



**GOVERNMENT OF KERALA**

Finance (IT-SF) Department

**CIRCULAR**

**No.ITSF-2/7/2020/Fin-(1)**

**Dated, Thiruvananthapuram, 04-05-2020**

Sub: - Finance Department– Request for exemption from salary reduction in the case of those who contributed one month gross salary to CMDRF in the wake of Covid -19 pandemic- Instructions to be followed for exempting such employees in SPARK- Issued – Reg.

Ref: - G O (P) No.53/2020/Fin dated 30.4.2020 (SRO NO.296/2020)

In view of the notification referred above, exemption from 6 day's salary deferment for the months 4/2020 to 8/2020, in the case of employees and teachers (including aided institutions) who have already donated their one month gross salary to the Chief Minister's Distress Relief Fund (CMDRF) in the wake of Corona Virus(Covid-19) pandemic is permitted. To avail this exemption in SPARK, the following instructions are issued for strict observance by the Drawing and Disbursing Officers and Head of Departments.

1. Request for exemption from salary deferment as envisaged in the notification referred above, is to be submitted by the DDO of the employee concerned. The letter in this regard is to be addressed to Finance Department and scanned copy of the same is to be sent via e-mail to "**info.fin@kerala.gov.in**" with subject as "Request for exemption from salary deferment". The communication should invariably contain the details such as name of the employee, PEN of the employee, e-mail id of the office, mobile number and the copy of the receipt and certificate showing remittance made to CMDRF.
2. It is to be ensured by the DDO concerned that the correct and complete name of the employee is available in the CMDRF receipt/certificate and the amount remitted is greater than or equal to the gross salary (including all allowances) of the employee for 3/2020. The genuineness of the same would be got verified with CMDRF authorities and on confirmation, that PEN will be exempted in SPARK from deferment of 6 day's salary for the month of 4/2020 onwards.
3. Any discrepancies in name and address of the employee in the CMDRF receipt/certificate would be got clarified, with CMDRF authorities.

4. Provision for generating arrears, in the case of whose salary already disbursed with 6 day's salary deferment, before submitting/approving the claim for exemption, would be available in SPARK.

All Head of Departments are directed to circulate the content of this circular to all employees/offices under their control, without fail.

**SURESH KUMAR O. B.**  
**DEPUTY SECRETARY (FINANCE)**

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, Thiruvananthapuram

All Heads of Departments (through e-office).

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.

Forwarded/ By order



Senior Grade Assistant