



GOVERNMENT OF KERALA

FINANCE (ITSF) DEPARTMENT

No.49/2023/Fin.

Thiruvananthapuram, Dated 25.05.2023.

CIRCULAR

Sub:- Finance Department-Guidelines to HoDs/DDOs for data correction and updation in SPARK – intimation - reg.

- Ref: 1) Circular No. 46/2015/Fin dated 30/04/2015.
2) Circular No.87/17/Fin dated 06/12/2017.
3) Circular No.03/2018/Fin dated 08/01/2018.
4) Circular No.64/2019/Fin dated 01/07/2019.
5) Circular No.102/21/Fin dated 01/11/2021.
6) Circular No.56/2020/Fin dated 06/10/2020.
7) Circular No.115/21/Fin dated 26/11/2021.
8) D.O. letter No.AMG1/(HQ)/IV/IFMS/2022-23 dated 17/01/2023 from Principal Accountant General(Audit II).

As per the Performance Audit Report on IFMS, the details of inconsistent data of employees in SPARK were pointed out and requested to ensure proper verification of data and to correct the same.

2. So in continuation of the various circular instructions under reference to verify and correct the data of the employees in SPARK, all the Heads of Department and DDOs are once again requested to do the exercise of proper verification of employee data in SPARK, with special emphasis on the following data fields of all employees, promptly.

1. Date of Birth
2. Date of Entry into Government Service
3. Date of Retirement
4. Date of Superannuation
5. PF account Number
6. email id
7. Mobile Number
8. Designation and scale of pay.

3. It is also reiterated to follow the direction issued vide circular No.06/2022/Fin dated 05/02/2022 promptly, while generating PEN.

4. A defined procedure for correction of HRA class was issued vide circular No.23/21/Fin dated 05/03/2021 and circular No.39/21/Fin dated 29/04/2021. Violation of these instructions and payment of excess amount on account of wrong HRA class will be viewed very seriously. DDOs and Treasury officers are instructed to verify the HRA class of the offices promptly during the processing of monthly salary bills of the employees. DDOs should initiate action to refund of excess HRA, if any, paid to the employees, immediately.

5. DDOs can approach SPARK PMU via email info@spark.gov.in for further clarifications or support in this connection.

SURESH KUMAR O B
JOINT SECRETARY (FINANCE)

To:

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

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

The Chief Project Manager, SPARK, Thiruvananthapuram.

All Departments of Secretariat (through e-office)

The Director of Treasuries, Thiruvananthapuram.

The Nodal Officer, Finance Department.

Stock file/Office copy(2329494)

Forwarded / By order,



Accounts Officer.