



GOVERNMENT OF KERALA

Abstract

Finance Department - Online provision in SPARK for Submission of CTC/RTC of all Gazetted Officers with regard to their Promotion and Transfer – Introduced - Orders Issued.

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FINANCE (ITSF) DEPARTMENT

G.O.(P)No.94/2022/Fin

Dated, 24/08/2022, Thiruvananthapuram.

- =====
- Read:-
1. G.O(Ms)No.360/2019/Fin dated 26/09/2019.
  2. G.O(Rt)No.4425/2021/Fin dated 13/06/2021.
  3. G.O(Ms)No.4/2022/Fin dated 07/01/2022.
  4. G.O(Rt)No.1045/2022/Fin dated 15/02/2022.

ORDER

As per the Government Order read second above, a Committee was constituted to work out the implementation plan for online submission of CTC/RTC to the Accountant General office in the case of Gazetted Officers, consequent on leave, transfer, promotion and reversion.

As per the Government Order read first above, online leave module in SPARK for leave application and CTC generation was implemented on pilot basis in Finance and Treasury Departments with effect from 01/10/2019. As per the minutes of IFMS meeting held on 22/11/2021, it was decided to extend the online leave and RTC/CTC generation module in SPARK for Gazetted Officers in more departments and the same was extended for leave application processing and RTC/CTC generation to Lotteries and State GST Departments with effect from 15/01/2022, as per the Government Order read third paper above.

In continuation of these steps and as part of strengthening the e-Governance platform in a pioneering manner, Government are now pleased to introduce an online provision in SPARK for submission of CTC/RTC to Accountant General in the case of Gazetted Officers, consequent on their promotion (**other than initial direct recruitment to gazetted cadre**) and transfer with effect from **01/09/2022** as parallel run for 3 months (i.e The existing system of sharing the details pertains to promotion and transfer would be continued in addition to the online sharing of data during the parallel run period. The Accountant General Office would issue payslips only on receipt of the online data and offline documents during the 3 months)

The details of the work flow to be followed for using the module in SPARK by various officers/users/employees are appended to this order. The detailed tutorial in this connection will be available in the website [www.info.spark.gov.in](http://www.info.spark.gov.in).

All Heads of Department and Drawing & Disbursing Officers are hereby informed of the new provision in SPARK and directed to follow the same promptly for the promotion/transfer orders (other than initial direct recruitment to gazetted cadre) issued on or after 01/09/2022 to ensure timely updation of payslip details in SPARK by the Accountant General office.

(By order of the Governor)  
**RAJESH KUMAR SINGH I A S**  
**ADDITIONAL CHIEF SECRETARY(FINANCE)**

To:

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram  
The Principal Accountant General (Audit I/II), Kerala, Thiruvananthapuram  
The Chief Project Manager, SPARK, Thiruvananthapuram  
The Director of Treasuries, Thiruvananthapuram  
All Heads of Department (via Administrative Departments)  
All Administrative Departments in Secretariat ( via e office notice board)  
The Director, I&PRD, Thiruvananthapuram  
Stock File/Office Copy (E-1662064)

Forwarded / By order

  
Section Officer

## Annexure to GO(P) 94/2022/Fin dated, 24/08/2022

### **PROMOTION /REVERSION/TRANSFER--- CTC/RTC WORK FLOW IN SPARK IN THE CASE OF GAZETTED OFFICERS.**

#### **Authorities involved in the workflow**

- Head of the Department (HOD) – *(The application format for HoD access in SPARK is appended to this order.)*
- DDO (Accounts) User, Establishment User in SPARK with DE previlages.
- Individual User : Employee with 'I' access who is a Gazetted Officer
- Reporting Officer of the employee concerned---*(This setting in SPARK can be done using HoD access, if not done yet.)*
- Drawing and Disbursing Officer (DDO)
- Accountant General office

The roles and functions of the aforementioned officers/authorities/employees are outlined below.

#### **Promotion(Regular where CTC generation is required)/Reversion (Gazetted)**

##### **DDO/Establishment User in SPARK**

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

##### **Head of the Department :**

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

##### **Individual user included in the Promotion Order**

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

##### **Reporting Officer:**

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

### **Drawing and Disbursing Officer (DDO)**

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.
2. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.
3. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

### **AG Office users**

During the period of parallel run, the AG Office would issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

**Promotion(Other than regular promotion like Higher Grade, CAP etc where CTC generation is not required)**

### **DDO/Establishment User in SPARK**

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

### **Head of the Department :**

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

### **AG Office users**

During the period of parallel run AG Office will issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

### **Transfer event along with promotions other than regular promotions**

In case of promotions other than regular promotion such as Higher Grade, CAP, etc where CTC generation are not required, if a transfer is also accompanied along with the said orders, Transfer event needs to be processed separately in SPARK system.

### **Transfer / Promotion with Transfer**

#### **DDO/Establishment User in SPARK**

When a transfer/transfer with promotion or reversion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of transfer/promotion, order date, order number etc need to be updated and a copy of such order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

#### **Head of the Department:**

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved order details based on HoD's approval.

#### **Individual user included in the Promotion Order**

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

#### **Reporting Officer:**

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

#### **Drawing and Disbursing Officer (DDO)**

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.
2. Attaching a copy of the CTC/RTC and electronically forwarded to AG office with copy of such orders, relieving order, posting order etc.
3. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.
4. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

#### **AG Office users**

During the period of parallel run AG Office would issue electronic pay slips only receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK.

**Proforma for giving access for Head of the Department in SPARK**  
**Ref: G.O (P)94/22/Fin Dated, 24/08/2022.**

Name of the Department & Office	
Department Code*	
Designation of the Head of the Department	
PEN of the Head of the Department	
Name of the Head of the Department	
If additional charge of another department (Y/N)	
If Yes, Department Name, Office and Department Code*	

Signature, Name and Designation of HoD

Place :

Date :

(Office seal)

\*Department Code as in Treasury

To

Chief Project Manager (SPARK), Finance Department, Thiruvananthapuram

(info@spark.gov.in)