.Bench, Kottayam
The Joint Secretary (Suits), Thiruvananthapuram
The Director, ADR Center, Ernakulam
The Director, Kerala Judicial Academy, Ernakulam
The Addl.Director, Kerala Judicial Academy, Ernakulam
The Member Secretary, KELSA, Ernakulam
The Secretary, DLSA, Ernakulam
The Chairman, Agricultural Income Tax and Sales Tax Appellate Tribunal, Ernakulam
The Judicial Member, KVAT/AIT/STAT (Addl.Bench), Kozhikode
The Chairman, state Wakf Tribunal, Kozhikode
The Deputy Director, Kerala Judicial Academy, Ernakulam
The Joint Registrar, IT Directorate, High Court
The Deputy Registrar, Kerala Administrative Tribunal, Thiruvananthapuram
The Deputy Registrar, Lok Ayukta, Thiruvananthapuram
The Assistant Director, Kerala Judicial Academy, Ernakulam
The Deputy Registrar, Kerala Administrative Tribunal, Ernakulam Bench
CA to Registrars, High Court of Kerala
CA to IT Director, High Court of Kerala

Note: Reply if any, shall be addressed to the Registrar (District Judiciary), High Court of Kerala, Kochi 31 or may also be sent to the e-mail ID shown above.