



**GOVERNMENT OF KERALA**

No:31/2021/Fin

Finance (ITSF) Department  
Thiruvananthapuram,  
Dated : 29/03/2021

**CIRCULAR**

Sub:- ITSF - 11th Pay Revision - Directions regarding Pay Revision Fixation in the case of Non Gazetted and Gazetted Officers - Further instructions to be followed - Issued - Reg.

Ref:- 1) G.O. (P) No 25/2021/Fin Dated 08.02.2021  
2) G.O. (P) No 27/2021/Fin Dated 10.02.2021  
3) Circular No 23/2021/Fin Dated 05.03.2021

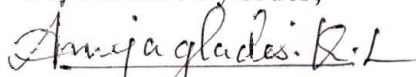
In continuation of the instructions issued vide circular referred as third paper above, the following further instructions/guidelines are issued for strict observance/guidance while doing Pay Revision fixation of both Gazetted and Non gazetted officers.

- 1) The pay revision fixation of the employees now on deputation to a non SPARK office is to be done by the parent department and a copy of the fixation statement in the format as appended to this circular is to be forwarded to the foreign employer for making payment in revised rate to the employee from 3/2021.
- 2) If the deputation of an employee is to an office covered under SPARK, their fixation is to be done in SPARK itself after getting confirmation of the service particulars in SPARK and on receipt of properly authenticated fixation details in the format mentioned at pre para, from the parent department office, where SB of the employee is maintained.
- 3) In the case of Gazetted employees on deputation to a non SPARK office, Accountant General shall issue the revised pay intimation slip to the foreign employer to facilitate payment in revised rate from 3/2021.
- 4) The Leave surrender bill of all employees (including Gazetted employees) having as on date till 28/2/2021 and sanctioned before 28/2/2021 need to be processed in SPARK, before revising the pay.

- 5) In the case of aided sector, the hard copy of the pay bills for 3/2021 (in which DA is merged) is permitted to be submitted directly to Treasury, after due authentication by the DDOs only. No need for countersignature on such bills is required, as online verification of arrear data by countersigning authorities as per GO P 163/2020/Fin dated 22-12-2020 is operational.
- 6) In the case of employees who were on Non gazetted post during 7/2019 to 2/2021 and then promoted/appointed to a gazetted cadre in between, their pay is to be revised in the NGO cadre first by the department authorities and a copy of the fixation statement in the format as mentioned in para-1 is to be forwarded to Accountant General for fixing pay in the gazetted cadre.
- i) All the Head of Departments are directed to convey the content of this circular to all officers under their control, immediately, for strict compliance.
- ii) Any laxity in observing these directions will be viewed very seriously.

**MINI V. R**  
**ADDITIONAL SECRETARY, FINANCE**

**Forwarded / By order,**



**Manager (ITSF).**

To:

The Principal Accountant General (A&E/G&SSA) Kerala, Thiruvananthapuram  
The Accountant General (E&RSA) Kerala, Thiruvananthapuram  
The Chief Project Manager, SPARK PMU, Thiruvananthapuram  
[www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
All Heads of Departments  
All Departments of Secretariat (Through e-office Notice Board)  
The Director of Treasuries, Thiruvananthapuram.  
The State Informatics Officer, NIC, Thiruvananthapuram,  
The Director, I&PRD (For press release)  
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