



**GOVERNMENT OF KERALA**  
Finance (IT-SF) Department

**CIRCULAR**

**No. 88/2018/Fin**

**Dated, Thiruvananthapuram, 25/09/2018**

Sub: Finance Department- CMDRF – Salary Challenge – Modification in SPARK - Reg.

Ref: - 1). GO(P) No. 144/2018/Fin dated 11/9/2018  
2). Circular No. 87/2018/Fin dated, 19/09/2018

As per the G.O. read first paper above, Government has requested all the Government employees to donate one month's salary to CMDRF Flood relief fund with options to donate the same by way of Leave surrender, withdrawal from GPF or by donating from the 4th installment of PR 2014 etc. Based on the request from SPARK PMU, NIC has added new features in SPARK software so that the above options could be done in SPARK application. It has been informed from Treasury that they have already created a separate Deduction Code for CMDRF Flood 2018, so that all the above deductions so donated, can be moved to that specific TSB account. The following changes have been made in SPARK in connection to this and all DDOs/Users are requested to follow the same, without fail.

1. A new page for Salary Challenge is added with Gross salary for the month of September 2018 divided in 10 or less monthly installments from 1st September 2018 to 30th June 2019 with editing provision to DDO for installment number and payment option. A new sub MENU "Contribution to CMDRF (Flood 2018)" under Salary matters main menu is provided in SPARK for marking those options.
2. By default, ALL employees in a bill would be marked as YES for willingness of salary challenge by contributing gross salary for 9/2018 in 10 equal installments and the DDOs need to change the willingness to "N" for those who have not opted for Salary challenge.
3. In case of an employee with part salary / or any salary affecting leave like HPL / LWA etc., or on Suspension, the decision on the deduction is to be taken by the concerned DDO with the approval of their Controlling officer.
4. If an employee has already contributed to the CMDRF, that can be entered in SPARK by the DDO based on due verification of the receipt produced by the employee and also the amount already deducted from 8/2018 month salary, if any, towards CMDRF. Those amounts would be deducted from the salary challenge amount displayed in the above menu.
5. The Claim type "PF NR Withdrawal to CMDRF" will be available and the same is to be used for PF withdrawal processing through SPARK. It is exclusively for the contribution to CMDRF purpose only and the amount of withdrawal would be one month salary as per para 6 of the G.O read above.
6. The Claim bill as above, on passing by treasury, the entire bill amount will be automatically credited to the CMRF Flood relief account.
7. Orders amending the GPF(K) Rules having provisions for moratorium to GPF advance repayment and special permission for withdrawal for CMDRF would be issued by Finance(PF) Department.
8. If the employee needs to have the moratorium of already sanctioned PF advance, the same can be done by the DDO using the freeze option available with the Loan Module in SPARK.

9. In case an employee wishes to avail Leave surrender which is to be credited to the CMDRF, a New Menu "Leave surrender Sanction order to CMDRF" would be there under the menu Service matters and for bill processing under Salary matters, New Menu for "Leave surrender to CMDRF processing" would be available.
10. In the case of Leave Surrender (Gazetted employees), PF withdrawal, AG slip is required. So such sanction orders are to be forwarded to AG by the sanctioning authority concerned without fail for authorization.
11. In the case of an employee, who wishes to donate the fourth Pay revision arrear to CMDRF, option will be there in SPARK for those employees who have encashed 1st, 2nd and 3rd installment of PR 2014 using SPARK. As per the existing orders, the PR 2014 arrear needs to be encashed from the office where the employee was working during the disbursement of first installment. Hence if an employee donates the PR arrear in a new office that DDO will block the 4th installment to the CMDRF, then as and when the old DDO takes the PR Arrear in the old office the amount will be automatically moved to the CMDRF fund. Facility for marking this option would be there in SPARK.
12. Those employees whose Special Festival Allowance (@Rs.2750/- per person) was mistakenly encashed during the previous month (8/2018), provision for deduction of the same is there in their Present salary so that that amount would be moved to the CMDRF fund. The same could not be edited by the DDO.
13. Once the bills are encashed no changes could be done in Salary challenge option. So DDOs must be very careful while preparing and submitting these bills to treasury for encashment.
14. Any Proposal for refund from CMDRF due to the mistake from the part of DDO will NOT be entertained in SPARK PMU, and the same needs to be addressed to Fin(Funds) Department.
15. A tutorial on how to use these menus in SPARK would be made available in the websites ([www.finance.kerala.gov.in](http://www.finance.kerala.gov.in) and [www.spark.gov.in/webspark](http://www.spark.gov.in/webspark) ).
16. The Reconciliation of the Salary Challenge Account (Special TSB Account No-799011400004798) and the details of the amounts transfer credited to that account would be done by the Finance(Funds) Department in coordination with Director treasuries.

All DDOs/SPARK users are requested to act in accordance with the above guidelines. All HoDs are directed to ensure that these directions are promptly observed by the DDOs under them without fail. Any laxity in observing these guidelines would be viewed seriously.

**MINI V.R.,**  
**Joint 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  
All Heads of Departments.  
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).  
Stock file/Office copy.

Forwarded By order

*Smithal*  
Senior Grade Assistant.