



GOVERNMENT OF KERALA

Abstract

Finance Department – Statewide introduction of Online leave module in SPARK for all Departments – Approved - orders issued.

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FINANCE (ITSF) DEPARTMENT

G.O.(P)No.119/2022/FIN

Dated, Thiruvananthapuram, 30-09-2022.

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- Read:- 1. G.O.(Ms)No.360/2019/Fin dated 26/09/2019.
2. G.O.(Ms)No.4/2022/Fin dated 07/01/2022.
3. G.O.(P)No.94/2022/Fin dated 24/08/2022.
4. IFMS review meeting held on 16/08/2022.

ORDER

In continuation of the G.O.s read above and based on the decision in the IFMS review meeting read as fourth paper above, Government are now pleased to introduce online leave module in SPARK, in the case of the leave types appended to this order, for all departments with effect from 01/10/2022. Leave application submission and approval of all the employees, drawing through SPARK, in the case of the appended leave types, are to be ensured online only with effect from 01/10/2022.

2) Under this module, all regular employees having PEN can submit their leave application by login to spark or through mobile app to their respective reporting/approving authority. On approval of the leave by the authority concerned in SPARK, the leave details will get updated in the SPARK data of the employee. Sanction Order generation, Cancellation of leave, Conversion of one type of leave to another as per rules etc. is possible in this provision. The existing system of making entries in Service Book (in applicable cases only) of the employees once the leave got approved in SPARK will be continued and the details of approved leave will reflect in e-SB of employees also.

3) A detailed tutorial on using the module will be made available in the website www.info.spark.gov.in.

4) All Head of Department are instructed to direct the Drawing and Disbursing Officers and all the employees under their control to use this module promptly from 01/10/2022.

(By order of the Governor)
BISHWANATH SINHA
ADDITIONAL CHIEF SECRETARY

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.
The Principal Accountant General (Audit I/II), Kerala, Thiruvananthapuram.
The Chief Project Manager, SPARK, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All Heads of Department (via Administrative Departments).
All Administrative Departments in Secretariat (via e office notice board).
The Director, I&PRD, Thiruvananthapuram.
Stock File/Office copy (2167259).

Forwarded / By order



Section Officer

Appendix

LEAVE TYPES IN SPARK	
Sl. No.	Description
1	Earned Leave
2	Half Pay Leave
3	Commutated Leave
4	Maternity Leave
5	Paternity Leave
6	Special Casual Leave
7	Dies – Non
8	Casual Leave
9	Restricted Holiday
10	Disability Leave
11	Hospital Leave
12	SPL. Disability Leave upto 4 month
13	Hysterectomy Leave
14	Miscarriage Leave
15	SPL. Disability Leave more than 4 month
16	Child Adoption Leave
17	Leave Not Due with MC
18	Leave Not Due without MC
19	Additional Leave as per rule 60(c)