



GOVERNMENT OF KERALA

No:39/2018/Fin.

Finance (IT SF) Department

Thiruvananthapuram,

Dated:05/05/2018

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CIRCULAR

Sub: General Instructions for registering new employees in SPARK using Form No.1 – Instructions – issued.

Ref:1. Letter No.A3/902/17 dated 20/02/2018 from the Assistant Educational Officer, Kottayam

2. Computer No: 781094 File No:SPK-A1/44/2018-Fin.

The Service and Payroll Administrative Repository for Kerala (SPARK) maintains the master database of State service employees, which is verified and updated by the authorized officers of respective departments. The SPARK database should contain comprehensive details of employees starting from entry into government service. It was also made mandatory for all employees to draw their salary and other entitlements only through SPARK. In spite of the above developments, it has now come to the notice of Government that certain DDOs/Establishment Users/ HoDs make undue delay in registering the primary data of new employees in SPARK while they join the service. Such delays in data inputting have already created many instances of delayed disbursement of benefits to employees or their dependents including in the cases of death while in service. In the above circumstances all Heads of Departments, DDOs and other Establishment Users are directed to comply the following instructions strictly.

- (i) Registering an employee in the SPARK system with all related details should be the first step to be completed while admitting a newly recruited employee in Government Service when they report before the competent officer for joining.

- (ii) Form No – 1 (Which is an essential enclosure along with the appointment order based on Rule 141, Part III KSRs) for new employee registration should strictly be adhered to and PEN must be generated to the candidate the day itself as and when he joins duty. If the candidate is already having a PEN by virtue of any past service, the same is to be continued. Generating fresh PEN in such cases will attract disciplinary action against the officer who generates the duplicate PEN, ignoring the warning messages in SPARK.

Any laxity in complying with the above instructions by the officers concerned shall be viewed as a very serious dereliction of duty and stringent action taken.

MINI V.R, Joint Secretary (Finance)

To

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

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


The Director of Treasuries, Thiruvananthapuram.

All Heads of Departments.

The Nodal Officer, Finance Department.

The Stock File /Office Copy.

Forwarded / By Order



Section Officer