



**GOVERNMENT OF KERALA**  
**FINANCE (ITSF) DEPARTMENT**

No.99/2022/Fin.

Thiruvananthapuram,  
Dated:30/11/2022.

**CIRCULAR**

Sub :- SPARK – Online submission of CTC/RTC of Gazetted Officers with regard to Promotion and Transfer – Further Instructions issued - Reg.

Ref :- 1. G.O.(P) No. 94/2022/Fin dated 24/08/2022.  
2. IFMS meeting held on 01/11/2022.

As per the GO referred above, provision for online submission of CTC/RTC in SPARK for gazetted employees was introduced. But it has been brought to the notice of the Government that the authorities/users and the gazetted employees concerned are not using this module properly. Some of the common errors/mistakes frequently made includes incorrect entries against the actual with regard to the date, order number, relieving/joining/reporting officer name, relieving/joining office name etc. These are presently being rectified case by case by SPARK PMU. In this connection all the Heads of the Department are requested to instruct the officers/individual users to be more careful and requested to instruct the officers/individual users to be more careful and thoughtful while using this module. Typographical errors should be avoided while making the entries in the SPARK system and updating the same.

It has been observed that the document upload as part of online CTC/RTC is also not properly done by the Establishment Users of the State Level Office of Heads of the Department. Occasionally, certain lackadaisical actions are observed such as uploading unrelated documents in place of the intended copy of transfer/promotion orders. Hence, all the individual users/officers ought to be meticulous while uploading the documents. Any further deviation or discrepancy observed will be reported to Government and the concerned departmental authorities will ensure appropriate action against the respective officer/individual users.

In order to ensure homogeneity and enforce greater accountability, the officers marked as reporting officers in SPARK are also requested to avail Digital Signature Certificate before 15/12/2022, without fail.

**SURESH KUMAR O. B**  
JOINT SECRETARY TO GOVERNMENT

To

The Principal Accountant General(A&E/G&SSA), Kerala, Thiruvananthapuram.

The Principal Accountant General(Audit I/II), Kerala, Thiruvananthapuram.

The Chief Project Manager, SPARK, Thiruvananthapuram.

The Director of Treasuries, Thiruvananthapuram.

All Heads of Department (via Administrative Departments)

All Administrative Departments in Secretariat (via e-office notice board)

The Director, I&PRD, Thiruvananthapuram.

Stock file/Office copy (E-2167680).

Approved for issue,



**Manager, ITSF.**