



GOVERNMENT OF KERALA

No.79/2023/Fin

Finance(ITSF)Department
Thiruvananthapuram,
Dated:09-08-2023

CIRCULAR

Sub: SPARK- Periodical Earned Leave Surrender - Software Provision enabled for Non-Gazetted employees to submit online application - Intimation-Reg.

Ref: 1. G.O.(P) No.148/2022/Fin dated 30.12.2022
2. G.O. (P) No.33/2023/Fin dated 31-03-2023
3.G.O (P) No.66/2023/Fin dated 30-06-2023

All the Heads of Departments/Drawing and Disbursing Officers are informed that a new provision is enabled in SPARK to submit periodical Earned Leave Surrender application from 2023-2024 financial year onwards, for Non Gazetted Employees. The provision will be available in SPARK from **16-08-2023**. Eligible Non Gazetted Employees can make use of this provision in SPARK through their individual login for submitting applications for the same. The DDOs shall promptly ensure that only eligible applications are processed through this option from 16-8-2023.

2] No provision for manual entry of sanctions in SPARK by DDOs will be available from 16-08-2023 regarding this claim and hence employees are to be sensitized by DDOs that only online provision will be available for accepting such applications.

3] The detailed tutorial on how to use this module will be available in the website www.info.spark.gov.in.

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.
Director of Treasuries, Thiruvananthapuram.
All Heads of Department (through e office).
All Sections of Finance Department (through e office)
All Departments of Secretariat (through e office)
The Nodal Officer, www.finance.kerala.gov.in.

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Accounts Officer.