



**GOVERNMENT OF KERALA**

No: 82/2020/Fin

Finance (ITSF) Department  
Thiruvananthapuram  
Dated:21/12/2020

**CIRCULAR**

Sub:- SPARK- Authorized and proper usage of SPARK application- Instructions for strict compliance by DDOs - reg

- Ref:-
1. Circular No.87/2018/Fin dated 19-9-2018
  2. Circular No.46/2019/Fin dated 14-1-2019
  3. Circular No.44/2020/Fin dated 11-08-2020
  4. Circular No.56/2020/Fin dated 6-10-2020
  5. Circular No.61/2020/Fin dated 23-10-2020
  6. Circular No.66/2020/Fin dated 4-11-2020

Several instances have been brought to the notice of the Government, that the DDOs (Drawing and Disbursing Officers) and SPARK users misuse the various provisions available in SPARK. Setting various options for some eligible category shall not be misused for another ineligible category though system wise blocking in each and every case will not be possible. In order to prevent the misuse of SPARK application, Government are now pleased to issue the following instructions for strict compliance by all DDOs and authorized SPARK users, in continuation of the guidelines/instructions issued vide the circulars referred above (which are deemed to be reiterated herewith).

1. Provisions available in SPARK are to be utilized only after ensuring the proper Rule/Act provisions mentioned in the various codes/rules like Kerala Service Rules, Kerala Treasury Codes, Kerala Financial Codes, Kerala Account Code etc.
2. In addition, the DDOs have to observe the latest Orders/Circulars issued by Government from time to time while processing the claims in SPARK.
3. The legal bindings on account of the claims raised will be vested with the DDOs only as each and every electronic bill submitted to treasury is authenticated by him/her with DSC and hence instructed to be cautions while preparing and submitting claims in SPARK.
4. Misuse of any provision in SPARK for bill generation, which are not in order as per the Rules/Acts or based on the latest Government directions will be viewed very seriously.

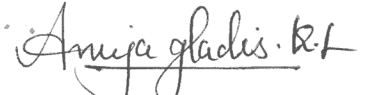
All the Head of Departments and Drawing and Disbursing Officers are hence instructed once again to ensure prompt action to curb the misuse of various provisions in SPARK and to avoid unwanted litigation.

**MINI V. R**  
**Additional Secretary (Finance)**

To:

The Principal Accountant General (A & E/G & SSA) Kerala, Thiruvananthapuram.  
The Accountant General (E & RSA), Kerala, Thiruvananthapuram.  
The Chief Project Manager (SPARK), SPARK PMU, Thiruvananthapuram.  
The Director of Treasuries, Thiruvananthapuram.  
The Finance (Accounts-A/B) Departments.  
All Heads of Departments (through their Administrative Department).  
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,**

  
**Manager (ITSF)**