



GOVERNMENT OF KERALA
Finance(ITSF)Department

Cir No.44/2020/Fin

Thiruvananthapuram, Dated 11/08/2020

CIRCULAR

Sub: SPARK PMU- Compulsory locking of data- Processing the claims of the employees in SPARK-Locking of data- Further Guidelines issued reg:-

- Ref: 1)Circular No.11/2019/Fin dated 05/02/2019
2)Circular No. 82/2019/FIN dated 30/9/2019
3)Minutes of IFMS review meeting held on 05/11/2019
4)File No:SPK-A2/15/2019-Fin

As per the Circular referred 1st above, it was instructed to lock all records of each and every employee in SPARK, after verifying the same with the actual data available in the service book of the employee before sanctioning the increment of the employee. But it is now noticed that after sanctioning the increment, for making any change in the employee record, the same would be unlocked and kept unlocked for ever or till next increment sanction. Hence based on the decision in the IFMS review meeting held on 05/11/2019, all DDOs are to be instructed to mark all records of the employee as locked for taking any claim of an employee in SPARK. In the circumstances the following directions are issued for information and strict compliance by all DDOs and Head of Departments.

- 1) Henceforth, any claim bill of an employee can be generated in SPARK, only after locking of the data of the employee, following thorough verification of the data with reference to relevant documents.
- 2) In order to avoid mistake in data entry during new PEN creation, the same could only be created with the approval of the DDO with DSC and also records are to be locked too. Any

change/ correction in data prior to PEN creation can be done by the DDO.

3) It is the responsibility of the DDO to ensure that PEN for a new employee is created after due verification of all data fields entered in SPARK with service book and other relevant records.

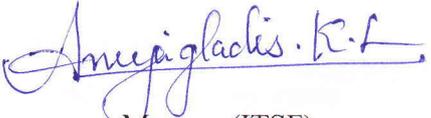
All Head of Departments and Head of Offices are directed to make necessary arrangements to monitor the updations done by their subordinate officers/DDOs in SPARK based on these instructions, without fail.

MINI V. R
ADDITIONAL SECRETARY

To:

- 1)The Principal Accountant General(A&E/G&SSA),Kerala, Thiruvananthapuram
- 2)The Accountant General(E&RSA), Kerala, Thiruvananthapuram
- 3)The Director of Treasuries, Thiruvananthapuram
- 4)All Administrative Departments in Secretariat(through e office)
- 5)All Heads of Department (through Administrative Department)
- 6)The Nodal Officer, www.finance.kerala.gov.in
and www.info.spark.gov.in
- 7)Stock File/Office Copy (E-1077349)

Forwarded /By Order


Manager(ITSF)