



**GOVERNMENT OF KERALA**  
Finance (IT-SF) Department  
**CIRCULAR**

**No. 11/2019/Fin**

**Dated, Thiruvananthapuram, 05/02/2019**

**Sub: - Finance Department– Compulsory locking of the records for increment sanction and to generate e-SB– Software Implemented - instructions – Issued - Reg.**

- Ref: - 1). Circular No.62/2012/Fin dated 16.10.2012**  
2). Circular No.27/2013/Fin dated 05.03.2013  
3). Circular No.25/2014/Fin dated 17.03.2014  
4). Circular No. 46/2015/Fin dated 30.4.2015  
5). Circular No. 23/2015/Fin dated 26.02.2015  
6). Circular No. 87/2017/Fin dated 6.12.2017  
7) Minutes of IFMS Review Meeting held on 13.12.2018 and 25.01.2019  
8) E- 1077349 SPK-A2/15/2019-Fin

Several instructions regarding the updation of employee's data and to lock the data in SPARK had been issued vide circulars read above. In spite of all the instructions, it has come to the notice of the Government that many DDOs have not updated all the details in SPARK yet.

A decision was taken in the IFMS Review Meeting read as 7th paper above to make data locking mandatory after proper verification of data based on the Service Books, for processing increment sanction and for generation of e-Service Book. Based on the same Government have decided to introduce the functionality in SPARK System. Accordingly, the facility is now made available in SPARK and will be in effect from 1.2.2019. Hence all DDOs/SPARK users are directed to complete data updation of all the fields in SPARK and to lock the fields immediately. If the same are not updated, the increment sanction of the employees will be affected and the e-SB will be generated with wrong/incorrect details and for that the DDO or the Establishment users of SPARK alone will be responsible.

All HoDs and Head of Offices are directed to watch the updations done by their subordinate offices in SPARK based on this circular instruction, promptly.

**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 (through e-office).

All Sections in Finance Department (through e-office).  
All Departments in Secretariat (through e-office).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock file/Office copy.

Forwarded By order



Section Officer