

KERALA POLICE ACADEMY, THRISSUR

INSTRUCTIONS TO RECRUIT TRAINEES

A. Instructions for Filling Bond Form-I

- a. Bond in the proforma attached (Form-I) should be typewritten in stamp paper worth Rs. 1000/- and attested by two sureties. The candidate and both the sureties must signed in all pages. Instruction regarding filling up the blanks in the bond form are given in the brackets. These instructions shall not be typed on the stamp paper on which the bond is prepared.
- b. Solvency certificates separately in respect of each of the two sureties. If the sureties are Government servants, Solvency Certificate can be in Form-II (based on salary income) or in Form-III based on income from landed properties). If the surety is not a Government servant the solvency certificate should be in Form-III.
- c. Certificate of attestation of the signature of each of the sureties in Form-IV. This certificate should be signed by an officer of and above the rank of Sub-Inspector of Police Serving in the Kerala Police Force.

B. Joining Instructions

1. An amount of Rs. 8,000/- shall be deposited towards stitching of uniforms. Besides this an amount of Rs. 5000/- as Mess Advance and Rs. 2500/- as Canteen Advance will be collected from each Cadet on the day of reporting. Sufficient money may be brought to meet other initial expenses.
2. Cadets may inform his parents, relatives and friends that guests are allowed to visit him in the Kerala Police Academy (KEPA) only on the holidays, that too with the permission of concerned authority. However, the Academy does not encourage frequent visits of relatives and friends.
3. No leave of any kind is granted during training except under very exceptional circumstances, Cadet is advised to reschedule family function; where the presence of the cadet is essential. The cadet will not be permitted to move out of the Kerala Police Academy campus under any pretext.

C. Accommodation

1. The cadets will stay in the Academy barracks.
2. The cadets shall endeavour to keep the building, its premises and toilet area at a very high standard of neatness and cleanliness.
3. Cadets shall not leave the room/barrack and building for any purpose other than those permitted by the Academy authorities.
4. Playing cards and musical instruments, electronic audio video equipments, talking in loud noise, etc are prohibited.
5. Possession and consumption of any type of alcoholic drinks or intoxicants and smoking are strictly prohibited.

6. The Cadets are advised not to accept any food items brought by visitors. No food item will be brought from outside barrack and consumed there. Additional food requirement if any may be done from the Canteen only.
7. Wearing precious jewellery is prohibited. Cadet shall ensure the security and safety of cash and valuables with him by keeping it under lock and key. However, keeping cash and other valuables more than what is necessary is not allowed. No contraband articles of any sort are permitted to be kept by any Cadet. Any violation will lead to initiation of stringent disciplinary action.
8. Cadets are not permitted to bring their own vehicles/put vehicles inside the Academy campus.

D. Mess

1. The Cadets must take their food from the mess in Academy only.
2. The Cadets shall attend the mess in the prescribed dress order.
3. Cadets will observe strict decency and decorum in the mess hall.

E. Dress Order

- (a) Indoor classes: Khaki Pants, Khaki full sleeved shirt, Khaki Baret Cap, Brown Leather Belt, Brown Oxford Shoes, Khaki Nylon Socks.
- (b) Outdoor: Khaki Baret Cap, Khaki Half Sleeved Shirt, Khaki Shorts, Web Belt, Black Boot, Hose Tops, Half Patties, Khaki Woolen Socks.
- (c) Physical Training: White Half Sleeved Vest, White Shorts, White Canvas Shoes, White Socks.
- (d) Mess: Shirt, Pants, Shoes, Socks.

FORM-I

**FORM FOR THE EXECUTION OF CONTACTS BY THE RECRUITS TO
THE POLICE FORCE**

1. Article of agreement executed on this the day of
(in words date, month and year) between Sri. (Name of
the candidate) aged years, S/o Sri..... (with full
address) hereinafter called the Bounden and Sri. (Name and Address of
surety 1) and Sri. (Name and Address of Surety 2) hereinafter called
the sureties on one part and the Governor of the State of Kerala hereinafter called "the
Government" on the other part.
2. Whereas the Bounden has been recruited as **Sub Inspector of Police (Trainee) in Kerala Civil
Police Cadre** in the Kerala Police Department.
3. And whereas the bounden has been selected to undergo training in the **Kerala Police Academy,
Thrissur**.
4. And whereas the Government have agreed to pay the bounden during the period of the said
training a sum of **Rs. 45,600/- (Rupees forty five thousand and six hundred only) (which is
the minimum in the scale of pay of Rs. 45,600 – 95,600 admissible to the post of Sub
Inspector of Police) per mensem as stipend.**
5. And whereas the bounden and sureties have agreed to the terms and conditions hereinafter
appearing and to serve the Government in the Police Force after completion of his training for a
minimum period of 5 years or till his services are terminated by the Government or the
Department.
Now in the presence of witness as follows:
6. In consideration of the Government selecting the bounden for the said training and agreeing to
give the bounden during the period of his said training a sum of **Rs. 45,600/- (Rupees forty five
thousand and six hundred only) (which is the minimum in the scale of pay of Rs. 45600 –
95,600 admissible to the post of Sub Inspector of Police)** to meet his personal expenses and the
cost of his said training, the bounden hereby agrees that he will successfully complete the
training within the stipulated period and that he will after such successful training, serve the
Government, if required to do so in any capacity consistent with his qualification and experience,
for a minimum period of 5 years or till his services are terminated by the Government or the
Department.
7. In the event of the bounden not conforming to the instructions conveyed to him
regarding the said training or of adverse reports regarding his conduct the course of the training
or in the event of the bounden not successfully completing the course of training within the
stipulated period or on the completion of the said training refusing to serve the Government as
called upon by the Government in any capacity consistent with his qualification and experience
for a minimum period of five years or in the event of the bounden deserting the Police Force
before the expiry of the said period of five years, the bounden and the sureties shall forthwith pay
to the Government on demand a sum of Rs. 1,00,000/- (Rupees One Lakh only) as damages.

Provided that in case the bounden fails to complete the obligatory service of five years after his
joining duty on completion of training the bounden shall pay proportionate amount equal to the
portion of the shortfall of service to the period of five years together with a sum of Rs.
(Rupees only) by way of penalty.

8. Notwithstanding anything contained in this deed if the bounden within the period of obligatory
service under this deed, with the written permission of the Government taken up employment

under the Government of India, or under an organization wholly or substantively financed and controlled by the Government of India or the State Government and service in that capacity for such period as may be specified by the Government, the service rendered by the Bounden in such capacity shall be deemed to the service under the Government for the purpose of this deed.

9. The bounden undertakes to entrust at the time of his leaving the force or on break of service, all articles of uniform and other Government articles to his immediate superior or not below the rank of Sub-Inspector of Police and received a receipt, therefore, which alone is the record to show his non-liability in respect of Government articles, and in case of failure the bounden agrees to pay the Government or to be realized from his the value of the articles due from the bounden.
10. The bounden undertake to pay to his immediate superior officer not below the rank of Inspector of Police all dues to the Government such as Mess or Canteen arrears or advances received by the bounden as soon as his service is terminated.
11. The bounden and the sureties hereby further agree that all sums due to the Government under or by virtue of this agreement shall be recovered jointly and severally, from them and from their properties, movable or immovable, under the provisions of the Revenue Recovery Act for the time being in force as if those are arrears of Land Revenue or in any other manner as the Government may deem fit.

12. In witness, Whereof, Sri. (The Bounden) and Sri. And Sri. (The Sureties) and Sri. for and on behalf of the Governor of Kerala have hereunto set their signature the day and year above written.

Signed by Sri. (The Bounden) in the presence of witness:

- 1.
- 2.

Signed by (1) Sri. (The Surety 1) & (2) Sri. (The Surety 2) in the presence of witnesses:

- 1.
- 2.

Signed by Sri. for and on behalf of the Governor of Kerala in the presence of witnesses:

- 1.
- 2.

FORM-II
SALARY CERTIFICATE

Signature of the applicant/Surety.....

This is to certify that Sri/Smt.....

S/o./D/o/W/o.....of.....

House.....Town/Desom.....

Village.....Taluk.....

District now residing at.....House.....

Town/Desom.....Village.....

Taluk is a permanent officiating/acting employee.....

(Designation).....Office/Department.....

Details of his/her service are as under

Age and Date of birth :

Permanent Employee Number (PEN) :

Date of entry into service :

Date from which continuous service begins :

Date of retirement :

A) SALARY

Basic Pay Rs.....

Special Pay Rs.....

D.A Rs.....

Others Rs.....

Rs.....

Total (A) Rs.....

Net Salary (A) – (B): Rs.....

B) RECOVERIES

G.P.F Rs.....

L.I.C Rs.....

F.B.S Rs.....

G.I.S Rs.....

S.L.I Rs.....

Other Recoveries Rs.....

Total (B) Rs.....

Place:

Date:

Signature of Head of Institution
(Pay Drawing and Disbursing Officer)

FORM-III
FORM OF SOLVENCY CERTIFICATE

.....aged.....and residing at.....

hereby solemnly and sincerely affirm and declared as follows:

I am the petitioner herein and I have applied for the grant of solvency certificate. I have truly set forth in this affidavit all the properties immovable and credits of which I am in possession or entitled to and over which I have independent saleable right in the State of Kerala. I further state that I have truly set forth all the liabilities I have. The encumbrance Certificate in respect of the properties is enclosed.

Kind of Properties	Name of the Taluk and Village where they are situated	Value		Liabilities	
		Rs.	Ps.	Rs.	Ps.

Solemnly affirmed on this, the day ofthat the facts mentioned above are true to the best of my knowledge and belief and hereunto set my signature.

APPLICANT

No.....

I certify that.....is solvent to the extent of Rs.....(Rupees.....) his or her own immovable properties over where he has independent saleable right and which are free from encumbrance.

TAHASILDAR

Date:

(Seal)

FORM-IV
CERTIFICATE

(Signature of Surety).....

I hereby certify that the afore shown signature is of.....

residing at

house from.....

Name

.....of Police

.....Dist/Unit

Place:

Date :

(Seal)

FORM No.15
SERVICE AND PAYROLL ADMINISTRATIVE REPOSITORY FOR KERALA
 (See Rule 13A Part-1, KSRs)

Instruction: This form is required to be duly filled up and submitted by the employees while reporting for duty on fresh appointment. The Officer before whom the employee reports for duty and the appointing authority are required to countersign the duly filled up form submitted by the employee. After getting the form countersigned by the appointing authority, the Subject Assistant will feed the data into Service and Payroll Administrative Repository for Kerala and obtain Permanent Employee Number from the system and write it down in the box provided below for the purpose.

Specimen Signature

Specimen Signature

--

--

Signature shall not touch the lines

Affix a recently taken passport size photo
--

PART A (for Office use)

Employee Code												
Department							Office					

PART B: PERSONAL DETAILS
 (To be filled by the employee)

Name (In CAPITAL letters and Initials after the Name)			
Date of Birth		Sex	
Name of father			
Name of mother			
Nationality		State	
Caste		Religion	
Category (General/SC/ST/OBC/OEC)		Whether Physically handicapped (Yes or No)	
Whether ex-servicemen? (Yes or No)		PAN Number	
Voter Identity Card Number		Ration Card Number	
Identification marks of the employee	1.		
	2.		
Height		Marital status (unmarried/married/ divorced)	

Spouse's Name			
Spouse's Religion		Spouse's Caste	
Whether inter religion/caste marriage? (Yes/No)		Whether spouse is employed	
Spouse employed in (Specify organization)			

PART C: CONTACT DETAILS

Present Address		Permanent Address	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	
Mobile No.		E-mail address	

PART D: RECRUITMENT DETAILS

Source (PSC or other agencies)		Type (General or Special recruitment)	
Method (Direct/By transfer)		Scale of Pay	
Advice Memo No.		Advice Memo date	
Whether District recruitment (Y/N)		If District recruitment, specify the District	
Serial No. in the advice memo		Entry category (State service/ State subordinate service)	
Appointment Order No.		Appointment Order Date	

PART E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS

Department		Designation	
Relieving Order No.		Relieving Order date	
Office last worked		Earlier Recruiting Agency	
Earlier Advice Memo No.		Earlier Advice Memo Date.	
Earlier Appointment Order No.		Earlier Appointment Order Date	

PART F: EDUCATIONAL QUALIFICATIONS

Course Title	Subject	University/Board	Institution studied	Class/Percentage	Reg No. and Year

PART G: DECLARATION

Declaration

The information furnished by me in this joining report is correct to the best of my knowledge and is based on valid documents. I also hereby produce the original documents in respect of all the information given before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name:

Date:

Signature:

PART G: VERIFICATION (For office use)

Verified the original documents and found eligible for admission to duty.

Name and dated signature of the Reporting Officer

Admitted to duty, Employee details may be furnished into SPARK and PEN obtained.

Name and dated signature of the Appointing Authority



GOVERNMENT OF KERALA
Abstract

Entering the details of movable and immovable properties in the Service Book - Orders issued.

FINANCE (PENSION - B) DEPARTMENT

G.O.(P).No.171/2016/Fin. Dated, Thiruvananthapuram, 15.11.2016

Read:- Letter no: G2-8799/2012 dated 11.07.2012.

ORDER

The Director, Vigilance and Anti Corruption Bureau vide letter read 1st above have sought Government approval regarding entering the details of landed, movable and immovable properties owned by an employee before joining in the Government Service in the Service Book in order to make it easier for the investigating agencies to understand the details of assets and to avoid delay in calculating disproportionate assets if any.

2. Government have examined the matter in detail and are pleased to order that all Government servants shall furnish the details regarding their movable and immovable properties at the time of joining service in the Service Book in the format appended.

3. The date of effect shall be from the date of this Government Order.

4. Necessary amendments to relevant rules in Part III, KSRs will be issued separately.

By Order of the Governor,
Dr. K.M.Abraham
Additional Chief Secretary(Finance).

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.
The Principal Accountant General (G&S SA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
All Heads of Departments and Offices.
All Departments (All Sections) of the Secretariat including Law Department.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L.).
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L.).
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.
The Secretary to Governor.
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition and Government Chief Whip.
The Private Secretaries to Chief Minister and other Ministers.
The Additional / Deputy Secretary to Chief Secretary.
The Secretary, Ombudsman for Local Self Government Institutions, Thiruvananthapuram.
The Secretary, Kerala State Human Rights Commission, Thiruvananthapuram.
The Registrar, University of Kerala/ Cochin/Calicut (with C.L.).
The Registrar, Mahatma Gandhi University, Kottayam (with C.L.).
The Registrar, University of Kannur, Kannur (with C.L.).
The Registrar, Kerala Agricultural University, Thrissur (with C.L.).
The Registrar, Kerala Veterinary and Animal Sciences University, Wayanad (with C.L.).
The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L.).
The Registrar, Kerala University of Health and Allied Sciences, Thrissur (with C.L.).
The Registrar, Fisheries University, Ernakulam (with C.L.).
The Registrar, Malayalam University, Tirur, Malappuram (with C.L.).
The Registrar, High Court, Ernakulam (with CL).
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
The Director, Information and Public Relations, Thiruvananthapuram.
The Managing Directors/General Managers of all Government Companies/ Boards/Corporations/ Autonomous Bodies.
The Advocate General, Kerala, Ernakulam.
The Chief Information Commissioner, Kerala, Thiruvananthapuram.
All District Treasury Officers/Sub Treasury Officers.
The Nodal Officer, www.finance.kerala.gov.in for publishing on the website.
Stock File / Office Copy.

Forwarded/By Order



Section Officer

**STATEMENT OF PROPERTIES TO BE FILED ON ENTRY INTO
GOVERNMENT SERVICE**

PART I

A			
1	Name and Initials of the Employee		
2	Date of Birth		
3	Designation		
4	Permanent Employee Number (PEN)		
5	Permanent Account Number (PAN)		
6	PRAN		
7	Permanent Residential Address		
8	Present Residential Address		
9	Date of Entry into service		
10	Present Pay		
11	Parent Department		
12	Present Office		
13	Appointing Authority		
B Details of Family Members			
1	Name of Father		Occupation
2	Name of Mother		Occupation
3	Name of Brothers		
	1.		Occupation
	2.		Occupation
4	Name of Sisters		
	1.		Occupation
	2.		Occupation

5	Name of Spouse		Occupation	
6	Name of Children			
C. Details of Movable Properties				
i	In own name			
ii	In the name of spouse			
iii	Bank Accounts(in Scheduled Commercial Banks/Co-operative Banks)			
a	In own name			
b	In the name of the spouse			
iv	Shares			
a	In own name			
b	In the name of the spouse			
c	In the name of children			
v	Other Investments:			
a	In own name			
b	In the name of the spouse			
vi	Debts and other liabilities if any in Public sector/Private sector/Co-operative Financial institutions, in own name/in the name of spouse			
D	Details of Business Activities in Own Name/Name of Spouse/other immediate family members. (type of Business/ Location/Annual Turn Over/liabilities)			

PART-II

DETAILS OF IMMOVABLE PROPERTIES

(In own Name/in the name of the Spouse/Ancestral undivided property to be furnished)

Sl. No	Character of Land(Wet/Dry/Garden)	Value of land	Whether with Building	Value of Building	Survey No. and sub-division No.	Area (in Acre/Cents)	State	District	Taluk	Village	Annual Income from the Property	Nature of title held
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Certified that the details given above are true to the best of my knowledge and belief. I am aware that furnishing of false information will invite disciplinary action against me. •

Station :

Date :

Signature :

Name :