GOVERNMENT OF KERALA  
Finance (IT-SF) Department

CIRCULAR

No. 43/2019/Fin  
Dated, Thiruvananthapuram, 07/05/2019

Sub: - Finance Department—Restricting the use of PEN for fraudulent  
purposes- Instructions to mention PEN in all sanction orders, rubber  
seals etc.—Issued – Reg.

Ref: - 1) G.O (P) No,109/2016/Fin dated, 29.7.2016  
2) File E- 1104814 SPK-A1/21/2019-Fin

Several instances have been brought to the notice of the  
Government, where, the PEN of employees is being used for fraudulent  
purposes, generating bogus certificates similar to that from the SPARK  
system. Hence Government have decided to issue the following  
instructions with a direction to be adhered to strictly by all employees /  
HODs/ Head of Offices/ DDOs, without fail.

1. All sanction orders (promotion, transfer, increment, arrear, reversion  
etc.) issued by the competent authorities, wherein the names of  
employees are mentioned should bear their PEN also in bracket.
2. PEN must be mentioned in the designation rubber stamp of the  
Gazetted officers and also in their name boards, if eligible for name  
boards.
3. All employees should mention their PEN in all the applications they  
submit to any office / Department.
4. In attendance books also PEN must be mentioned against the name of  
the employee in bracket.
5. PEN is to be mentioned in the official identity cards issued by  
Competent Authority of all Departments.
6. A webservice would be provided by NIC for sharing the employees  
name, Office Name and Designation of each employee as in SPARK  
database and the Department Heads can approach NIC (through SPARK  
PMU ) for that webservice so that their employee details can be  
displayed in their official website with search facility to find an  
employee by PEN or by name.
All Head of Departments are directed to circulate the content of this circular to all employees/offices under their control, without fail.

SANJEEV KAUSHIK IAS
Principal Secretary (Finance Expenditure)

To

The Principal Accountant General (A & E/G&SSA) Kerala,
Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram
All Heads of Departments (through e-office).
All Sections in Finance Department (through e-office).
All Departments in Secretariat (through e-office).
The Stock file/Office copy.

Forwarded By order

Section Officer
Copy of the Govt. Circular No. 43/2019/Fin dated 07/05/2019 is forwarded to All Unit Heads for information and necessary action as instructed in the Govt. circular.

Copy to: Senior Finance Officer, Manager, Accounts Officer, CA to All Officers, All SS/JS, Cashier, Duty Officer, PHQ for information

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For State Police Chief
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04712721547
Endt No F1(a)-21918/2019/ID Dated. 14-05-2019

Copy of the Govt. Circular No. 43/2019/Fin dated 07/05/2019 is communicated to All officers in this unit for information and necessary action as instructed in the Govt. circular.

Shameer A M
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For District Police Chief
District Police Office, Idukki
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