



GOVERNMENT OF KERALA
Finance (ITSF) Department

No:82/2023/Fin

Dated, Thiruvananthapuram:19-08- 2023

CIRCULAR

Sub: Employee on working arrangement - New Module in SPARK-
Intimation-Reg.

Ref: 1.G.O.(P) No. 442/2012/Fin dated 08.08.2012

2.Circular No.29/2023/Fin dated 24.03.2023

As per the Government Order referred above, working arrangement of employees in various Government departments has been restricted except in Health and Family Welfare Department. Later, it was noticed that, in-spite of the instructions in the said G.O., various departments have continued to make postings on Working Arrangements basis without proper authority. Subsequently, vide the Circular referred 2nd above, necessary instructions were issued towards regulating the working arrangement of employees in Government Departments. Any relaxation in the underlying norms shall require prior permission of the Government, with formal concurrence from Finance Department.

2] Government are now pleased to introduce a new module in SPARK whereby working arrangement would be restricted to Health and Family Welfare department only (i.e; Health Services, Medical Education & Drugs Control). Any other Departments, need special sanction orders from the concerned Administrative Department with the prior permission of the Finance Department, should use this new workflow for approval of such entries in SPARK. Approval of new entries would be based on compliance of Circular cited in reference 2 above only.

3] As currently various departments are having their employees relieved on Working Arrangement, irrespective of the circular instructions, multiple issues are reported in SPARK PMU for correction. **Therefore, a period of one month time is hereby granted, from the date of issue of this circular, for editing the overlapping entries of such employees in SPARK, before actual**

implementation of the new workflow. During this period, the department DDOs can cancel the working arrangement and take necessary steps thereby avoiding any inconvenience caused to the administration of such employees having improper working arrangement entries in SPARK.

The work flow to be followed henceforth for making working arrangement entries in SPARK is mentioned below:-

1. For relieving an employee on working arrangement in departments other than under Health and Family Welfare (as mentioned above), the DDO has to submit the request through online in SPARK with copy of relevant Govt. Order or Proceedings to Finance Department, by entering working arrangement office details, for verification.
2. After verification of the request, the employee will be permitted to relieve in SPARK on working arrangement. (The approval of the requests shall be based on the instructions in Circular cited in the reference)
3. For requests with out copy of proper Government Orders, the same shall be rejected.
4. Before or after completion of the working arrangement period, the DDO can join back the employee.
5. The existing working arrangement module can be used by the departments of Health Services, Medical Education & Drugs Control. i.e; this approval Workflow is not required in the case of these departments.

SURESH KUMAR O B
JOINT SECRETARY to Govt.

To

Principal Accountant General (A&E/Audit), Thiruvananthapuram

All Heads of Departments and Offices (through AD concerned).

All Departments in Secretariat (through e office notice board) The


Director of Treasuries, Thiruvananthapuram.

All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.(through e office)

Nodal Officer, www.finance.kerala.gov.in

The Stock File/Office Copy (SPK-A3/41/2022-Fin-Part(1))

Forwarded / By order,


Accounts Officer