



GOVERNMENT OF KERALA

Thiruvananthapuram, Dated 16/10/2012

No.62/2012/Fin.

3726  
22/2/13

CIRCULAR

Sub : Completing the data entry and locking of fields in SPARK-Directions Issued.

- Read: i) Circular No. 4917/B2/09/ITD dated 13.05.2009  
ii) Circular No.7485/B2/2009/ITD dated 29.12.2009  
iii) U.O. Note No.3019/B2/2012/IT dated 30.05.2012 to Finance Department  
iv) Circular No.78001/ITSF/2012/Fin Dated 19/09/2012

1. Instructions were issued earlier for the implementation of Service & Payroll Administrative Repository for Kerala (SPARK) in a time-bound manner for all Government employees and guidelines were given thereon for the data entry of details in the Service Book, verification of details entered and subsequent locking of the data. But it has been noticed that many departments have not yet completed the data entry, verification, and locking which are essential for maintaining a comprehensive data base of employees.

2. Hence all Heads of Department and Head of Offices are hereby directed to take immediate steps to complete data entry of all fields in SPARK and subsequently lock the employee details after verifying the authenticity of the entered data by **31<sup>st</sup> December 2012**. The above work should be completed by the Establishment and the Accounts Sections of each office with the help of Drawing and Disbursing Officers and Department Management User (DMU) designated for the purpose. After locking the employee details, the Head of Department should send a certificate (in the proforma attached) to *The Additional Secretary, Finance (IT-Software) Department, DPC Building, University Office Campus, Palayam, Thiruvananthapuram* by **5<sup>th</sup> January 2013**. Finance (Inspection-Non Technical) Department will verify the lapses, if any, in compliance with the above instructions.

**RAJESHKUMAR SINHA**  
Secretary (Finance Expenditure)

To

All Heads of Department / Drawing and Disbursing Officers  
Finance (Inspection-NT) Department  
Chief Project Manager, SPARK  
Information Technology Department  
Director, Kerala State IT Mission, Thiruvananthapuram  
Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock File

Forwarded /By Order

*Sheela P*  
Manager (IT-SF)

**FINANCE DEPARTMENT**  
**SERVICE & PAYROLL ADMINISTRATIVE REPOSITORY FOR KERALA (SPARK)**

**CERTIFICATE**

**(To be submitted by 05/01/2013)**

- 1) Name of the Officer :
- 2) Office Code :
- 3) DDO Code :
- 4) Total Number of employees  
in the Office :
- 5) Number of employees  
whose details have been  
entered in SPARK :
- 6) Number of employees  
whose details have been  
verified :
- 7) Number of employees  
whose details have been  
locked :
- 8) Remarks :
- 9) Date of Locking :
- 10) Number of employees who will retire during  
2012-2013 :  
2013-2014 :  
2014-2015 :  
2015-2016 :  
2016-2017 :  
2017-2018 :

This is to certify that the facts stated above are true and correct.

**Head of the Department**  
(Signature with date)

Name:

Designation:



## GOVERNMENT OF KERALA

No. 15/2013/Fin

Finance (IT-SF) Department  
Thiruvananthapuram, dated 02.02.2013

### CIRCULAR

Sub:- Finance Department - SPARK - implementation - Modified and further directions issued

- Ref:- 1. Circular No. 78001/IT-SF/2012/Fin dated 19.09.2012  
2. Circular No. 62/2012/Fin dated 16.10.2012

As per circular cited first above, instructions have already been issued regarding the separation of entitlement authorisation and DDO functions in SPARK in respect of non gazetted employees of Kerala Government. This circular is partially modified to the following extent.

# In para 2 (i), the wordings "update of the pay and allowance part shall be done by the respective DDOs" is hereby replaced with the wordings "pay & allowance bill generation shall be done by the respective DDOs".

# In para 3, the wordings "DDO level users limited to accessing the functions relating to pay and allowance, salary bill generation" is to be replaced with the sentence "DDO level users limited to accessing the functions relating to pay & allowances bill generation only".

2. All Heads of Departments are also directed to comply with the following instructions also :

# Upto and above Taluk level offices, two separate officers are to be trusted with the entitlement authorization and DDO functions in SPARK.

# As far as possible, DDO and entitlement functions of an office shall not be entrusted with one and the same officer.

# But in very smaller establishments, the existing procedure of a single officer as DDO and entitlement authority will continue.

# All the data fields in SPARK including photo and signature of the employees are to be entered and the completed data is to be verified and locked before 28/02/2013, positively. No further extension of time for the same will be allowed.

3. Any doubts in this regard can be clarified with the Chief Project Manager, SPARK, Thiruvananthapuram. (Phone 0471-2571420, Fax 04712571420, email cpm@spark.gov.in

Dr.V.P.JOY

Principal Secretary (Finance)

To

All Head of Departments  
All Departments in Secretariat  
The Director of Treasuries, Thiruvananthapuram  
All Sections / Officers in Finance Department  
Information Technology Department, Government Secretariat  
The Director, KSITM, Vellayambalam, Thiruvananthapuram  
The Chief Project Manager, SPARK, Pension Treasury Building, Uppalam Road, Statue, Thiruvananthapuram  
The Nodal Officer, www.finance.kerala.gov.in  
The State Informatics Officer, National Informatics Centre, Vellayambalam  
Stock file / Office copy

Forwarded / By Order

Manager (IT-SF)