



**GOVERNMENT OF KERALA**  
Finance (Streamlining) Department

**CIRCULAR**

No.44/2016/Fin.

Dated, Thiruvananthapuram, 18.05.2016

Sub: SPARK - Online system for Co-operative recovery from the salaries of employees - Guidelines issued-Reg.

Ref: G.O. (P) No.515/2015/Fin. Dated, 12.11.2015.

In the Government Order read above, it was mentioned that an online system for effecting co-operative recovery from the salary of the employees will be introduced. Accordingly NIC has developed a software and the same is now incorporated in SPARK application. As per the new system, based on the online request from the Co operative Society, the DDO will recover the dues from the salary of the employee and credit the amount directly to the bank account of the Society. The detailed guidelines to be followed for recovering the co-operative dues are given below.

- i. The Co-operative Societies or such other institutions which intend to place a request for recovery from the salary of a State Government employee shall submit a formal request for registration in their official letter head to the Chief Project Manager, SPARK PMU with the essential details such as name of co-operative society, register number, address, telephone number, e-mail, bank account with nationalized banks etc.
- ii. On acceptance of registration, the PMU will issue user-id and password to the cooperative institution along with the detailed guidelines to use the system.
- iii. Using the login credentials, the authorised officer of Co operative Society can login and place the request for recovery from the salary of the employee. The recovery undertaking issued by the DDO and details of bank account to which the recovery is to be credited are mandatory for all online requests.
- iv. On receipt of the request, the DDOs will examine the request and take a decision on the recovery. If the DDO approves the request the amount to be recovered will be automatically included in the list of deductions from salary in respect of the employee.
- v. The amount so deducted will be directly credited to the bank account of the Co-operative Society.
- vi. The new system will commence from the salary for the month of June 2016 onwards and no manual request for cooperative recovery will be entertained thereafter. The existing co-operative recoveries will be continued till August 2016 and the same shall be migrated into online system within this period.

**Dr. K.M. Abraham**  
**Additional Chief 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 District/Sub Treasury Officers (Through Director of Treasuries).  
All Heads of Departments/Secretaries, etc.

The Director, KSITM, Thiruvananthapuram.  
The State Informatics Officer, NIC, Thiruvananthapuram.  
The Chief Project Manager, SPARK, Uppalam Road, Thiruvananthapuram.  
The Director, Information & Public Relations Department (For Press release).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
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