



GOVERNMENT OF KERALA

No.62/2012/Fin.

Thiruvananthapuram, Dated 16/10/2012

**C I R C U L A R**

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

**Manager (IT-SF)**

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

**C E R T I F I C A T E**

**(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: