



**GOVERNMENT OF KERALA**  
**Finance (ITSF) Department**

No. 82/2019/Fin

Dated:30/09/2019, Thiruvananthapuram

**CIRCULAR**

Sub: Direction to register all temporary employees including recruitment through employment exchange (on provisional basis) under TEN (temporary employee number) in SPARK-Issued

- Ref: 1. G.O (P) No. 109/2016 dated, 29-07-2016  
2. Decision in the IFMS review meeting held on 17/07/2019

As per the directions issued in the G.O referred above, the salary/remuneration/wages and other claims of all temporary/contract/daily waged employees are to be prepared in TR-59C bill format under "Claim Entry" menu in SPARK based on TEN( Temporary Employee Number) registered with SPARK and also based on the strength of a proceedings sanctioning payment by the Competent authority in the department.

But on verification of SPARK database, a number of employees falling under the above criteria are seen registered with PEN and even the employees on deputation to Govt Departments from various institutions are wrongly marked as State Gazetted or State Subordinate etc in SPARK and processing claims irregularly.

Hence, to streamline the activities in this connection and to ensure hassle free preparation of bills in SPARK and disbursement of remuneration to such employees, based on the decision in the IFMS meeting referred above, the following instructions are issued for strict compliance by HoDs and DDOs immediately.

- 1) Those employees having PEN and who are retired / expired/ terminated etc. are to be marked in SPARK.
- 2) Among the existing employees having PEN and falling under any of the following criteria are to be marked as terminated in SPARK and they are to be registered under TEN.
  - a) Marked with category other than "Central Employee, Farm Labourers, IAS Officer, IFS Officer, IPS Officer, Judicial High Court, Judicial Services, PartTime Staff, Personal Staff, State Gazetted,State Last Grade Service, State Subordinate, Trainee, UGC AICTE MedEd Rev".
  - b) On deputation from other organizations like PSUs, Grant in Aids, Universities, Boards, Banks to Govt departments.
  - c) Posted on co terminus basis
- 3) Among any of these employees, for whom Accountant General is issuing pay slips, DDO should ensure the slip details available with KSEMP site of Accountant General before sanctioning the monthly claims.

All the Heads of Department are directed to circulate the content of this circular to all DDOs under their control for urgent action promptly and without any delay. The claim processing in SPARK will be difficult in the case of these employees, with effect from 1-10-2019, if the above directions are not complied by the DDOs.

**MANOJ JOSHI,**  
**ADDITIONAL CHIEF SECRETARY,**  
**FINANCE DEPARTMENT**  
**O/o Additional Chief Secretary, Finance**

Forwarded by order

*for*   
Manager(ITSF)

To:

The Principal Accountant General (A & E/G&SSA) Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
The Director of Treasuries, Thiruvananthapuram  
~~The~~ Chief Project Manager, SPARK PMU  
All Heads of Department.  
All Sections in Finance Department (through e-office).  
All Departments in Secretariat (through e-office).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock file/Office copy.