

MIT6/24976/TC/06

Transport Commissionerate
Kerala, Thiruvananthapuram
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Dated: 26-05-2011

From

The Transport Commissioner
Thiruvananthapuram

To

All DTCs, RTOs, Jt.RTOs

Sir,

Sub: - Motor Vehicles Department – SPARK -Locking of records
instructions issued - reg:

Ref: - Govt Lr No 36/B2/11/ITD dt 02/04/2011

SPARK (Services and Payroll Administrative Repository of Kerala) is an integrated web based application for Service and Payroll Management System for all the Employees under the State Government which is implemented in all the Offices in our Department. The Government vide reference cited has instructed all the Heads of the offices to lock the service records of the employees under administrative menu. Once locked the data can be edited by the Head of the office only. Hence the following directions are given to all the heads of the offices.

- 1, All the officers are directed to complete the data in the service book and enter the data in the system by the concerned section clerk who are dealing with the establishment matters
- 2, The head of the office will check and ensure the accuracy of the data entered by the section clerk before locking the employee record.
- 3, Officers in any office which need training in the matter may contact The Head Office
- 4, The DMUS in the district should give assistance in the matter in their jurisdiction.

Yours Faithfully

Sd/-

Joint Transport Commissioner

Approved for issue


Senior Superintendent


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