



## GOVERNMENT OF KERALA

### Abstract

**General Administration -Electronics Records System (E.R.S.)- Filing of Property Return Statement through 'Online' (Internet) - Digitizing old Records- orders issued.**

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### GENERAL ADMINISTRATION (SS) DEPARTMENT

G.O. (Ms.) No. **32/2007/GAD**. Dated, Thiruvananthapuram, **24.01 2007**

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Read: - 1. Government Circular No. 53000/SS3/2006/GAD. Dated 09.01.2007.

2. Letters No.NIC-KLSC-ASG4-SPARK dated 10.11.2006 and 23.01.2007 from the Technical Director, National Informatics Centre (NIC), Thiruvananthapuram

### ORDER

As per Rule 37 of the Government Servants Conduct Rules 1960, every Government Servant, except those belonging to the Last Grade, must submit to Government a statement not later than 15th January each year, showing all the immovable properties of which he stood possessed or in which he had an interest at the close of the preceding calendar year.

The annual Property Returns of an employee is a very important document as it has ample relevance in keeping transparency of various transactions. It is to be closely monitored from entry to retirement of an employee. As far as an employee is concerned this document has to be kept in safe custody for an average period of about 25-30 years. The present system of up keeping the documents in papers leads to the gradual ruin of records resulting in loss of data. Physical damage and deterioration of the data/document is the most common cause of information loss. Retrieval of a record often proved to be a laborious process due to voluminous paper work involved. Government is of the view that computerizing/digitizing documents and other connected registers would yield good result. Hence Government are pleased to order that the Property Returns filed hitherto by the officers, which are kept in the G.A. (SS) Department will be digitized and kept as **E-records**.

Further to this, Government have decided, in principle, to implement **online filing (through Internet)** for submitting Property Returns Statements by the State Government employees. As a pilot project, it has been decided that the employees, who are liable to file their Returns in the **General Administration (SS) Department** will have to file their Returns through '**online**' from this year (2007) onwards. Instructions were issued in this regard in Govt. Circular read as first paper above. The National Informatics Centre, Thiruvananthapuram has been entrusted with the task of designing software for the purpose and accordingly the N.I.C. has furnished the details pertaining to filing the Returns through '**Online**', as per letters read as second paper above.

Government have examined the proposal in detail and are pleased to order that the employees belonging to General Administration Department, Finance Department and Law Department who are liable to file their Property Return Statements to General Administration (SS) Department shall file their Property Returns Statements through **Online** from this year onwards. Adequate provisions have been included in the new system for keeping the secrecy of the documents filed. Guidelines for filing the Statements through **Online** will be issued separately.

Government also order that filing of Property Return Statements will be made **Online** in all Departments in the State in a phased manner.

**By Order of Governor**

**Thomas C George,  
Additional Chief Secretary**

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries  
All Additional Secretaries/Joint Secretaries/ Deputy Secretaries/Under Secretaries (including Law, Finance Departments)/All Sections in the Secretariat (including Law, Finance Departments)  
Private Secretary to Chief Minister/All Private Secretaries to Ministers  
All Heads of Departments  
The Secretary, Kerala Legislative Assembly, TVPM  
The Secretary, Kerala Public Service Commission, TVPM  
The Registrar General, High Court of Kerala  
The Advocate General, EKM.  
The Secretary to Governor, Rajbhavan, TVPM  
Commissionerate of Rural Development Department/ The State Election Commission, TVPM  
Public Relations Department/State Information Commission  
The Resident Commissioner, Kerala House, New Delhi  
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Forwarded by Order

Section Officer

