



GOVERNMENT OF KERALA
Finance (IT-SF) Department
CIRCULAR

No. 57/2018/Fin

Dated, Thiruvananthapuram, 20/06/2018

Sub:- Finance Department–Pay Revision arrears– Third installment–Directions to process the same in SPARK–Modified instructions to re process the erroneous first & second installment-Issued.

- Ref: - 1) G.O.(P) No.7/2016/Fin dated 20/01/2016
2) Circular No.46/2016/Fin dated 19/05/2016
3) G.O.(P) No.50/2017/Fin dated 21/11/2017
4) File No. SPK-A2/84/2018-Fin E-816706
5) Circular No.77/2017/Fin dated, 19/10/2017
6) Circular No.82/2017/Fin dated, 21/11/2017
7) Circular No.34/2018/Fin dated, 23/4/2018

As per the Government Order referred third paper above, directions for payment of third installment of Pay Revision arrears were issued. Based on the same, the instructions to be followed, while processing the third installment of PR arrears (including terminal surrender arrears) in SPARK were issued vide circular referred seventh paper above. As per para 3 of the same, it was instructed that

If irregular of drawal of first or second installment (either excess drawal or short drawal) is already made, then such cases are to be reported by the DDO concerned to Finance Department through proper channel with PEN, bill copy and drawn particulars, reason for non observance of para-1 in the circular second cited etc, immediately. In such cases, the processing of third installment in SPARK is to be avoided, till further directions to encash the same are issued.

Based on the same, provision for excluding such employees while processing third installment was made available in SPARK and their PR arrears can be re-processed so that the short fall or excess drawal in the first and second installments can be made up in the third installment. Before re-processing, the DDOs should ensure that the SPARK data corrections, if any, required are made completely and further request to modify the same again will not be entertained. A thorough checking of the arrear statement generated from SPARK and circulating the same to the employee concerned, before submitting the bills to treasury, is also to be ensured by the DDOs, without fail. Accordingly, the fourth installment will be in order.

The procedure to be followed in SPARK for re-processing in such cases will be issued by SPARK PMU and the same will be uploaded in www.spark.gov.in/webspark and www.info.spark.gov.in

All Heads Of Departments & DDOs are directed to observe these instructions without fail.

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.
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