



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

**CIRCULAR**

**No. 04/2019/Fin**

**Dated, Thiruvananthapuram, 14/01/2019**

Sub: Finance Department-SPARK System - Ensuring the correctness of data input - Instructions to users - Issued - Reg.

- Ref: 1. Letter No. SGS II (HQ) III/1/27 dated 2/11/2018 from the O/o PAG (G&SSA)  
2. Circular No. 87/2018/Fin dated 19/9/2018  
- 3. File No. SPK-A1/193/2018-Fin E- 1011047

SPARK is the Human Resources software for the entire State Government employees of Kerala and is being used by over 30,000 Drawing & Disbursing Officers and over 23,000 users across the State. As per reference read 1 above, issues are brought to the notice of the Govt., which are due to the mistakes done from the part of DDO(s) as they have not properly verified the bills generated through SPARK.

Any mistake committed by DDOs / Controlling officers in using SPARK including while inputting data would produce wrong outputs and make the data unusable in future. As per paper 2 read above general instructions were issued to ensure the correctness of data entered in the SPARK system. In spite of the same, several issues are still being reported from various corners.

In this context, all DDOs are instructed to ensure that the bills generated from SPARK are verified thoroughly before presenting the same to concerned treasury as the bill generated in SPARK is based on the data input done by the DDOs and hence the responsibility to ensure the bill details vests with DDOs itself.

All HODs should ensure that the above instructions are followed scrupulously and regular inspections / audit by the internal team may also be done on the bills generated through SPARK and to ensure that the same is in line with the actual eligible claims to the employee.

**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).  
Finance Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
Stock file/Office copy.

Forwarded By order

Section Officer