CIRCULAR

Sub: Finance Department- SPARK -Implementation - Further Instructions- Issued.

Ref: (1) Circular No. 62/2012/Fin   dtd. 16.10.2012
         (2) Circular No. 65/2012/Fin   dtd. 01.11.2012
         (3) Circular No. 15/2013/Fin   dtd. 02.02.2013

Government have issued detailed guidelines and instructions for the updation of the data of all NGOs available in the SPARK application vide the Circulars cited above. The deadline to complete the updation (including photo and signature uploading), verification and locking of data of all Non-Gazetted Officers was 28.02.2013.

In continuation of these instructions, **all Drawing and Disbursing Officers are hereby directed to furnish a Certificate along with the establishment salary bill for 03/2013, confirming that the data of employees mentioned in the establishment salary bills are updated, verified and locked in SPARK by the competent authority.** The Director of Treasuries shall ensure that no establishment salary bills are passed by the treasury officers without such a certificate from the Drawing and Disbursing Officers concerned.

And further, all the **Heads of Departments are directed to verify the seniority list generated using the SPARK application also (which will be made available in the SPARK system, soon) while finalizing the seniority list of the employees in their departments, ensuring the verification and data locking of all employees in SPARK.**

Any lapse in adhering to the above instructions will be viewed very seriously and stringent action will be taken.

P.S.PRADEEP
Additional Secretary (Finance)

To

All Heads of the Department/ Drawing and Disbursing Officers.
The Director of Treasuries, Thiruvananthapuram
All Sections/Officers in Finance Department
Chief project Manager, SPARK
Information technology Department
Director, Kerla State IT Mission, Thiruvananthapuram
Nodal Officer, www.finance.kerala.gov.in
Stock file

Forwarded /By Order

Software Associate