






PREPARATION OF STATEMENT OF FACTS




Points to be noted.


- Give a brief history of the case in the beginning.
 - Answer para by para and ground by ground without omissions.
 - Every averments and allegations must be answered.
 - Cross reference of paras can be made.
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- Costs to be claimed in relevant cases particularly in frivolous and vexatious litigations .
 - All the exhibits stated in the affidavit are to be enclosed with the sof.
 - Ensure filing of sof in time since delay will affect adversely.
 - Pursue the case with Standing Counsel.

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- Legal questions will be answered by Legal Section.
 - If there is no appeal comply with the order /Judgment in time.
 - In contempt case separate sof is to be given.
 - If revised sof is sought, that should be furnished urgently.



Instructions as per the
circular no 6708/LS5/2020/KWA
dated 11/2/20 in preparing sof



- Name and the official/personal number of the officer concerned is to be mentioned in the sof.
 - The following undertaking shall be specified; the above facts are true to the best of my knowledge and belief.
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Approval of Statement of Facts

- As per the circular no KWA/JB/LS4/3347/2017 dated 1/3/2017 the following officers are delegated with the power to approve sof.
- Service matters CE(HRD) & GL
- Works matter CE(project and Operations)
- Fund releasing matter FM&CAO
- Land acquisitions matters Special officer (land matters)
- Miscellenious matters Secretary




STATEMENT OF FACTS IN FINANCIAL MATTERS

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- Payment to Contractors
 - Payment to Pensioners
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Payment to Contractors

- NIT provisions to be quoted.
 - Funding agency to be stated
 - The seniority no of the bill is to be mentioned.
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Payment to pensioners.

- Payment of pension.
 - Payment of other pensionary benefits like DCRG, Commuted Value of Pension and Gratuity etc.
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Payment of pension

- Pension is a fundamental right and cannot be delayed.
 - Delay in settlement and disbursement will be dealt with seriously and penalty will be imposed including payment of interest.
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Payment of other pensionary benefits.

- *Sidharthan Vattaparackal v State of Kerala*
- WP© 18601/2019, Judgment dated 20/11/19
- Kerala High Court has stated that DCRG and CVP to those who retired from service shall be paid strictly based on seniority ,reckoning the date of retirement.



Thank You

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ANY QUERIES

