Finance (IT-SF) Department

CIRCULAR

No. 83/2018/Fin   **Dated, Thiruvananthapuram, 07/09/2018**

Sub: - Finance Department– SPARK PMU – Standard Operating Procedure (SOP) for Establishing Connectivity between SPARK and other Software Applications of Government Departments / Agencies – Guidelines Issued – reg.

Ref: - 1) File No. SPK-A2/136/2018-Fin E- 937530

SPARK is the principal Employee Management Information System of the Government of Kerala. It necessitates connectivity between SPARK and many other software applications of various departments of Government / Agencies to share services and data.

The Standard Operating Procedure (SOP) to be followed by a Government Department/ Agency, State or Central, that approaches SPARK PMU for connecting their software applications with SPARK for data sharing, in an effective and secured manner, has been laid down as attached below.

All the applicant Departments/Agencies are instructed to strictly adhere to the above guidelines for establishing connectivity between SPARK and their software applications.

If any violation of the above is noticed, the Heads of Departments should take immediate preventive and disciplinary actions and report the same to Finance (IT SF) Department.

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.
Stock file/Office copy.

Forwarded By order

Manager IT SF

SERVICE AND PAY-ROLL ADMINISTRATIVE REPORISOTRY FOR KERALA (SPARK)
FINANCE (SPARK PMU) DEPARTMENT
GOVERNMENT OF KERALA

STANDARD OPERATING PROCEDURE (SOP)

FOR ESTABLISHING CONNECTIVITY BETWEEN SPARK AND OTHER SOFTWARE APPLICATIONS

OF GOVERNMENT DEPARTMENTS/AGENCIES

SOP VERSION HISTORY

VERSION NO.	PREPARED BY	APPROVED BY	APPROVED DATE	REMARKS

SPARK Project Management Unit
Uppalam Road, Thiruvananthapuram
eMail: info@spark.gov.in

I. **PURPOSE OF THIS SOP**

SPARK is the principal Employee Management Information System of Government of Kerala. It necessitates connectivity between SPARK and many other software applications of various departments of Government to share services and data. In order to ensure this function in an effective and secured manner standard procedures have to be put in place. Purpose of this SOP is to lay down such standards and ensure its compliance.

II. **SCOPE OF THIS SOP**

Scope of this SOP is to facilitate systematic, scientific and secured sharing of services and data between SPARK and other software applications of various departments under Government of Kerala and Government of India.

III. **EXPANSIONS/EXPLANATIONS TO THE TERMS USED IN THIS SOP**

   a. **SPARK** would mean Service and Payroll Administrative Repository for Kerala
   b. **PMU** would mean SPARK Project Management Unit
   c. **Applicant Department/Agency**: Government department/ agency, state or central, that approaches SPARK PMU for connecting their software applications with SPARK for data sharing.
   d. **Connectivity** would mean connectivity to share services and data between SPARK and other software applications.
   e. **SPARK Developer** would mean the SPARK Development Team of NIC, Kerala at its Head Quarters.

IV. **PROCEDURES TO BE FOLLOWED BY THE APPLICANT DEPARTMENT/AGENCY**

   a. The applicant department/agency shall submit the request in the format given as annexure to this SOP (duly signed by the Head of the Department/Agency) to the SPARK Project Management Unit, Finance Department.
   b. The applicant department shall furnish further clarifications if any sought by SPARK PMU on time.
   c. The applicant department shall designate a Nodal Officer as a single point of contact.
   d. The applicant department shall depute the Nodal Officer and Senior Technical personnel involved in the software development to consultative meetings, if any, arranged by the SPARK PMU.
   e. The applicant department shall ensure the security of the services and data shared from SPARK.
   f. The applicant department shall conduct security audit of their software application before requesting connectivity with SPARK.
   g. After establishing connectivity with SPARK, whenever the applicant department carryout subsequent changes in their software in a manner that would affect the established connectivity, prior intimation shall be given to SPARK PMU.
   h. Continued service requests shall also be routed through SPARK PMU.

V. PROCEDURES TO BE FOLLOWED BY SPARK PMU

a. On receipt of the application from the applicant department/agency, the SPARK PMU shall conduct a preliminary check and send it to the SPARK developer for detailed technical evaluation.

b. The SPARK PMU shall organize technical discussions/seek clarifications from the applicant departments/agencies whenever it is found necessary based on the advice from the SPARK developer.

c. Once the final connectivity plan is mutually agreed among the Applicant Department/Agency, SPARK Developer and SPARK PMU, the SPARK PMU shall issue formal permission to the SPARK Developer to develop and establish connectivity based on the finally approved plan.

d. While on receiving confirmation from the SPARK Developer to formally launch the connectivity, the SPARK PMU shall notify the same to the applicant department.

e. Based on the advice from the SPARK developer, the SPARK PMU shall notify the planned changes in SPARK that may affect the established connectivity in advance to the applicant departments/agencies so that they can also make necessary modifications in their part for the continued connectivity.

f. The responsibility of SPARK PMU shall be limited to the level of technical facilitation alone. The responsibility to ensure the accuracy and authenticity of data shall be with individual departments and their officers who are authorised to capture data in respect of their employees and process the same in SPARK.

VI. PROCEDURES TO BE FOLLOWED BY SPARK DEVELOPER

a. On receiving a request for technical evaluation of a connectivity application from the SPARK PMU, the SPARK developer would examine the application and provide technical advice to SPARK PMU for processing the connectivity application and finalize the connectivity plan with time schedule for completion of the work.

b. After initial evaluation of the application, the SPARK developer shall propose tentative dates for the consultative meetings with the applicant department/agency to finalize the connectivity plan.

c. The SAPRK developer shall participate in the consultative meeting arranged by the SPARK PMU and finalize the connectivity plan through discussions. If found necessary, multiple rounds of such meetings can be conducted.

d. While on receiving the formal approval to the final connectivity plan from the SPARK PMU after the consultative meetings, the SPARK developer would act promptly in accordance with the finalized connectivity plan.

e. The SPARK developer shall test the newly established connectivity in coordination with the development team of the applicant department and confirm to PMU that the connectivity can be formally launched.

f. The SPARK developer shall consider all such established connectivity while plan and implement changes and additions in SPARK. The SPARK developer shall help SPARK PMU to notify such changes in advance to the applicant departments.

g. The SPARK developer shall not directly accept any request for establishing new connectivity with/ data sharing from SPARK. The Developer shall insist all such requests should be routed through Finance (SPARK PMU) Department.

VII. RESTRICTIONS

    a. Connectivity shall not be provided to duplicate the functions already available or within the scope of further development of SPARK.

    b. Connectivity established with /data shared from SPARK should not be used for any other purpose that is not formally approved by Finance (SPARK PMU) Department.

ANNEXURE – APPLICATION FORM No.

APPLICATION FOR ESTABLISHING CONNECTIVITY BETWEEN SPARK AND THE SOFTWARE APPLICATIONS OF OTHER GOVERNMENT DEPARTMENTS/AGENCIES

To

      The Chief Project Manager
      Project Management Unit (SPARK)
      Finance Department
      Government of Kerala

1	Name of the Department			
2	Name & PEN of the Head of Department	Name		PEN
3	Contact details of the Head of Department			
	E-mail		Mobile No.	
4	Name & PEN of the Nodal Officer for the applied project	Name		PEN
5	Contact details of the Nodal Officer			
	Office Address	Email	Office phone	Mobile No.
6	Name of the project for which connectivity with SPARK is requested			
7	A brief description of the scope of the project			
8	Details of the software application and connected database of the applicant department for which SPARK connectivity is requested			

Software fameworks/platforms used to develop the application		Database framework used for the project	
Date on which the project was launched		The date of latest security audit certification	

9	List out the services/data types required from SPARK (in the case of data all the required data fields with purpose should be listed)	
	Services/data required	Purpose of such a service/data sharing

10	Additional information, if any. If the applicant department/agency proposes to develop their own API for receiving data/services from SPARK, full technical details of the proposed API should be given here.

Date :   **Office seal**   **Signature of the Head of Department**