



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

**CIRCULAR**

**No. 95/2018/Fin**

**Dated, Thiruvananthapuram, 16/10/2018**

Sub: Finance Department - Pay Revision arrears fourth installment - Directions to process the same in SPARK-Issued.

- Ref:-
- 1) G.O. (P) No.7/2016/Fin dated, 20/01/2016
  - 2) Circular No.46/2016/Fin dated, 19/05/2016
  - 3) Circular No.82/2017/Fin, dated, 21/11/2017
  - 4) G.O.(P) No. 146/2018/Fin dated, 16/09/2018
  - 5) Computer No: 987992 File No: SPK-A2/174/2018-Fin

As per the Government Order referred fourth paper above, directions for payment of fourth installment of Pay Revision arrears were issued. Based on the same, the following instructions are issued for compliance, while processing the fourth installment of PR arrears (including terminal surrender arrears) in SPARK.

The fourth installment can be drawn from the office from where the first, second and third installment had drawn. The employees will be listed in SPARK accordingly. The employees, whose first, second and third installments are encashed, alone will be listed in SPARK for fourth installment processing. In the case of employees who have opted fourth installment of PR arrears as contribution towards CMDRF, the same will have to be processed by the DDO by whom the rest of the arrears of the employee were drawn. The request for correcting the irregular/wrong marking of the PR arrear contribution to CMDRF in SPARK by the DDO of the employee currently working will not be entertained. Hence the DDOs generating PR arrear bills with option to CMDRF should ensure that the option marked by the current DDO of the employee is in order.

If irregular drawal of first or second or third installment (either excess drawal or short drawal) is already made, then such cases are to be reported by the DDO concerned to Finance Department through proper channel with PEN, bill copy and drawn particulars, reason for non-observance of para-1 in the circular second cited etc, immediately. In such cases the processing of fourth installment in SPARK is to be avoided, till further directions to encash the same are issued.

The facility for generating fourth installment bill with statutory deductions, if any, will be available in SPARK with effect from 16-10-2018. The procedure to be followed in SPARK for

generating fourth installment (including terminal surrender arrears) bills will be issued by SPARK PMU and the same will be uploaded in [www.spark.gov.in/webspark](http://www.spark.gov.in/webspark) and [www.info.spark.gov.in](http://www.info.spark.gov.in).

All Head of Departments & DDOS are directed to observe these instructions without fail.

**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  
Heads of Departments  
The Nodal Officer, Finance Department ✓  
The Chief Project Manager (SPARK), Thiruvananthapuram.  
The Stock file/Office copy

Forwarded By order

*Smithalib*

Senior Grade Assistant