



GOVERNMENT OF KERALA

No. 15/2013/Fin

Finance (IT-SF) Department
Thiruvananthapuram, dated 02.02.2013

CIRCULAR

Sub:- Finance Department – SPARK – implementation – Modified and further directions issued

- Ref:- 1. Circular No. 78001/IT-SF/2012/Fin dated 19.09.2012
2. Circular No. 62/2012/Fin dated 16.10.2012

As per circular cited first above, instructions have already been issued regarding the separation of entitlement authorisation and DDO functions in SPARK in respect of non gazetted employees of Kerala Government. This circular is partially modified to the following extent.

In para 2 (i), the wordings “**updation of the pay and allowance part shall be done by the respective DDOs**” is hereby replaced with the wordings “**pay & allowance bill generation shall be done by the respective DDOs**”.

In para 3, the wordings “**DDO level users limited to accessing the functions relating to pay and allowance , salary bill generation**” is to be replaced with the sentence “**DDO level users limited to accessing the functions relating to pay & allowances bill generation only**”.

2. All Heads of Departments are also directed to comply with the following instructions also :

Upto and above Taluk level offices, two separate officers are to be trusted with the entitlement authorization and DDO functions in SPARK.

As far as possible, DDO and entitlement functions of an office shall not be entrusted with one and the same officer.

But in very smaller establishments ,the existing procedure of a single officer as DDO and entitlement authority will continue.

All the data fields in SPARK including photo and signature of the employees are to be entered and the completed data is to be verified and locked before 28/02/2013, positively. No further extension of time for the same will be allowed.

3. Any doubts in this regard can be clarified with the Chief Project Manager, SPARK, Thiruvananthapuram. (Phone 0471-2571420, Fax 04712571420, email cpm@spark.gov.in

Dr.V.P.JOY
Principal Secretary (Finance)

To

All Head of Departments

All Departments in Secretariat

The Director of Treasuries, Thiruvananthapuram

All Sections / Officers in Finance Department

Information Technology Department, Government Secretariat

The Director, KSITM, Vellayambalam, Thiruvananthapuram

The Chief Project Manager, SPARK, Pension Treasury Building, Uppalam Road, Statue, Thiruvananthapuram

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

The State Informatics Officer, National Informatics Centre, Vellayambalam

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Manager (IT-SF)