



GOVERNMENT OF KERALA

No:3597921/ADM-A5/13/2026-FIN

Finance (Admn- A) Department
Thiruvananthapuram
Dated: 19.08.2026

CIRCULAR

Sub:- Finance Department – Routing and Review of Confidential Reports (CRs) – Directions – Reg

- Ref:-1.Circular No.74417/GA(CR Cell)/08/GAD dated 29.03.2010
2. Circular No. 27592/CR Cell/12/GAD dated 25.08.2012.
3. Circular No. e-Admn3/10/2025-GAD dated 16.06.2025.
4. Note No. 155/ACS/Fin/2026 dated 06.08.2026 of the Additional Chief Secretary, Finance Department.

It has come to the notice that Confidential Reports (CRs) of officers and staff of the Finance Department are, in certain cases, being forwarded to the Additional Chief Secretary (Finance) even after they have been processed, reviewed and signed by the Finance Secretary (Resources) or Finance Secretary (Expenditure).

As per the existing orders, review of a Confidential Report by any one of the designated Secretaries in the Finance Department is sufficient. Forwarding of CRs already reviewed by the Finance Secretary (Resources) or Finance Secretary (Expenditure) to the Additional Chief Secretary(Finance) again results in duplication of work and avoidable administrative delay.

In order to ensure proper routing of Confidential Reports and to avoid duplication of work, the following directions shall be strictly followed with immediate effect:

- (i) The Confidential Reports of officers in the rank of **Deputy Secretary and above**, including Deputy Secretary, Joint Secretary, Additional Secretary and Special Secretary, shall be submitted to the **Additional Chief Secretary (Finance)**.

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(ii) The Confidential Reports of **all other officers and staff, including Under Secretaries and Section Officers**, shall be submitted to the **Finance Secretary (Resources) or Finance Secretary (Expenditure)**, depending on their allotted wings.

(iii) The Confidential Reports of officers of the Finance Department serving on deputation as **Finance Officers (FOs), Finance Managers, Financial Assistants, Accounts Officers and other posts** shall be submitted strictly to the authorities designated in **Circular No. e-Admn3/10/2025-GAD dated 16.06.2025**.

(iv) Confidential Reports once **reviewed and signed by the Finance Secretary (Resources) or Finance Secretary (Expenditure)** shall **not be forwarded again to the Additional Chief Secretary (Finance)**.

All Sections/ officers concerned in the Finance Department are directed to ensure strict compliance with the above directions while processing and routing Confidential Reports.

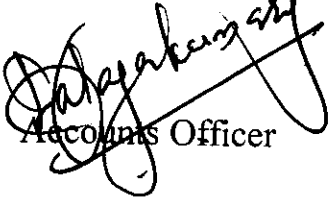
The above directions shall be brought to the notice of all officers and staff concerned for information and strict compliance.

K R JYOTHILAL
ADDITIONAL CHIEF SECRETARY (FINANCE)

To:

1. All Sections in Finance Department.
2. All Officers concerned in Finance Department.
3. Nodal Officer, www.finance.kerala.gov.in
4. Stock File / Office Copy. (E 3597921)

Forwarded/ By Order


Accounts Officer