

HRA CLASS CHANGE

New Provision has been enabled in SPARK for the purpose of reducing HRA Class as per **GO(P) No.27/2021/FIN Dated 10/02/2021** by the DDO himself. The same could be done by the DDO as per **Circular No. 39/2021/Fin dated 29/04/2021**.

- The DDO can convert HRA Class of Offices in Class C to D only.
- The Concerned DDO, or the DDO having additional charge, can only reduce the HRA class of his/her office in SPARK based on the 11th Pay Revision Order. But can never enhance the rate.
- The HRA rate reduction permits only once and cannot be reversed by DDO.
- Excess amount, if any, received towards HRA has to be refunded after corrections are made.

Correction of HRA Can be done through the option, Administration-> 'HRA Class Change' (Figure 1)



Figure.1

Select Department and Office Name, Existing HRA class will be displayed on the screen, (Figure 2)

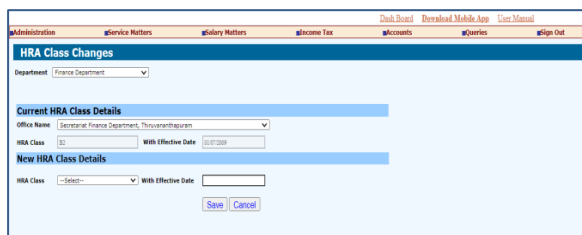


Figure.2

The rate of HRA will be as percentage of basic pay based on 11th Pay Revision Order. Select the details in 'New HRA Class' option. Select the percentage (Figure.3)

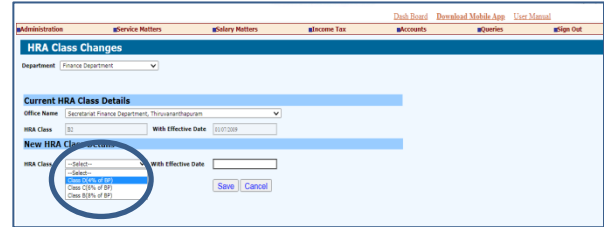


Figure.3

The Effective Date will be displayed defaultly as "01/03/2021" then Click on 'Save' button (Figure.4)

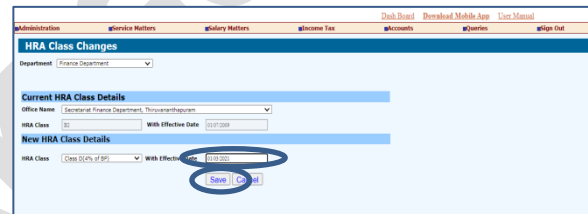


Figure.4

The confirmation message will be viewed on the screen (Figure 5)

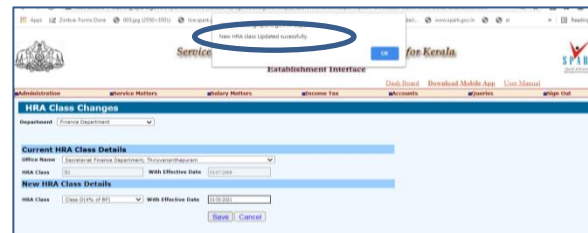
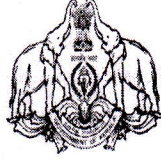


Figure.5

All the DDO's are also directed to forward the updated HRA details to SPARK, AG's Office & Treasury as Form.6 through mail with subject "HRA Class from C to D" which is appended in the **Circular No. 39/2021/Fin dated 29/04/2021**.



GOVERNMENT OF KERALA
FINANCE (ITSF) DEPARTMENT

No.39/2021/Fin.

Thiruvananthapuram
Dated : 29/04/2021

CIRCULAR

Sub: SPARK- Clarification on the HRA slab of certain offices in connection with 11th Pay revision Order implementation- reg.

Ref: 1. GO (P) No.25/2021/FIN Dated 08.02.2021
2. GO (P) No.27/2021/FIN Dated 10.02.2021.
3. Circular No.23/2021/FIN Dated 05.03.2021.

As per the G.O. referred as 2 above HRA applicable for various class of employees have also been revised. As the updated HRA class as per the G.O. is not available in SPARK database, instructions for updation were issued vide circular referred third above. But there are cases where the HRA class is to be lowered than the existing. For that, a provision for correction of the same by DDOs itself in SPARK is made available, subject to the following conditions. The DDOs can login to SPARK and do the rate reduction, accordingly.

- 1) The present HRA class of such offices should be either in Class B or Class C in SPARK, so as to proceed with rate reduction.
- 2) The DDO concerned can only reduce the HRA class of his/her office in SPARK based on the G.O referred above. But can never enhance the rate.
- 3) The HRA rate reduction once done cannot be reversed by DDO.
- 4) Excess received towards HRA has to be refunded after corrections are made.

All DDO's are also directed to forward the updated HRA details in Form 6 which is appended to circular referred 3 as above to SPARK PMU, Treasury Department and Office of Accountant General for audit purposes, without omission.

The video tutorial on how to do such rate reduction in SPARK will be available in the website www.info.spark.gov.in.

MINI V R
ADDITIONAL SECRETARY (Finance)

To:

The Principal Accountant General (A&E) Kerala, Thiruvananthapuram

The Principal Accountant General (G&SSA) Kerala, Thiruvananthapuram

The Chief project Manager, SPARK PMU.

All Heads of Departments.

All Departments of the Secretariat (through e-office Notice Board)

The Director of Treasuries, Thiruvananthapuram

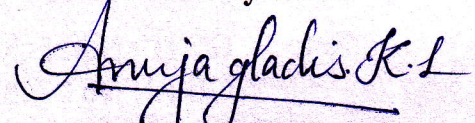
The State Informatics Officer, NIC, Thiruvananthapuram

The Director, I&PRD (for press release)

www.finance.kerala.gov.in

Stock File/Office Copy (E-1751033)

Forwarded / By order


Manager (ITSF)

FORM 6

HRA CLASS CHANGE REQUEST (Ref. Cir 23/2021/Fin dated 5.2.2021)

1	Name of the DEPARTMENT	
OFFICE DETAILS		
2	Name of the OFFICE as in SPARK (Administration -> Code Masters -> Office)	
3	Office Address with PIN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4	Office Code as in SPARK (Administration -> Code Masters -> Office)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5	DDO Code(10 Digit)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6	District(where the office is situated)	
7	Present HRA/CCA Class in SPARK (As per GO(P) No 27-2021-Fin Dated 10-02-2021 Page 11-12)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
8	New HRA Class in SPARK (As per GO(P) No 27-2021-Fin Dated 10-02-2021 Page 11-12)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
9	Effective Date of New HRA Class	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10	Order No: (if any)	
11	Contact Mobile Phone No: of concerned DDO/OFFICE	

Signature with Seal of the Drawing and Disbursing Officer

PEN:

Name:

Designation:

Certificate from the concerned EE/AEE of PWD Buildings (having jurisdiction over the above office's location)

This is certify that the above mentioned office building situated within the HRA Class Limit

A-10% of BP B-3% of BP C- 8% of BP D-4% of BP

Signature with Seal of the EE/AEE PWD and office seal

Counter signature from the concerned Treasury Officer

Verified and found Correct

Signature with Seal of the Treasury Officer and office seal

Note : Please fill up the Form 6 and send it to info@spark.gov.in

For each Office separate Form 6 should be given

Please forward a Copy to AG's Office also.