



GOVERNMENT OF KERALA

Finance (ITSF) Department

No.66/2020/Fin.

Thiruvananthapuram, Dated, 04/11/2020

CIRCULAR

Sub: Establishment matters of employees - Simultaneous entry in Service Book and data updation in SPARK - Instructions for strict compliance reg:-

Ref: Circular No. 44/2020/Fin dated, 11-08-2020. -

Several instances have been brought to the notice of the Government, where the establishment matters of the employees like increment, probation, promotion, transfer, leave, disciplinary action, quarters allotment, retirement, death details etc. are updated only in the Service Book of the employee concerned and are not updated in SPARK simultaneously. This delays the process of getting salary of the employee in time and updation of the same in a later stage in SPARK, leading to technical issues.

In the case of Gazetted employees also, if the events like relieving the employees in time, marking quarter's details or revoking quarters details, marking suspension and revoking it, leave, retirement, death details etc. are not updated in SPARK in time, these timely non updation of all events in SPARK would affect the processing of claims and also non updation of electronic authorization slips issued by the Accountant General.

In the above circumstances all Heads of Departments and Drawing and Disbursing Officers are directed to ensure prompt action for the timely updation of all establishment related matters of employees in Service Book and in SPARK simultaneously.

**MINI V.R,
ADDITIONAL SECRETARY,**

To:

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

The Accountant General (E&RSA), Kerala, Thiruvananthapuram.

The Chief Project Manager (SPARK), SPARK PMU, Thiruvananthapuram
The Director of Treasuries, Thiruvananthapuram
The Finance (Accounts-A/B) Departments.
All Heads of Departments (through their Administrative Department).
All Sections in Finance Department (through e-office).
All Departments in Secretariat (through e-office).
✓ The Nodal Officer, www.finance.kerala.gov.in.
The Stock file/Office copy-

Forwarded by Order

Anuja gladis. K. L.
Manager (ITSF)