We would like to wish all readers of SPARK e-Newsletter a very happy, prosperous, productive, and successful New Year 2019!!

SPARK e-Newsletter is the online publication initiative of SPARK PMU (Service and Payroll Administrative Repository for Kerala), Finance Department, Government of Kerala. This e-Newsletter was launched on February 2018, realizing the importance of constituting a strengthened communication between implementers and stakeholders of SPARK system. The aim of the newsletter is to provide readers the updated information on SPARK implementation every month on periodical basis. SPARK e-Newsletter acts as a platform for SPARK users to interact with SPARK users. Each issue of SPARK e-Newsletter comprises details regarding recent software updates done on SPARK system, upcoming software updations, latest SPARK training/events scheduled, upcoming events, govt orders and circulars relating SPARK, in addition to that each eNewsletter issue includes a user manual for a SPARK module. SPARK e-Newsletter is also interested in featuring articles of topics relating e-governance and financial management systems. This Newsletter gives the users improved awareness and understanding of all activities happening in SPARK system. SPARK introduced many modules with user manual through SPARK e-Newsletter and this helped the users to get clear insight on SPARK modules.

The response and feedback we receive for the SPARK e-newsletter are very positive, the support from our readers motivates us to stride with next gear for this New Year. As part of enriching the e-newsletter, we are planning to incorporate many interesting topics and enactments in upcoming issues, this year. Thank you readers, for making this e-Newsletter a sequel, and taking this endeavour a success. We sincerely hope that the readers find this e-newsletter very interesting and useful for knowing the things going around with SPARK system. We are sure that this newsletter will continue to cater information beneficial to SPARK users.

We would like to thank all SPARK users for their support toward SPARK e-Newsletter.

Happy Reading!!

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Recent Software Updates & Improvements

PR arrear bills of department change cases (ICDS->WCD)

The PR arrear bills processed from ICDS department are now made available in WCD logins. The subsequent instalments of PR arrear bills processed from ICDS Departments will list in ‘Make bill from Payroll option’ of WCD login account. User can select the bill and generate PR arrear schedules and can e-submit the PR arrear bills. Terminal surrender (PR 2014) arrear claim bill preparation option has yet to be activated in SPARK, and work is in progress for updating the terminal surrender PR arrear claim option.

Reprocessing option for IV instalment of Pay Revision Arrears

SPARK PMU activated the reprocessing option for IV instalment of Pay Revision Arrears. Users can reprocess the IV PR Arrear excluded cases through this option, Salary Matters → Pay Revision 2014 → Pay Revision Arrear Reprocessing option.

Leave Management & Attendance Management

Software update done on Leave management module in order to fine tune the options and improvise the services through this option.

- Punching status seen in individual’s page: Earlier the attendance status was displayed as ‘Present’ in individual page, for single punch recorded in punching system, now software updation given for correcting the status in individual’s page as ‘Absent’ for single punch recorded in the system.

- Auto SMS will be sent to employees who have not punched: Software modification done to send SMS alert messages to employees who have not punched on that day.

CMDRF willingness can be changed from the salary of October 2018

SPARK PMU revised ‘CMDRF (Flood 2018) Contribution details option as per Circular No 99/2018/Fin dated 31/10/2018. The edit option of willingness to CMDRF deduction is enabled only for employees those who selected the payment option as ‘Salary deduction’ in CMDRF contribution details. In the case of employees, who have selected other options than Salary deduction, (i.e. NR+ remaining from salary/ PR arrear + remaining from salary/Surrender + remaining from salary), the CMDRF contribution details cannot be edited.

Software updates done on CMDRF contribution options

Various software issues reported regarding CMDRF contribution options have been corrected through the recent software update given on CMDRF contribution options.

- PF NRA withdrawal to CMDRF claim: PR NRA withdrawal to CMDRF claim processing option has been activated in SPARK under Accounts → Claim entry option. Employees who have opted to contribute their PF NRA withdrawal to CMDRF, such employees GPF authorization details will get updated from Accountant general office and the user can process employees PF NRA withdrawal to CMDRF claim through claim entry page selecting the nature of claim as “PF NRA withdrawal to CMDRF”.

- Leave surrender CMDRF issues rectified: SPARK PMU has done software updations to rectify the common issues identified in CMDRF leave surrender processing.

LTC final and TA final claims

SPARK has made software modification to submit zero settlement bills in live, now e-submission of zero bills can be done through SPARK.
E submission with DSC for salary and Claim bills

SPARK PMU has already enabled DSC registration/renewal facility for DSC implemented departments. Now SPARK has also facilitated the e-submission of Salary Bills and claim bills with Digital signature by the DDO /The head of the institution concerned. E-submission of Salary bills with DSC facility was already there for Finance Department and Treasury Department now this facility has been extended to all the DSC implemented departments and in addition to the salary bills, now claim bills can also be e-submitted with DSC.

Implemented Offline Report Generation procedure

SPARK PMU has implemented offline report generation facility in SPARK which lets the users to view offline reports on clicking the bill generation option with in no time. The reports once generated are automatically saved in the system server, and later on when user gives bill generation request, the system recalls the reports saved in the server and makes bill generation very fast and also this will reduce timeout incidences experienced while loading the bills in past.

Pay Revision slip updation option for High court judges

SPARK has activated the 'Update now' button in High Court Judges 'Present Salary Details' page. When AG updates the pay revision related slips of high court judges the 'Update now' button becomes active as in the case of gazetted employees slip updation.

Income tax module slabs updated

Revised the income tax module by updating the basic slab limits and Tax exemption under Section 80G (2) for CMDRF contribution also handled in the module.

Module updation done for Increment module

Module updation done in increment module to rectify the issues and common errors existed in increment Module.

Terminal surrender PR arrear claim bills of department change cases (ICDS-->WCD)

SPARK Software team rectified the issues regarding the ICDS--> WCD, department change cases. SPARK PMU already gave software update for listing the instalments of terminal surrender PR arrear bills in WCD department.

Processing of TA bills from other officers to where the employees assigned for duty

TA claim bills of employees who got assigned to do duty in other offices, in such cases at present there is no option in SPARK to process their TA claim bill from the office where they got stationed for duty on those days. Provision for processing such TA claims will be soon activated in SPARK under Accounts→ Claim entry option.

Online Transfer

On line transfer facility enabled for the Department 'Health Services', employees can now submit online applications for general transfer through SPARK.

Annual property Returns filing

Annual Property returns filing facility opened for General Administration SS & SC, Finance SS department, Motor Vehicles Department, Directorate of Health Services, Transport Commissioner, Thiruvananthapuram, Law Administrative Department, and Legislature Secretariat. Filing period may be confirmed from the concerned department's filing authority.

For viewing the software updates of 2018-2019, visit SPARK info website link https://www.info.spark.gov.in/?p=2439
In addition to the PF application submission options, provisions for viewing the status of submitted application, PF balance amount, Amount paid till date, Loan details etc will also be there for all user accesses.

Option for updating Charge Transfer Certificate w.r.t to leave
This option is intended for the DDO/Approving authority to approve and forward leave application and CTC details to AG. This option will be enabled under Salary Matters → Leave processing → Update CTC

Option to Cancel Excess pay recovered in salary (if salary not processed)
At present merged excess pay bills cannot be cancelled by the users, SPARK PMU will soon facilitate the option to cancel the merged excess pay bills (if salary for the recovered month not processed).

Updation in 'NPS PRAN text file generation' option
NPS PRAN Text file generation privilege assigned to District treasury officer. SPARK PMU will soon give an update on 'NPS PRAN text file generation' option, which will enable the text file generation for 50 employees at a time, through this option date can be saved and able to send the generated text files to NPS cell. System will do data validation, and if any error found while generating the text file, then the user can use the option 'Regenerate Text file for PRAN' option for regenerating the text file again.

Option to correct 'Paid up to date' for U privilege user
'Paid up to' date correction option for part salary mistakenly entered cases will soon activate in 'U' user logins, this software solution will lessen the back end corrections due to paid up to date issues.

Promotion and part salary updation for non-gazetted to Gazetted service category change cases
SPARK will soon update the promotion option to enable the processing of promotion cases involving service category change from NGO to SDO. Options for designation change, category change and part salary status updation will be included in one window.

Options in Leave management & Attendance management
'View attendance details' link in Salary processing page:
'View attendance details' link will be included in 'Salary processing' page to view the attendance details of employees before giving salary processing request. Through this option user can check the attendance details by selecting the employees whose attendance details need to be verified.

Linking of attendance with Salary processing
Salary processing option will soon be linked to attendance management system. After this updation system will take salary processing requests only after checking the attendance details of the employees. Checking conditions planning to implement are as follows;
- If an employee’s Leave/OD/Coff is not recorded in the system with missing punch, his salary processing cannot be done.
- For processing salary of current month, system will check the attendance details of the employee from 15th of last month to 14th of the current month.
- For processing salary of previous months, attendance data for the selected month will be checked.

GPF module:
New options will be enabled under the menu Salary Matters -> Provident Fund (PF), facilitating the Individual users to submit online PF admission application and other PF related applications through SPARK.

The following PF forms will be included in the module for submitting PF applications:
- Application for Admission to General Provident Fund (FORM A)
- Application for Temporary Advances against Deposits in General Provident Fund. (FORM D)
- Application for Non Refundable Advance (NRA) & Conversion (FORM G)
- Application for Closure of General Provident Fund (FORM J)
SPARK training conducted at Thalassery, Kannur
SPARK PMU conducted a two days DDO training at Kannur on 24th and 25th October 2018. Mr. Anoop N, Master trainer, SPARK led the training classes and SPARK option were detailed in the training session, also we have arranged a hands-on training for the participants to make them familiarize with the SPARK modules. 30 attendees (including DDOs and establishment staffs) participated in this training held at Keltron Knowledge Centre, Sahara centre, Thalassery.

SPARK Training held at Palakkad Education District
SPARK PMU organized a Training session for the employees at Palakkad Educational district on 8th & 9th of November, at Keltron Knowledge Centre, Manjakkulam Road, Palakkad. Resource person for this training was Sri. Ratheesh R., Department Master Trainer, SPARK menus were discussed in detail in this training session. 29 Employees from various schools of Palakkad educational District attended this training.
SPARK training conducted on November 16th & 19th at Thalipparamba, Kannur

SPARK PMU conducted a two days SPARK training for the DDOs and accompanying staffs on 16/11/2018 & 19/11/2018 from 10 AM to 5 PM at Keltron Knowledge Centre, Keltron Animation Campus, Thalipparamba, Kannur. Sri.Anoop N, Master Trainer, SPARK Helpdesk, Kannur handled the training sessions, 19 employees from various offices attended this two day training programme.

SPARK training scheduled at Kozhikkode District

SPARK training for DDOs conducted on 13th &15th of December 2018 at Kozhikkode dist. The training was held at GLOBAL TECHNOLOGIES & COLLEGE OF ENGINEERING, CDIT Center, Kozhikkode. Sri.Anoop N, Master Trainer, SPARK Helpdesk, Kannur led the training sessions.
Two days SPARK training schedules on Chavakkad Education dist
Two days spark training arranged on 6th & 7th of December 2018 for the employees of various schools (total of 40 nos) under Chavakkad Education dist., Thrissur. Sri. Ratheesh R., DMT, handled the training sessions and the training venued at the CDIT centre, MERCY INSTITUTE OF TECHNOLOGY, Guruvayoor, Thrissur.

SPARK training for DMT’s
SPARK PMU conducted training to newly recruited DMTs at 2 sessions, 1st session arranged for DMT’s in southern districts covering Thiruvananthapuram to Pathanamthitta, following this the 2nd session was arranged for new DMT’s of northern Districts and training was held at Ernakulum district. SPARK PMU has been informed that some DMT’s had not attended the training, so SPARK PMU scheduled one more training to newly recruited DMTs who missed the earlier trainings, which will be held at the Centre for Training in Financial Management (CTFM), University Campus, Thiruvananthapuram. This training is also intended for existing DMTs to get them acquainted with new SPARK modules.

Two days SPARK training to DDO’s
Two days training on SPARK will be conducted for the DDOs (limited no 40) at Keltron Knowledge Centre, Chembikalom Building, Vazhuthacaud.

Two days SPARK training
A two days training on SPARK will be conducted at St. Theresa’s College, Ernakulam as per their request. Sri. Sanoj Soman, Master Trainer, SPARK PMU and Sri. Abraham Jose O M, Assistant (Finance), SPARK PMU lead the training sessions.
Vital Statistics of volume of transactions and the bills processed through SPARK

As per SPARK database records, the statistics of bills processed for the period from October 2018 to December 2018 through SPARK system is depicted below.

During the month of October 2018, SPARK system recorded the transaction statistics of 93283 salary bills, 78430 arrear bills (including DA arrear, Salary arrears and Pay Revision Arrear), 1132 other allowances bill and 39055 claim bills through SPARK.

In November 2018, 76616 salary bills, 71241 arrear bills (including DA arrear, Salary arrear and Pay Revision Arrear), 1195 other allowances bill and 49353 claim bills were processed through SPARK.
As per December 2018 Database records, system recorded the processing of 78616 salary bills, 21638 arrear bills (including DA arrear, Salary arrear and Pay Revision Arrear), 1211 other allowances bill and 40573 claim bills.

<table>
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<tr>
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G.O (P) NO 189/2018/Fin dated 10/12/2018

general Provident Fund (Kerala) Rules 2011-Implementation of an integrated system for online submission of various GPF Applications -Approved-Orders issued

As part of integration of SPARK with GPF system controlled by the Accountant General, the BPR committee recommended modifications for various GPF application forms as mentioned below in order to integrate SPARK with GPF system.

- Application for Admission to GPF
- Application and sanction for Temporary Advance from GPF
- Application and sanction for Non-Refundable Advance (NRA) and conversion of Temporary Advance to NRA
- Application for closure of GPF Account.

Government have examined the matter in detail and modifications done on the above GPF forms to make them conducive to online submission and processing. The revised forms are available as annexure 1 to IV of this order.

G.O(P)NO.185/2018/FIN dated 06/12/2018

Finance Department - Rectification of anomalies in Pay Revision - Instructions regarding granting of arrears - Orders issued.

Government noted the issuance of general Pay Revision orders, several modifications on scale of pay and allowances therein are made on the basis of court orders or otherwise. This causes much strain on the state exchequer by way of granting arrears to the above benefits from the original date of effect.

Government are therefore pleased to order that arrears will not be granted for any benefits granted after the issuance of general orders on pay revision unless any Court of Law has specifically ordered otherwise or the anomalies were crept due to obvious mistakes committed in the orders itself.

GO (P) NO 178/2018/Fin dated 16/11/2018

Part time employees/teachers whose service category changed from part time to Full time due to by transfer /by promotion after 01/04/2013, orders issued to include such appointments in KSR Part III Pension Scheme.

Govt have issued orders for including those employees in statutory Pension scheme, who got appointed in Government service as Part time employee/Part time teachers before 01/04/2018, and on continuing the service, employees service category changed from part time designation to Full time due to employee by transfer/by promotion. Instructions to be followed by the head of the Departments regarding conversion to statutory pension scheme are also mentioned in the order.
Circular No 121/2018/Fin dated 24/12/2018
Sub: Salary Challenge- Rectification of Issues on account of Salary Challenge in SPARK

Government have issued instructions relating to Salary Challenge in the aftermath of devastating floods in Kerala for generating funds for CMDRF. Now it has been noticed that recoveries are being made from the salaries of those employees who had not submitted willingness for Salary Challenge, due to the mistakes on the part of DDOs while processing the salaries of the employees concerned through SPARK. For rectifying the mistakes following instructions are issued.

1. The cases reported to Finance (Funds) Department will be transferred to SPARK and SPARK in turn will rectify the mistakes after getting all the relevant information/certificate/declaration from the DDO’s, concerned through e-mail, etc.

2. Employees whose recovery towards CMDRF is being done based on non-marking of already donated amount and excess recoveries, the same will be rectified by SPARK PMU on receipt of the details in the specified format.

3. Fresh options should be provided in SPARK for deduction of salary from those employees who are willing to contribute one month's salary to CMDRF. The software needs to be modified by SPARK where by those cases in which the option was initially YES subsequently made NO shall be modified to provide YES option again to enable the willing employees to contribute one month's salary.

4. All the mistakes should be corrected within January 2019. Under no circumstances, salary of the employees is withheld for want of correction on account of Salary Challenge.
Get Familiarize with SPARK Modules  
Online Annual Property Statement & Online General Transfer
(Prepared by Devi M. S., Master Trainer, SPARK)

Online Annual Property Statement

Part A: pre-requisites

- Open your web browser; (Google chrome, Mozilla Firefox, Internet Explorer)
- PDF Reader: Adobe Reader 9.0 (or above version), Foxit Reader should be installed in the system for viewing Acknowledgement generated in PDF format after filing return.

Part B: On-line filing of Property Returns

- In the Address bar type the address www.spark.gov.in/webspark. The login page will appear, see (Picture A)

(Picture A)

- Type the Permanent Employee Number (PEN) as User code and enter the password. Then click the Sign in Button.
- Then the password change window (Picture B) will be appeared.

Enter old Password and the New Password (The password which you used to login). Make sure that the given password should be Alphanumeric (Alphabet and Numbers) having at least 8 characters. Repeat the new password entry in the confirmation column and click the confirm button.
After doing the password change spark redirects the user to login page (Picture A) once again. Type the user code and newly created password and click Sign In button. Then the main page will appear on the screen.

From “Profile” menu, select “property returns” (Picture C).

The instruction for filing property returns will be displayed on the screen (Picture D).

Property returns is a **simple 4 step process** as mentioned below.
Step: 1

**Enter Part I Details** *(Picture E)*

Verify the details displayed and fill up the required column correctly. Click the check box to accept the declaration and click on ‘Confirm’ button to proceed.

(Picture E)

Step: 2

**Enter Part II Details (Immovable), if applicable** *(Picture F)*

Enter the required details, accept the declaration and click on ‘Confirm’ button to save the details and proceed.

(Picture F)

Step: 3

**Enter Part III Details (Movable), if applicable**

Enter the details, accept the declaration and click on ‘Confirm’ button to save the details entered.
Step: 4  
**Enter Generate Acknowledgement** *(Picture F)*

This option helps you to print the acknowledge for the property returns done. User can edit part I, II, III details before generating acknowledgement. No further Modification is possible after generating acknowledgement. Filing authority can view the filed details of employees at any time.

After using the application don't forget to **sign out**.
Online General Transfer 2019

Steps for submitting online applications for general transfer are described below.

1. **ACCESS SPARK WEBSITE:** SPARK website can be accessed through the URL, [http://spark.gov.in/webspark/](http://spark.gov.in/webspark/)
   - Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.
   - In the Address bar type the address [www.spark.gov.in/webspark](http://www.spark.gov.in/webspark) as given in Fig 1.

![Fig (1)](image)

2. **ACCESS ONLINE APPLICATION:**
   - Click the link Application for general transfer available below the Sign in button. A new window will appear on the screen [Fig (2)] with the title Online Application for General Transfer. Here you have to enter the PEN and the Mobile number registered in SPARK and click on ‘Go’ button. (If mobile number is not registered in SPARK or there is change in mobile number, the applicant has to contact his establishment (DDO) for updating his/her mobile number in the personal contact details page in SPARK)

![Fig (2)](image)
**Case (1) Fresh application:** On clicking the GO>> button, the below seen page (Fig 2a) will appear on the screen with the links ‘Apply for transfer’ and ‘View application status’. To get the online application, click the link ‘Apply for transfer’.

![Online Application for General Transfer](image)

**Fig (2a)**

**Case (2) Draft application already saved:** For the cases of draft application already saved and if the GO>> button is clicked, system will display a screen for generating and entering OTP. Now click on **Generate OTP for verification** and enter the OTP received in your mobile in the textbox provided for the same.

![Online Application for General Transfer](image)

**Fig (3)**
3. VERIFICATION OF DETAILS: Once you enter OTP, Proceed button will become active. On clicking the 'Proceed' button in Fig(3) you can see the page as displayed below, click on 'Apply for transfer' link [Fig(2a)], then personal details page will open as in Fig (4). You may verify the entered details such as Name, Department, PEN, Designation etc. and if the details found correct, proceed to apply. If the details seen there are not correct, get it corrected through respective establishment/DDO.

(Fig (4)

(If there is any error message shown such as error in Service history or data is not locked, then you have to contact your DDO for making necessary corrections before proceeding further.)

4. CONFIRM YOU NEED TRANSFER: It is made mandatory to answer the query in Serial No. 19 ‘whether transfer required’. If your selection is 'Yes', then proceed to query No. 20, this option allows you to select the’ Station to which Transfer is Requested’ in the order of your Preference.

(Fig (5)
If you belong to any priority category, then tick the relevant box available in the list. In this case, you have to attach the supporting documents with the signed hard copy of application while you submit it to the authorities.

Even if transfer is not required now, the employees can mark their preferred stations, as per the order of preference; so whenever employees transfer occurs on administrative ground, system will show their choice of station by priority, this will help the employees not being transferred to a location not in their priority list. All the employees are advised to mark their preference.

Fig (6)

5. SAVE DRAFT APPLICATION: After filling the necessary columns, you may click on the check box of the declaration as a token of acceptance. This will enable the ‘Save Draft’ button. To save the application click on the ‘Save Draft’ button. Even after saving the application you can make corrections and save multiple times until the application is submitted.

6. SUBMITTING APPLICATION:
   a. If the entered details/selected options are correct, then click the ‘Generate OTP for verification’ for further verification. Make sure the One Time password is received in your registered mobile number.
   b. Use the ‘Submit application’ button [Fig (7)] for submitting the application after entering OTP.

Fig (7)
Once you submit the application, SPARK will provide you an application number. Applicant should ensure that, they have got the application number.

7. **PRINT APPLICATION**: If all the above steps are completed successfully, you will be able to take hard copy printout of the submitted application through **Print Application**. The hard copy of application should be signed by the applicant and submitted to Head of Office attaching documentary proof of priorities claimed if any.

![Demo of a Printed application](image)

**WARNING**: No editing will be permissible after submitting the application!!!

8. **VIEWING APPLICATION STATUS**: Status of the Submitted application will be available for viewing in the 'View application status' option. Here you have to enter the PEN, mobile number registered in SPARK once again to generate OTP through 'Generate OTP for verification'. Through this option, the applicant can view the current status of application and check whether this is being processed under District Level Officer (DLO) or State Level Officer (SLO), accepted or rejected by the approving authority.
9. **VIEWING APPLICATION**: An applicant can view online application for general transfer through 'View Transfer Request'.

After using this facility don't forget to close the session.

**ONCE THE APPLICATION IS SUBMITTED NO REQUEST FOR CHANGING THE DETAILS WILL BE ENTERTAINED.**
SPARK helpdesk units @ Kollam, Pathanamthitta, Alappuzha, Malappuram and Kasaragod

In an effort to expand the SPARK help desk facility, SPARK PMU started new helpdesk units at Kollam, Pathanamthitta, Alappuzha, Malappuram and Kasaragod. For any sort of query or doubts regarding SPARK modules/processing procedures, you may visit your nearest SPARK helpdesks, your queries are always welcome.

SPARK Help desks @ District treasuries:

<table>
<thead>
<tr>
<th>District</th>
<th>Contact Address</th>
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<tbody>
<tr>
<td>Kollam</td>
<td>Smt. Suja Sankar, MT, SPARK Helpdesk, Dist. treasury, Kollam, Phone: 0474 2793663</td>
</tr>
<tr>
<td>Pathanamthitta</td>
<td>Smt. Amitha Kumari K V, MT, SPARK Helpdesk, Dist. treasury, Pathanamthitta</td>
</tr>
<tr>
<td>Alappuzha</td>
<td>Smt. Lekha AS, MT, SPARK Helpdesk, Dist. treasury, Alappuzha</td>
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<tr>
<td>Malappuram</td>
<td>Sri. Muhammed Mahroof A K, MT, SPARK Helpdesk, District Treasury, Malappuram, Phone: 0483 2734451</td>
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<tr>
<td>Kasaragod</td>
<td>Sri. Purushothaman O K, MT, SPARK Helpdesk, Dist. treasury, Kasargod, Phone: 0499 4255008</td>
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</table>

SPARK HELPDESK (SPARK PMU), Thiruvananthapuram : 0471 2579700
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MALAPPURAM HELP DESK, Dist. Treasury, Malappuram : 0483 2734451
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