



## GOVERNMENT OF KERALA

No:81/2020/Fin

Finance (ITSF) Department  
Thiruvananthapuram  
Dated:21/12/2020

### CIRCULAR

Sub:- Guidelines to be followed regarding the setting of DDOs in SPARK and BIMS applications-Integration between SPARK and Treasury system for capturing DDO registration details- Pilot implementation of new system- Instructions issued- reg.

- Ref:-
1. File No. SPK-A5/4/2019-Fin
  2. Decision taken in the meeting held on 13/11/2020, chaired by Additional Secretary (Finance)
  3. Circular No.42/2019/Fin dated 07.05.2019

The following guidelines are issued for strict compliance regarding the registration of the DDOs (Drawing and Disbursing Officer) in SPARK and BIMS.

- 1) Government in Finance (Streamlining) department will be the authority to declare a regular post (by designation) as DDO of an office coming under the control of the State Government, if no post is declared as DDO of that office till date. Orders issued by any other authority will not be accepted by Treasuries hereafter.
- 2) Normally an officer in the Gazetted cadre will be the DDO of an office. In the case of offices where there is no officer in the gazetted cadre, a designated non - gazetted officer can be authorized to discharge the duties of a DDO and that too based on the approval from the Head of Department, strictly following the directions already issued vide Circular No.42/2019/Fin dated 7.5.2019. In the case of aided institutions, para 2 and 3 of the Circular referred third above are to be ensured promptly.
- 3) At present, DDOs have no provision in SPARK to assign any privileges such as establishment and bill preparation permissions etc. to his/her subordinates and the same is being provided by SPARK PMU centrally. So hereafter, DDO herself/himself will be provided with a provision in SPARK to assign such privileges to his/her subordinates to

help the DDO in processing establishment and bill preparation matters. But the approval and e-submission of bills with DSC (Digital Signature Certificate) will be vested with the DDOs only.

- 4) In case, the incumbent DDO is not in a position to discharge his duties as DDO, she/he shall handover the charge of DDO only to her/his superior authority. The handing over of the charge of DDO to the subordinates (if not gazetted) shall not be permitted under any circumstances.
- 5) The designated DDO is fully responsible for any kind of defalcation in the monetary transactions through treasuries, as the same are being done using his/her own digital signature in these systems.
- 6) Newly designated or posted DDOs shall intimate the Treasury officer concerned in the prescribed format, immediately after taking charge as DDO to get the DDO privilege and to register his/her DSC with BIMS first. The treasury officer shall ascertain these details and in turn forward the same to SPARK PMU through digital mode only. There is no need for the DDO to communicate with SPARK for setting him/her as DDO in SPARK by sending Form-3 and Form- 5 hereafter. As the new system will be operational for three months from 01-01-2021, on pilot basis, the procedure to forward Form- 3 and Form-5 to SPARK PMU for registering these details in SPARK is not compulsory. But parallel run of the system is initially proposed, in case of failures, the form forwarding system is to be continued. On stabilizing the system, the practice of forwarding Form-3 and Form-5 to SPARK PMU will be dispensed with.
- 7) All DDOs shall ensure that the said details and changes in DDO designation are passed on to SPARK database in time, in consultation with Treasury officer, if required.
- 8) The Director of Treasuries is directed to inform the content of this circular to all treasury officers immediately and also to instruct them to sensitize all the DDOs attached to the respective treasuries.
- 9) All the HoDs are directed to ensure that the DDOs under them are following these instructions promptly.

**RAJESH KUMAR SINGH IAS**  
**Additional Chief Secretary (Finance)**

To:

The Principal Accountant General (A &E / G & SSA) Thiruvananthapuram. The  
Accountant General (E & RSA) Thiruvananthapuram.

The Director of Treasuries. Head of All the Departments.

All Section of Finance Department (via e office notice board)

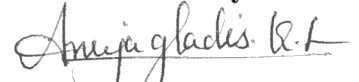
All Administrative Departments of Government Secretariat (through e-office)

The Chief Project Manger SPARK PMU

Nodal Officer, Finance Department ([www.finance.kerala.gov.in](http://www.finance.kerala.gov.in))

Stock file/Office copy

**Forwarded / By order**



**Manager (ITSF)**