



GOVERNMENT OF KERALA

Abstract

Integrated Financial Management System- Guidelines for processing salary and other entitlements of State Government employees through SPARK - Orders issued.

FINANCE (STREAMLINING) DEPARTMENT

G.O. (P) No.515/2015/Fin Dated,Thiruvananthapuram, 12th November 2015.

Read: GO (P) No. 391/2015/Fin dated 7/09/2015.

ORDER

The Government have started implementation of the Integrated Financial Management System (IFMS), a comprehensive reforms integrating the State budget with various online systems on receipt and expenditure. This includes online budget estimation and fund allocation, expenditure control, treasury management, etc. The project aims to put in place a robust system for effective financial control over receipt and expenditure of the state Government and preparation of accounts in an automated environment. As a part of this, Government have already implemented online budget estimation, setting up of electronic treasury, online submission of salary bills , one office one DDO system, etc.

2. As a part of a centralized salary processing system, salary claims of all Gazetted Officers are brought under the respective DDOs vide the GO referred to above. The new system demands that, all sanction orders involving a change in emoluments are to be generated through an automated process. In order to facilitate easy processing of personal entitlement claims, it is proposed to introduce online processing of personal entitlements such as leave (except casual leave), transfer, promotion and sanctioning of increments under the SPARK system. Accordingly the following guidelines are issued for processing salary and allied claims of State Government employees including Gazetted officers.

- (i) All sanction orders relating to the personal entitlements such as promotion, increment, etc. shall be prepared using the facilities provided in SPARK only. So also orders affecting emoluments such as transfer, leave(except casual leave) etc. shall also be mandatorily processed through SPARK.
- (ii) All DDOs shall ensure that personal entitlements of all employees, including gazetted officers are processed only through SPARK.
- (iii) Director of Treasuries shall instruct all treasury officers not to honour any bill having sanction orders relating to leave, promotion, transfer, increment generated outside SPARK system.

- (iv) In the case of non salary bills such as TA, GPF claims, medical reimbursement, etc., the DDO shall process the application and issue sanction orders as was done hitherto. Thereafter the DDO shall prepare a consolidated bill for each items of payment in the bill form TR-59C available in SPARK and submit the same to the treasury. In respect of employees having a bank/ treasury account, the claimed amount shall be credited to their bank/treasury account. To facilitate this, a separate statement showing details of the bank / treasury account for crediting the bill amount to the said accounts shall also be submitted to the treasury.
- (v) A new module viz: 'change request' will be hosted in the SPARK system through which Gazetted Officers can intimate the intended changes in subscription towards Provident Fund, insurance schemes, income tax deductions, etc. The change request shall be accompanied by scanned copy of proof in support of the request, if required. The DDO shall authenticate the change in SPARK after ensuring the admissibility.
- (vi) A new module for effecting cooperative recovery will also be hosted in SPARK. As per this, any Cooperative Society can submit an online request for the recovery with supporting documents. After verifying the genuineness of the request DDO concerned shall recover the dues towards the Society and transfer the money to the bank account of the Society opened with any Nationalised Bank.
- (vii) Accountant General has already made necessary arrangements for submitting payslips online to SPARK system. Hence, no updating of salary slips need be done by the DDO in such cases .
- (viii) The NIC shall make the required changes in SPARK and Treasury Information System to facilitate the above changes.

3. The new system will be operational with effect from 1st December 2015 onwards.

By Order of Governor,

DR. K.M. ABRAHAM
ADDITIONAL CHIEF SECRETARY GOVERNMENT

To

The Principal Accountant General (A&E/ G&SSA) Kerala, Thiruvananthapuram
The Accountant General (E&RSA) Kerala, Thiruvananthapuram
All Heads of Departments.
All Departments of the Secretariat
The Director of Treasuries, Thiruvananthapuram.
All District / Sub Treasury Officers
The Director, KSITM, Thiruvananthapuram

The State Informatics Officer, NIC, Thiruvananthapuram
The Chief Project Manager, SPARK, Uppalam Road, Thiruvananthapuram
The Senior Divisional Manager, LIC, Divisional Office, Pattom,
Thiruvananthapuram.

The Chief Post Master General, Kerala, Thiruvananthapuram.

The Director of Insurance, Thycaud, Thiruvananthapuram.

The Director, I&PRD (for press release)

✓ The Nodal Officer, www.finance.kerala.gov.in

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Section Officer.