

# GOVERNMENT OF KERALA

Finance (IT-SF) Department

No. 25/2014/Fin

Thiruvananthapuram, dated 17.03.2014

## CIRCULAR

Sub:- Finance Department - Updation of data of employees in SPARK application  
- Time limit fixed-directions-Issued

- Ref:-
- 1) Cir No.78001/IT-SF/2012/Fin dated 19/9/12
  - 2) Cir No.62/2012/Fin dated 16/10/12
  - 3) Cir No.15/13/Fin dated 2/2/13
  - 4) Cir No.78/13/Fin dated 17/10/13

As per the circular read 1<sup>st</sup> paper above, detailed instructions were issued to keep on updating the data of all employees in SPARK. As per circular referred 2<sup>nd</sup> cited, Heads of Department and Head of Offices were 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 and extended the time limit to 28<sup>th</sup> February 2013 vide the circular read as 3<sup>rd</sup> paper above.

As per circular referred 4<sup>th</sup> above, submission of salary bills of all Government offices come under the purview of all District Treasuries and then all treasuries in Thiruvananthapuram and Ernakulam have been made online. Now Government proposes to extend the online submission of salary bills to all offices in the State. This demands that data base of all Government employees have to be validated before fully changing over to the new system. On verification of data in SPARK, it is found that the data validation is not complete in many offices despite repeated instructions. In the views of the above, all the SDOs and DDOs are hereby directed to comply with the following directions to keep the SPARK database updated.

The SPARK form No.1 (which is available in the website [www.info.spark.gov.in](http://www.info.spark.gov.in) under the menu → main menu → Forms → form no1.pdf.) is to be issued to the employees concerned and got collected after duly filled in and signed by the employee concerned and update the SPARK database with these details by the DDOs after due cross checking of the same with the service book details.

All the mandatory fields (\* marked) in SPARK system under the menus personal memoranda (including photo & signature), present service details, contact details (with contact number, mobile and e-mail address) and qualifications shall be updated on or before **15.04.2014**. Self Drawing Officers shall also update these details before **15.04.2014**.

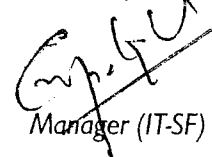
All Heads of Departments/Head of offices are directed to ensure prompt action from the part of DDOs / SDOs under them to update SPARK data of employees before **15.04.2014 itself**. Laxity in observing the directions will be viewed very seriously.

**V.SOMASUNDARAN**  
Additional Chief Secretary to Government

To

The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram  
The Principal Accountant General (A&E), Kerala, Thiruvananthapuram  
All Departments/Sections in Secretariat  
All Heads of Department  
All Additional Chief secretaries, Principal Secretaries, Secretaries  
All Sections and Officers in Finance Department  
The Director, Treasuries Department  
The Director, Local Fund Audit Department  
The Director, State Insurance Department  
The Director, National Savings Department  
The PS to Additional Chief Secretary, Finance Department  
The PS to Secretary, Finance – Expenditure  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock file / Office Copy

Forwarded By Order

  
Manager (IT-SF)

## SPARK FORM NO.1 (JOINING REPORT-Fresh Appointment)

*Instruction: This form required to be duly filled up and submitted by the prospective employees while reporting for duty on fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. After getting the form counter signed by the appointing authority the Subject Assistant will feed the data into SPARK and obtain Permanent Employee Number from the system and write down it in the box provided below for the purpose*

**Specimen Signature**

**Specimen Signature**

*Signature shall not touch the lines*

Affix a  
recently  
taken  
passport  
size photo

**PART-A (For Office use)**

Employee Code									
Department					Office				

**PART-B: PERSONAL DETAILS  
(To be filled up by the prospective employee)**

Name (In capital letters and initials after the name)			
Date of birth		Sex	
Name of father			
Name of Mother			
Nationality		State	
Caste		Religion	
Category General/ SC/ST/OBC/OEC		Whether physically handicapped (yes or no)	
Whether ex-servicemen? (yes or no)		PAN Number	
Voter ID Card Number		Ration Card Number	
Identifications marks of the prospective employee	1		
	2		
Height		Marital status (unmarried/married/divorced)	
Spouse's Name			
Souse's religion		Spouse's caste	
Whether inter religion/cast marriage (yes/no)		Whether spouse is employed	
Spouse employed in (specify organization)			

**PART-C: CONTACT DETAILS**

Present Address		Permanent Address	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	
Mobile No.		Email address	

**PART-D: RECRUITMENT DETAILS**

Source (PSC or other agency)		Type (General or Special recruitment)	
Method (Direct/ By transfer)		Scale of Pay	
Advice Memo No.		Advice Memo date	
Is District recruitment (Y/N)		If District recruitment specify the District	
Serial No. in the advice memo		Entry category (state service/ state subordinate service)	
Appointment Order No.		Appointment Order date	

**PART-E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS**

Department		Designation	
Relieving Order No.		Relieving Order Date	
Office last worked		Earlier Recruiting agency	
Earlier Advice Memo No		Earlier Advice Memo Date	
Earlier Appointment Order No.		Earlier Appointment Order Date	

**PART-F: EDUCATIONAL QUALIFICATIONS**

Course Title	Subject	University/Board	Institution studied	Class/ Percentage	Reg No. & Year

**PART-G: DECLARATION**

**Declaration by the prospective employee**

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce the original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name

Date

Signature

**PART-H: VERIFICATION (For office use)**

Verified the original documents and found eligible for admission to duty.

**Name & dated signature of the Reporting Officer**

Admitted to duty. Employee details may be furnished into SPARK and PEN obtained.

**Name and dated signature of the Appointing Authority**