GENERAL PROVIDENT FUND

SPARK PMU has updated a new module for General Provident fund for submitting online application as per the G.O(P) No 9/2019/Fin, dated 12/02/2019 to Accountant General. GPF Admission /Non Refundable Advance and Conversion application by individual employee with the proper recommendation and sanction from the Department officers concerned and this is to be pushed as online to AG’s system. For each and every online application there is a status retained in the individual users or DDO level to know the progress of application. Corresponding sanction order details will be available in the DDO users and can be forwarded to AG for processing. Once the application processed or sanctioned from AG subsequent intimation will be available in the DDO interface.

As per the G.O(P) No 37/2019/Fin, dated 30/03/2019 Government has revised the existing Upper Monetary Limit to various categories of Sanctioning Authorities for sanctioning NRA/Conversion of Temporary Advance to NRA subject to a maximum of 75% of the eligible balance at credit of the subscriber, as booked by the Accountant General. All NRA/Conversion of Temporary Advance to NRA will take in effect only after getting online authorization of the Principal Accountant General in SPARK and all the bills of the GPF NRA will be generated and encashed by the DDO’s through SPARK only based on this online authorization issued by the Principal Accountant General.

As per the Circular No 32/2019/Fin, dated 10/04/2019 all DDOs are informed that DSC is made mandatory in all departments for GPF related online modules with effect from 05/2019 and for pay and allowance processing and contingent bills in SPARK and BIMS respectively by 11.04.2019, in the case of following departments.

Archeology, Archives, Chemical Examiner’s Laboratory, Commissionerate of Entrance Exams, Culture, Election, Police, Ground Water Department, State Audit Department, Museum & Zoo, Sainik welfare, Administrative Reforms Commission, Kerala Women’s Commission, GST Department and Kerala Public Service Commission.

The DDOs who have not availed DSC till time can contact their nearest District Treasury for availing DSC at free of cost. The help desk of Keltron at the District Treasury offices would provide DSC, its installation and training.
**All DDO should ensure;**

- In the case of departments for which Digital Signature Certificate (DSC) is mandatory for bill submission, these modules would only be operated using DSC.
- In the case of departments for which DSC is not mandatory, they can use these modules without DSC.
- The parallel system of submission of duly signed hard copies along with online submission to AG is to be continued until further orders.
- All Government employees who have subscribed to General Provident Fund and their GPF accounts maintained by Accountant General Kerala can utilize the facility available in SPARK for these online submission modules.
- In modification to the provisions in the G.O (P) No 58/2017/Fin dated 03/05/2017, these applications are to be submitted to the DDO online and in the case of DDO's, Controlling Officer/Immediate Superior Officer/Head of Department is authorized to sanction the same.
- In the case of Head of Departments, the power vests with the Secretary to Government of the Administrative Department concerned in Secretariat.
- The detailed (step by step) tutorial on operating the module in SPARK will be hosted in the website www.finance.kerala.gov.in and in www.info.spark.gov.in
- The DDO's can also use the facility in SPARK to operate the module for GPF related applications on behalf of the employees for whom SPARK login is not provided.

**GPF Processing mode by Officials**

**GPF New Admission Application (Through DDO)**

GPF admission applications can be filled and submitted to AG as online mode through the Individual User level. Here the applications can be filled through the office level user who is authorized to do or may be the DDO. The application for Admission to GPF is available in the menu, *Salary Matters ➔ Provident Fund (PF) ➔ GPF New Admission Application*. Employee who hasn’t started GPF account will be listed in the online application form. Employee can be selected based on Name or PEN. When a particular employee is selected for the application to GPF Admission, his/her Personal details and Service details will be automatically displayed in the screen. Then the user has to update all the mandatory fields like Monthly Subscription, Service type etc. The Monthly Subscription amount should be greater than or equal to 6% of employee’s Basic pay (Refer point 14). If the applicant is a subscriber to any other Provident Fund then furnish its details too (Refer point 17).
The Nominees details can be enclosed as in Figure 1 (Refer point 20). Before submitting the applications all the details should be verified clearly (Figure 2). Once the application is submitted then the details couldn’t be edited. After that Click “Submit” button. The applications submitted through individual logins will also be listed at left edge of the page under the menu, Salary Matters → Provident Fund (PF) → Forward Application for GPF Admission. DDO or the authorized person can verify and submit such applications to AG through this option.

Pending applications for approval will be listed at left edge of the page through the menu, Salary Matters → Provident Fund (PF) → Forward application for GPF admission. DDO or the authorized person can approve the request if all the details are found to be correct. Otherwise there is a provision to reject the application (Figure 3). Approved applications will be forwarded to AG for further processing.
GPF NR Withdrawal/Conversion Application (Through DDO)

GPF withdrawal/conversion can be filled and submitted to AG as online mode by Individual User Level. Here the applications can be filled through the office level user who is authorized to do or may be the DDO. This is available under the menu,

Salary Matters→ Provident Fund (PF) → GPF NR withdrawal/conversion Application

Employee can be selected from the list based on the Name or PEN. When a particular employee is selected for an application to GPF Withdrawal/Conversion, his/her Personal details will be automatically displayed in the screen (Figure 4). Then the user has to update all the mandatory fields like amount of withdrawal, purpose of withdrawal etc. If there are any pending recoveries with outstanding balance, then such details will be displayed on the screen (Refer point 6). During the application submission the system will check the condition that whether the employee has 10 years of service or superannuation date within 10 years of the date of retirement. Before submitting the applications all the details should be verified clearly. Once an application is submitted then the details couldn’t be edited. After that Click “Submit” button.
The details of submitted application can be viewed through this page (Refer figure 5).

**GPF NR Withdrawal/Conversion Approval**

DDO/ Authorized person can forward the verified applications as well as the applications forwarded from Individual user level. Which is available under the option,

**Salary Matters → Provident Fund (PF) → GPFNR Withdrawal/Conversion Approval.**

Already submitted applications will be listed at the left side of this page. If all the details are found to be correct then DDO can approve the application otherwise it can be rejected by DDO itself (Figure 6). If the DDO has to submit his own application then he has to forward the application to Controlling Officer/Immediate superior officer/Head of Department who is authorized to sanction the same. (Refer point 10).
Once the application approved by the DDO then a draft of the sanction order will be available for the DDO to verify before the submitting the application to AG. A draft of application can be downloaded from this page with a water mark ‘Draft’. Approved sanction order can be taken from the Salary Matters → Provident Fund (PF) → View Approved GPF Sanction orders and its details are given in Figure 8. Each sanction order will be generated as the prescribed format of application given by the AG.

**Change Approving Authority (Withdrawal/Conversion)**

The Approving authority of GPF Withdrawal/Conversion can be changed through the option, Salary Matters → Provident Fund (PF) → Change Approving Authority (Withdrawal/Conversion).

It is enabled only for the applications which are already forwarded to DDO for approval. These applications are forwarded to the Authority who has the right to approve the application.
The details of Approved GPF sanction order details can be viewed through the menu,

Salary Matters  Provident Fund (PF)  View Approved GPF Sanction orders(Figure 7 and 8).

View Approved Sanction order

Once the PF application is verified by the DDO while on approval it is possible to view a draft of the generated PF application. If it is found to be correct then DDO can forward the details to AG as mentioned in (Figure 6). Final Sanction order details will be available through the menu. The forms are able to take as print out and is generated as the prescribed format of AG. This sanction order can be produced before AG for their processing.

Salary matters  Provident Fund  View Approved Sanction Order.
GPF Processing Module by Individual

GPF New Admission Application

GPF admission applications can be filled and submitted to AG as online mode through the Individual User also. Here the applications can be filled through individual user. The application for Admission to GPF is available in the menu **Provident Fund → GPF New Admission Application.**

Employee who hasn’t started GPF account can have the provision to apply for GPF Admission through this option, *‘Provident Fund’. When an employee login in SPARK as individual user his/her PEN, Personal details and Service details will automatically displayed in the screen (Figure 9). Then the user has to update all the mandatory fields like Monthly Subscription, Service type etc. Please note that the Monthly Subscription amount should be greater than or equal to 6% of employee’s Basic pay (Refer point 14). If the applicant is a subscriber to any other Provident Fund then furnish its details too (Refer point 17).

![Figure 9: GPF New Admission Application](image-url)
If there are any Nominees, then such details can be enclosed as in Figure 9. There is a user declaration for accepting the terms and conditions before submitting the online application (Refer point 20). So before submitting the application user has to cross check all the details. If the application is submitted then the details couldn’t be edited. After that Click “Submit” button.

Once the application is submitted by the user, then the status of the application can be viewed through the menu Provident Fund → GPF New Admission Application

---

**Application for Admission to General Provident Fund**

**Personal Details.**
1. Name of applicant
2. Gender
3. Name of Father/Mother
4. Date of Birth (dd-mm-yyyy)
5. Permanent Address

**Figure 10: Individual user level application status**

**GPF Withdrawal/Conversion Application**

GPF withdrawal/conversion can be filled and forwarded to DDO through the Individual user. After updating the mandatory details Applicant can submit the application for approval. This is available under the menu,

Provident Fund → GPF Withdrawal/Conversion Application.

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**Application for Non-Refundable Withdrawal/Conversion from the General Provident Fund**

**Figure 11: The page shows GPF Withdrawal/Conversion Application**
When an employee made login in SPARK his/her PEN, Personal details and Service details will automatically be displayed in the screen (Figure 11). Then the applicant has to update all the mandatory fields like amount of withdrawal, purpose of withdrawal etc. If there are any pending recoveries with outstanding balance then such details will be displayed on the screen (Refer point 6). During the application submission the system will check the condition that whether the employee has 10 years of service or superannuation date within 10 years of the date of retirement. There is a user declaration for accepting the terms and conditions before submitting the online application (Refer point 11). So before submitting the application user has to ensure the information which is filled in the form is proper. Once the application is submitted to DDO then the details couldn’t be edited until a rejection is made by the DDO. After filling details click the “Submit” button. The status of each level of application will be available in the employee login page also.

-------------------End-------------------
GOVERNMENT OF KERALA
Abstract

General Provident Fund (Kerala) Rules 2011-Implementation of IFMS-Integrated system for online submission of various GPF Applications-approved – Orders issued.

FINANCE (PF) DEPARTMENT
G.O (P) No 9/2019/Fin Dated, Thiruvananthapuram 12/02/2019

Read:-
1. GO (P) No 94/2012/Fin Dated 07.02.2012
2. GO (P) No 149/2014/Fin Dated 26.04.2014
3. GO (P) No 238/2015/Fin Dated 19.06.2015
4. GO (P) No 76/2016/Fin Dated 27.05.2016
5. GO (P) No 306/2016/Fin Dated 23.07.2016
6. GO (P) No 58/2017/Fin Dated 03.05.2017
7. GO (P) No 136/2018/Fin Dated 23.08.2018
8. GO (Rt) No 9521/2018/Fin Dated 17.11.2018
9. GO (P) No 189/2018/Fin Dated 10.12.2018

ORDER

As per GO read first above, Government have already given permission to implement the revised and simple online GPF forms to make them conducive to online submission and processing in SPARK. The IFMS meeting chaired by Principal Secretary (Finance) held on 25.01.2019 decided to introduce the following online facilities for GPF related activities immediately:

1) GPF admission processing.
2) GPF NRA processing
3) GPF TA to NRA conversion processing

Government have examined the matter in detail and are pleased to accord sanction to introduce the above mentioned online modules in SPARK for GPF processing with immediate effect and the following guidelines are also issued in this connection.
1) In the case of departments for which Digital Signature Certificate (DSC) is mandatory for bill submission, these modules would only be operated using DSC.
2) In the case of departments for which DSC is not mandatory, they can use these modules without DSC.
3) The parallel system of submission of duly signed hard copies along with online submission to AG is to be continued until further orders.
4) All Government employees who have subscribed to General Provident Fund and their GPF accounts maintained by Accountant General Kerala can utilize the facility available in SPARK for these online submission modules.
5) In modification to the provisions in the GO read(6) above, these applications are to be submitted to the DDO online and in the case of DDO's, the same is to be submitted to the immediate controlling officer of the DDO.
6) The detailed (step by step) tutorial on operating the module in SPARK will be hosted in the website www.finance.kerala.gov.in, www.info.spark.gov.in.
7) The DDO's can also use the facility in SPARK to operate the module for GPF related applications on behalf of the employees for whom SPARK login is not provided.

Necessary amendments to the General Provident Fund(Kerala)Rules, 2011 will be issued subsequently.

(BY ORDER OF THE GOVERNOR)
SANJEEV KAUSIK IAS
PRINCIPAL SECRETARY(FINANCE RESOURCES)

To
The Principal Accountant General(A&E/G&SSA) Kerala, Thiruvananthapuram
The Accountant General(E&RSA) Kerala, Thiruvananthapuram
The Director of Treasuries, Thiruvananthapuram
Officers concerned
Stock File/Office Copy

Forwarded / By Order

Section Officer
Abstract

GENERAL PROVIDENT FUND (KERALA) RULES - Revision of the Upper Monetary Limit for various categories of Sanctioning Authorities for sanctioning NRA/Conversion of TA to NRA - ORDERS ISSUED.

FINANCE (PF) DEPARTMENT

G.O.(P) No.37/2019/Fin Dated, Thiruvananthapuram, 30.03.2019

     3. Minutes of the BPR Committee held on 08.03.2019.

ORDER

As per the GO read as first above, Government introduced online facility for GPF NRA/Conversion application submission through SPARK for GPF subscribers to bring transparency and also to simplify the procedure for availing NRA/Conversion of TA to NRA.

Now, it has been brought to the notice of the Government that the Upper Monetary Limit and categorization of officers specified therein the G.O. read as second paper above, is causing undue delay and inconvenience in sanctioning NRA/Conversion consequent on revision of pay and allowances of State Government Employees and introduction of online facilities using SPARK for applying and approving NRA/Conversion requests.

Government have examined the matter in detail and are pleased to revise the existing Upper Monetary Limit to various categories of Sanctioning Authorities as below for sanctioning NRA/Conversion of TA to NRA subject to a maximum of 75% of the eligible balance at credit of the subscriber, as booked by the Accountant General:

1) DDO's are authorized to sanction General Provident Fund NRA/Conversion to all employees under his control.
2) In the case of DDO's, Controlling Officer/immediate superior officer/Head of Department is authorized to sanction the same.
3) In the case of Head of Departments, the power vests with the Secretary to Government of the Administrative Department concerned in Secretariat.

All NRA/Conversion of TA to NRA will take in effect only after getting online authorization of the Principal Accountant General in SPARK and all the bills of the GPF NRA will be generated and encashed by the DDO's through SPARK only based on this online authorization issued by the Principal Accountant General.
The Categorisation of Officers and Monetary Limits fixed herein for NRA/Conversion shall be in supersession of all existing orders issued in the matter. Each Head of Department shall issue an order specifying the DDO’s under its control and intimate the same to Government and the Principal Accountant General (A&E) Kerala, Thiruvananthapuram.

(By Order of the Governor)
SANJEEV KAUSHIK IAS
PRINCIPAL SECRETARY(FINANCE EXPENDITURE)

To

The Principal Accountant General (A&E)/Audit), Kerala, Thiruvananthapuram.
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All Heads of Departments and Offices.
All Departments and Sections of the Secretariat.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram.(with C.L)
The Registrar, University of Kerala/Calicut/Cochin/Kottayam/Kannur and Sanskrit University, Kalady (with C.L)
The Secretary, Kerala State Electricity Board, Thiruvananthapuram.(with C.L)
The Registrar, Kerala Agricultural University, Mannuthy, Thrissur(with C.L)
The Registrar, High Court, Ernakulam (with C.L)
The Private Secretary to the Chief Minister and other Ministers.
The Advocate General, Kerala, Ernakulam (with C.L)
The Managing Director, Kerala State Road Transport Corporation, Thiruvananthapuram. (with C.L)
The Secretary to Governor.
The Private Secretary to Speaker / Deputy Speaker.
The Private Secretary to the Leader of Opposition, Thiruvananthapuram.
The Additional Secretary to the Chief Secretary.
The State Election Commission, Kerala.
The Secretary, Human Rights Commission, Thiruvananthapuram. (with C.L)
The Registrar, Lok Ayuktha, Thiruvananthapuram. (with C.L)
The Director of Public Relations, Thiruvananthapuram.
The Personal Assistant to the Principal Secretary(Finance Expenditure)
The Nodal Officer, www.finance.kerala.gov.in
Stock File/Office Copy

Forwarded /By Order

Section Officer
GOVERNMENT OF KERALA
Finance (Streamlining) Department

CIRCULAR

No. 32/2019/Fin. Dated, Thiruvananthapuram, 10.04.2019

Sub:- Finance Department – Implementing DSC in another 15 departments – Instructions -- issued – Reg.

2. IFMS review meeting chaired by Additional Chief Secretary (Finance) held on 15.03.2019.

In continuation of the orders issued in the G.O read above and also based on the decision in the IFMS meeting referred above, all DDOs are informed that, DSC is made mandatory in all departments for GPF related online modules (such as admission, NRA and conversion of temporary advance to NRA) wef 05/2019 and for pay & allowance processing and contingent bills in SPARK & BiMS respectively by 11.04.2019, in the case of following departments.

Archeology, Archives, Chemical Examiner's Laboratory, Commissionerate of Entrance Exams, Culture, Election, Police, Ground Water Department, State Audit Department, Museum&Zoo, Sainik welfare, Administrative Reforms Commission, Kerala Women's Commission, GST Dept and Kerala Public Service Commission.

The DDOs who have not availed DSC till time can contact their nearest District Treasury for availing DSC at free of cost. The help desk of Keltron at the District Treasury offices would provide DSC, its installation and training. The District wise contact details of Keltron officials are available in the SPARK website www.info.spark.gov.in & www.spark.gov.in/webspark.

All Head of Departments are directed to circulate the content of this circular to all the DDOs under their control immediately for strict compliance.

MANOJ JOSHI,
Additional Chief Secretary (Finance)

To
The Director of Treasuries.
All Head of the Departments.
Stock File/Office Copy.

Forwarded/By Order

Accounts Officer
DDOs can take DSCs in all working days through the prior appointment of corresponding District wise Coordinators listed below.

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<th>District</th>
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Dsc Support centre
Trivandrum 8078018474