

ഹയർസെക്കന്ററി ഡയറക്ടറുടെ
ഓഫീസ്, ഹൗസിംഗ് ബോർഡ്
ബിൽഡിംഗ്, ശാന്തിനഗർ,
തിരുവനന്തപുരം.

നം. ഫിൻ സി1/144295/2019/ഹസെവി

തീയതി : 14/03/2019

സർക്കുലർ

വിഷയം: ഹ സെ വി - SPARK - ജീവനക്കാരുടെ SPARK വിവരങ്ങൾ ലോക്ക് ചെയ്യുന്നത് - സംബന്ധിച്ച്.

സൂചന: 1. 5 - 2 - 2019 തീയതിയിലെ 11/2019/Fin നമ്പർ സർക്കുലർ.
2. 8 - 3 - 2019 തീയതിയിലെ 20/2019/Fin നമ്പർ സർക്കുലർ.

SPARK മുഖേന വാർഷിക ശമ്പള വർദ്ധനവ് നൽകുന്നതിനും e-SB ജനറേറ്റ് ചെയ്യുന്ന തിനുമായി എല്ലാ ജീവനക്കാരും SPARK ൽ നൽകിയിട്ടുള്ള എല്ലാ ഫീൽഡുകളും കൃത്യമായ വിവരങ്ങൾ നൽകി ലോക്ക് ചെയ്യാൻ സൂചന (1) പ്രകാരം സർക്കാർ നിർദ്ദേശിച്ചിരിക്കുന്നു. അല്ലാത്തപക്ഷം 2019 ഫെബ്രുവരി മുതൽ ജീവനക്കാർക്ക് ഇൻക്രിമെന്റ് നൽകുവാനും e-SB ജനറേറ്റ് ചെയ്യുവാനും സാധിക്കുകയില്ലെന്ന് അറിയിച്ചിട്ടുണ്ട്. ഈ സാഹചര്യത്തിൽ എല്ലാ മേഖലാ ഓഫീസുകളിലെയും എയ്ഡഡ്/ ഗവണ്മെന്റ് ഹയർ സെക്കന്ററി സ്കൂളുകളിലെയും ജീവനക്കാരുടെ കൃത്യമായ സേവന വിവരങ്ങൾ സൂചന (2) ലെ നിർദ്ദേശങ്ങൾ കർശനമായി പാലിച്ചുകൊണ്ട് SPARK ൽ അപ്ഡേറ്റ് ചെയ്ത് ലോക്ക് ചെയ്തിട്ടുണ്ടെന്ന് അതാത് ഓഫീസുകളിലെ ഡി ഡി ഒ മാർ അടിയന്തിരമായി ഉറപ്പു വരുത്തേണ്ടതാണ്.

Sd/-

സീനിയർ ഫിനാൻസ് ഓഫീസർ
ഡയറക്ടർക്കുവേണ്ടി.



GOVERNMENT OF KERALA
Finance (IT-SF) Department
CIRCULAR

No. 11/2019/Fin

Dated, Thiruvananthapuram, 05/02/2019

Sub: - Finance Department– Compulsory locking of the records for increment sanction and to generate e-SB– Software Implemented - instructions – Issued - Reg.

- Ref: -** 1). Circular No.62/2012/Fin dated 16.10.2012
2). Circular No.27/2013/Fin dated 05.03.2013
3). Circular No.25/2014/Fin dated 17.03.2014
4). Circular No. 46/2015/Fin dated 30.4.2015
5). Circular No. 23/2015/Fin dated 26.02.2015
6). Circular No. 87/2017/Fin dated 6.12.2017
7) Minutes of IFMS Review Meeting held on 13.12.2018 and 25.01.2019
8) E- 1077349 SPK-A2/15/2019-Fin

Several instructions regarding the updation of employee's data and to lock the data in SPARK had been issued vide circulars read above. Inspite of all the instructions, it has come to the notice of the Government that many DDOs have not updated all the details in SPARK yet.

A decision was taken in the IFMS Review Meeting read as 7th paper above to make data locking mandatory after proper verification of data based on the Service Books, for processing increment sanction and for generation of e-Service Book. Based on the same Government have decided to introduce the functionality in SPARK System. Accordingly, the facility is now made available in SPARK and will be in effect from 1.2.2019. Hence all DDOs/SPARK users are directed to complete data updation of all the fields in SPARK and to lock the fields immediately. If the same are not updated, the increment sanction of the employees will be affected and the e-SB will be generated with wrong/incorrect details and for that the DDO or the Establishment users of SPARK alone will be responsible.

All HoDs and Head of Offices are directed to watch the updations done by their subordinate offices in SPARK based on this circular instruction, promptly.

MINI V.R.
Joint Secretary (Finance)

To

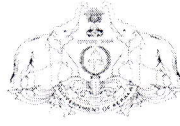
The Principal Accountant General (A & E/G&SSA) Kerala,
Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram
All Heads of Departments (through e-office).

- All Sections in Finance Department (through e-office).
- All Departments in Secretariat (through e-office).
- ✓ The Nodal Officer, www.finance.kerala.gov.in.
- The Stock file/Office copy.

Forwarded By order



Section Officer



GOVERNMENT OF KERALA
Finance (IT-SF) Department
CIRCULAR

No. 20/2019/Fin

Dated, Thiruvananthapuram, 08/03/2019

Sub:- Finance Department–Individual login to all employees in SPARK - Instructions – Issued - Reg.

Ref: - 1) G.O.(P) No. 109/2016/Fin dated, 29.7.2016
2) G.O.(P) No. 138/2016/Fin dated, 23.9.2016
3) Minutes of the IFMS review meeting held on 13.12.2018
4) File No. 1087004 SPK-A2/21/2019-Fin

As per para 2(i) of the G.O. read as second paper above, all employees were given login facility in SPARK during 10th to 20th of every month to view their pay and other details. Further as per the decision taken in the IFMS review meeting held on 13.12.2018, it was decided to provide individual login to all employees to view their e-Service Book and pay and allowance details in SPARK at any time. It was also decided later that the employees may be permitted to register themselves in the system with due verification of Name, Date of Birth, Aadhar Number, mobile number and e-mail of the employee updated in SPARK and also based on an One Time Password (OTP) sent to their mobile number registered with SPARK.

Accordingly such a facility has been provided in SPARK and all regular employees are informed that those who don't have any user credentials to SPARK can register online by themselves (visit www.spark.gov.in/webspark) to get login credentials in SPARK.

The following instructions are also issued in this connection.

1. If the details mentioned at first para above are not updated or incorrect in SPARK, then the employee concerned should approach their DDO / Establishment Section to update/correct the details in SPARK. No communication in this connection will be entertained by SPARK PMU under any circumstances.
2. All DDOs and Head of Offices are again directed to update the personal details of all employees, working under their control, in SPARK, immediately.
3. All DDOs / Establishment users/ Head of Offices are directed to ensure the guidelines issued in para iv of the G.O. read as first paper above while generating PEN for fresh employees. PEN is to be generated for a new recruit only after confirming that he/she is not having any PEN while working under Aided sector or under some provisional service at different spells in broken periods.
4. PEN generated for an employee is intended for the entire service of the employee under Government and not to be created as and when employees are transferred to another department. Duplication of PEN for an employee due to creation of new PEN at new station by the DDO / Establishment User / Head of Office, ignoring the warning message in SPARK, will be viewed seriously and stringent action will be suggested.
5. Generation of PEN for temporary employees (other than part time employees) entitled to draw remuneration from "02 wages" head of account should be avoided and laxity in this regard will be viewed very seriously.
6. Employees can view their personal details, e-SB, pay and allowance details, salary drawn particulars for a period, AG slip details in case of Gazetted employees etc. using this individual login facility. Any corrections / missed entry in the data, if found, the

employees should approach their DDO / Establishment Section / Head of Office for correction / updation of the same in SPARK.

7. The PEN generation in SPARK will be monitored by SPARK PMU henceforth and the laxity from the part of department officers in creating PEN unnecessarily will be viewed very seriously.

All DDOs / Head of Offices / Head of Departments are directed to circulate the content of this circular to all the employees under their control promptly and without any delay.

MINI V R
Joint Secretary (Finance)

To

The Principal Accountant General (A & E/G&SSA) Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Chief Project Manager (SPARK), SPARK PMU, Thiruvananthapuram
The Director of Treasuries, Thiruvananthapuram
Finance (Admn-A/B/C, Accounts-A/B, Estt-B/C/D) Departments
All Heads of Departments (through their Administrative Department).
All Sections in Finance Department (through e-office).
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