



GOVERNMENT OF KERALA
Finance (IT-SF) Department

CIRCULAR

No. 112/2018/Fin

Dated, Thiruvananthapuram, 30/11/2018

Sub:- Finance Department– SPARK PMU General guidelines to be followed by users and also for data correction – Reg,

Ref: - 1) File No. SPK-MG/22/2017-Fin E-571678

SPARK software is the Human Resources Management system followed by all State Government establishments. A lot of errors are being made by users while entering data into SPARK probably. It is viewed just as a tool to process the salary, and not as a Human Resources management system. SPARK would now be used for the service books of the employees. Utmost care should be taken by the SPARK users in data entry level itself. In this connection, following instructions are being issued to be followed by all the DDOs/users of SPARK system:-

1. SPARK PMU will not entertain any data correction without the documents listed below.
2. SPARK PMU will not do any correction or data entry in software where the DDO / user could change the same through any module in SPARK.
3. Any mistake in data will make the calculation also erroneous, and hence all the DDOs should check the arithmetic accuracy before e-submitting the bill to treasury and also before approving the physical bill to treasury for any discrepancy.

All Heads of the 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

Sl. No.	Process	Document(s) Required
1	Cancellation of a processed bill.	Letter from DDO which clearly mentions the Bill control Code, Gross , Net of the bill, Non-payment Certificate from treasury that the Bill has not been encashed with SPARK Code, Gross Pay and Net Pay In the case of arrears and surrender (if any arrear processed based on surrender) – responsibility from DDO is a must
2	Encashment Updation	Letter from DDO which clearly mentions the Bill control Code, Gross , Net of the bill Payment Certificate from treasury that the Bill was encashed with Spark Code, Gross and Net Pay
3	Encashment removal	Letter from DDO which clearly mentions the Bill control Code, Gross amount , Net amount of the bill, Certificate from treasury that the Bill has not been encashed with SPARK Code, Gross and Net amount of the bill.
4	Revert relieving after taking part salary or transfer procedures for taking salary or any claim	Revert Reliving : Letter from DDO clearly mentioning , PEN, Old Office and Mistakenly transferred office Name and new office where the employee is to be transferred if Joined mutual consent is also needed
5	Promotion cancellation (– if salary not processed)	Letter from DDO clearly mentioning the reason for which the promotion is to be cancelled which include details like existing post with scale of Pay and mistakenly entered Scale of Pay. Relevant page of the SB
6	Name Change	If Non Gazetted: Request letter (with name and PEN of the employee) form the DDO / Head of the Office addressed to Chief Project Manager, SPARK. Copy of SSLC Book with latest Dated sign and seal of DDO/ Head of the Office. Copy of service book with latest Dated sign and seal of DDO/ Head of the Office. If gazetted Copy of Entitlement register form AGs office or letter from Ags office clearly mentioning PEN, Name in Full
7	Date of birth change	If Non Gazetted : Request letter (with name and PEN of the employee) form the DDO / Head of the Office

		<p>addressed to Chief Project Manager, SPARK. Copy of SSLC Book with latest Dated sign and seal of DDO/ Head of the Office. Copy of service book with latest Dated sign and seal of DDO/ Head of the Office.</p> <p>If gazetted Copy of Entitlement register from AGs office or letter from AG's office clearly mentioning PEN. Name in Full and Date of Birth</p>
8	NPS arrear recovery deletion	Letter from DDO and a certificate that no deduction has been done through salary
9	Paid upto correction because of processing with LWA	<p>Letter from DDO which clearly states the reason why the paid upto needs to be corrected and the mistake which has been done by the user</p> <p>Before sending letter for correcting paid upto, LWA should be removed after submitting necessary documents</p>
10	Part salary correction / deletion	<p>Letter from DDO with period ,basic pay , DA percentage and amount , HRA & CCA</p> <p>Copy of LPC</p>
11	Pre pre PR salary addition / updation	Letter from DDO
12	Dies-non correction	Letter from DDO, proceedings copy of relevant page of SB which marks both Dies-non and its removal.
13	Leave account correction	Letter from DDO with copy of the relevant page of the SB with a certificate that the Sb is that of the employee The certificate should clearly mention the Name of the employee and PEN with latest dated Signature – reason for edit/correction
14	Reversion of Pay revision Fixation	Letter from DDO (if salary /arrears in revised scale not encashed)
15	BP change	<p>DDO letter which clearly mentions Basic pay and last pay change date</p> <p>Copy of the service book page showing the relevant changes in basic pay and copy of orders (promotion/grade/fixation/increment)), In the case of excess drawal, need copy of refund challan also</p>
16	Designation adding	Request letter from the DDO / Head of the office. It must contain the name of Designation (number of years for time bound higher grade) and Scale of pay and Department name. In the case of fresh designation relevant Post creation

		order / Pay revision Order with Scale of Pay
17	Scale of Pay change	Relevant page of SB with Fixation statement
18	Deletion of manual drawn entries	Letter from DDO if arrear processed and encashed based on this entry responsibility letter needed
19	Revoking of retirement status	Letter from DDO (option should be enabled to the DDO)
20	Leave surrender order as on date correction	Letter from DDO, In the case of Non Gazetted officer copy of Leave surrender Order copy which clearly mentions the As on date In the case of Gazetted officer copy of AG slip is needed.
21	Duplicate PEN deletion	It is not possible to update the data in a PEN to another PEN. Also we cannot delete a PEN which has been used for generating Salary. PEN will be deleted if a certificate from Head of the office that all the entries in SB and also in the previous PEN has been entered in the current PEN
22	Temporary DDO registration	FORM needed
23	Challan updation (If challan generated through SPARK)	Letter from DDO, Copy of remittance chalan
24	Continuous sanction	TR 112 which clearly mentions the period(3 months).Copy of last AG pay slip (including the Zero slip entry) If Continuous sanction based on TR 112 is entered in SPARK another then AG slip is needed
25	Bank and branch adding	1.Bank Name 2.Branch name 3.District 4.Branch Code 5.IFSC code 6.Bank Address 7.Phone number 8.Email ID Note: The above mentioned Bank details should be sent from your bank's official mail ID
26	Designation change	Pay Scale in SPARK, letter from the DDO / Head of the office, which we can print and keep as a record. It must contain the name of Designation (number of years for time bound higher grade) and Scale of pay and Department name (copy of service books relevant pages)
27	Sub office setting	Form needed
28	Revoking of deputation	Letter from DDO
29	AG slip corrections	No correction of AG slip will be done by SPARK PMU revised slip from AG is needed
30	Removal from Allowance history	If salary has been taken no correction will be done from SPARK PMU
31	Date of retirement correction	Copy of SR with Date of Retirement / Date of

		Superannuation
32	Office initialization	Form needed
33	DDO / Controlling Officer access	Form needed
34	HRA / Treasury change	Form needed Please write office name exactly as seen in SPARK. Please mention the HRA/CCA class in FORM 6 (Ref Page 7 of PAY REVISION 2014 order). There are 3 classes specified in Pay revision book viz B2 class Cities and above, Other Cities / Town And Other places. Please specify in which category your office belongs to.
35	Provisional employee leave account setting	DDO letter with copy of relevant page of SB with certificate and date

Note: All Copy of Service Books needs to have certificate that the SB is of Sri./ Smt-----
 ----(PEN: _____) with date signature of the DDO/Head of Office.