



**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 Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock file/Office copy.

Forwarded By order

  
Section Officer