



**GOVERNMENT OF KERALA**  
Finance (IT-SF) Department

**CIRCULAR**

**No. 87/2018/Fin**

**Dated, Thiruvananthapuram, 19/09/2018**

Sub:- Finance Department– SPARK PMU – Ensuring the correctness of data entered in SPARK  
– Instructions Issued.

Ref: - 1) File No. SPK-A1/146/2018-Fin E-952915

SPARK is the Human Resources software for the entire State Government employees of Kerala and is being used by over 30,000 Drawing & Disbursing Officers and over 23,000 users who have privilege to make modification in data as authorized employees, who are handling SPARK across the State. Any mistake committed by DDOs / Controlling officers in using SPARK including while inputting data would produce wrong outputs and make the data unusable in future. Therefore, keeping data verified and clean is vital. It should be handled with utmost care. On analysis of correction requests being received in Finance (SPARK PMU) Department it is found that, in most cases, the mistakes are made by inputting data without proper checking, verification and approval from the DDOs/ Controlling officers, and without referring approved documents. In order to deter the users from making such careless and unauthorized entries in SPARK, the following directions are issued for strict compliance: -

1. From 1st October 2018 onwards SPARK PMU shall not accept data correction requests direct from DDOs. Data correction requests will be processed only if the officials concerned forward such requests through proper channel to Finance (SPARK PMU) Department in Government.
2. The officers concerned should forward the data change requests through proper channel only after proper entries with countersignature are made by the approving authority in the service book or any other related physical record and attested copy of the same should also be produced along with the data change requests.
3. DDOs / Controlling Officers / Employees who have SPARK access to carry out data changes and processes shall be personally responsible for any overpayment / short payment to employees because of erroneous data input for triggering wrong processes.
4. If over payment is made based on the mistake committed by the DDO / Controlling officer / other SPARK Users, the same may be recouped from the beneficiary employee in lump (not as installments). The challan in proof of such remittances should also be forwarded with the request for data change.
5. DDOs should take utmost care while processing and preparing bills and ensure that proper verification is done which include checking of arithmetic accuracy in each bill generated from SPARK as the accuracy of the processed data depends upon the accuracy of data input by processing officials. If any discrepancy is found in the processed bills, the relevant data forms of the respective employees in SPARK should be rechecked to ensure no wrong data input is made by the users. If the processing officials are not able to identify and rectify the data input errors by themselves following the notified procedures for the same, the matter should also be reported to SPARK PMU immediately. If any discrepancy is found in bills, such bills should not be presented to Treasury for encashment.

6. The reason that the bill was generated from SPARK will not spare the DDOs from the responsibility of ensuring accuracy of the claim under proper appropriation head of account and in proper bill format as per relevant codal provisions in Kerala Treasury Code, Kerala Financial Code, Kerala Budget Manual etc. Any over payment / short payment done based on a mistake committed by the DDO will be treated as personal liability of the DDO concerned.

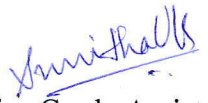
All Heads of the Departments / DDOs are directed to observe these instructions without fail. Mistakes as given above will be viewed seriously by Government and stringent actions will be taken against officers committing such mistakes.

**DR. SHARMILA MARY JOSEPH**  
**Secretary (Finance Expenditure)**

To

The Principal Accountant General (A & E/G&SSA) Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
The Director, of Treasuries, Thiruvananthapuram  
All Heads of Departments.  
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).  
Stock file/Office copy.

Forwarded By order

  
Senior Grade Assistant