



GOVERNMENT OF KERALA

Abstract

Finance Department – SPARK software - Customisation for bringing cadre strength of posts and approval mechanism for new posts - Orders Issued.

FINANCE (EXPENDITURE – A) DEPARTMENT

G.O.(P)No.117/2022/FIN

Dated, Thiruvananthapuram, 29-09-2022

ORDER

SPARK software have been introduced for automation of salary and other service matters of Government employees and now 100% of the Government offices are using SPARK software for the fixation, processing and disbursement of salary and also for handling various service matters. The intention of the Government in automating the pay disbursement and service matters is also to ensure transparency and uniqueness in salary disbursement in tune with the Government decisions and to check any errors committed by the pay disbursement authorities in time. Using software for salary disbursement, Government also envisages that salary processing could be restricted only to the posts that comes under the approved cadre strength of posts. Even if the system is doing well, some additional features are indeed necessary for the complete achievement of the above said objectives of the Software. With a view to this, Government are pleased to bring following additional features in the software so as to tide over the existing shortcomings that there is no provision for fixing cadre strength of posts at present and there is no tool for the Government to ensure that employees are enrolled in SPARK only against the posts approved by the Government.

1. Cadre Strength of each and every post will be fixed in the software and henceforth salary processing is permissible only to such number of posts fixed by the Government in the software.
2. As ascertaining cadre strength of each and every posts in Government Departments by verifying all the existing orders is a herculean task, it is declared that the numbers of posts to which salary was drawn during the month of March 2022 will be set as cadre strength of such posts in the software by default, unless and until the Government detects any discrepancy in the strength so fixed.
3. In case of all employees who are permanently quitting the Government service by way of superannuation, resignation, death, termination from service etc, their PEN from the software will be terminated with effect from the date of departure of the incumbent from service.

4. In the case of new enrollment of employees in the software on or after 01/04/2022, if the employees are recruited against existing vacancies, the controlling officers will be permitted to enroll such employees in SPARK, but new PEN for such employees will be generated by the software only against the terminated PEN mentioned above.
5. Since new PEN in the software will be permitted to generate only in lieu of a terminated PEN in the software, the appointing authorities while giving appointment order to new employees shall invariably mention the terminated PEN against which the employee is appointed, in the appointment order.
6. In the case of employees who are relieved from one Department for taking employment in another Department by way of PSC appointment either by direct recruitment or by transfer appointment, they will be permitted to retain their PEN and for enrolling new employee in his parent (old) Department in the vacancy left by him, the PEN which was terminated in the new Department against which he is appointed in that Department, shall be used. Hence while forwarding joining report of such employee to his parent (old) Department, the appointing authority should mention the PEN that is to be used in the parent Department. The appointing authority of the parent Department shall not forward LPC of the employees unless have received and verified the PEN that is to be used for enrolling new employee.
7. In the case of employee who are shifted to a new post by way of by transfer/PSC appointment or by promotion within the same Department itself the PEN of the employee will be continued and the PEN which is ultimately terminated concomitant to such appointment can be used for enrolling new employees.
8. If any employee is appointed against a newly created post, the employees may be enrolled in SPARK by the appointing authority and such enrollment will be got verified and approved by the Finance Department after verifying the Government Order by which the posts were created and only upon approval by Finance Department, PEN of the new post will be generated in SPARK. There will be provision in the software for uploading the GO by which the post is created.
9. Temporary post which are operating by continuous sanction will be enrolled in SPARK by giving a distinct marking in the software and there is provision for entering date of expiry of such posts and salary of such posts will not be permitted to draw for more than three months from the date of expiry.
10. The continuous sanctions of the temporary posts will also have to be got verified and

approved by the Finance Department in SPARK and approval mechanism will be in bulk in respect of a particular Government Order and there is provision for deletion of posts sanctioned by the original order and provision will be there for entering the date and number of the Government Order.

11. If an employee working against a temporary post is transferred to a regular post, his enrollment in the regular post will be same as enrolling a new post as mentioned in clause 4 and he will be permitted to retain his PEN and for enrolling new employee in the temporary post the mechanism mentioned in clause 4 & 5 shall be followed. In the case of transfer of employees from a regular post to a temporary post, the mechanism mentioned above shall be followed.
12. For enrolling new employee against a temporary post, only the PEN marked for temporary post can be used for new PEN generation.
13. In the event of abolishing of posts, both regular and temporary posts, equal number of PEN shall be terminated from the SPARK software and such PEN cannot be used for enrolling new employees.

(By order of the Governor)
SANJAY M KAUL
SECRETARY TO GOVERNMENT

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Principal Accountant General (A&E) Kerala, Thiruvananthapuram
All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/Additional/Secretaries/Joint Secretaries/Deputy Secretaries/ Under Secretaries to Government
All Departments in Government Secretariat
All Heads of Departments
Joint Secretary to Chief Secretary
The Nodal Officer, Finance Department www.finance.kerala.gov.in
Information and Public Relations (Web and New Media) Department
(for uploading in Government Website)
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Forwarded/By Order


Section Officer