GOVERNMENT OF KERALA

Finance (ITSF) Department

No. 95/2022/Fin. Thiruvananthapuram, Dated : **16/11/2022.**

CIRCULAR

Sub:- Software provision enabled in SPARK for processing pending salary/arrears from the current office, when an employee move from Aided to Government or to another aided institution (except Gazetted to aided category) – Instructions - reg.

Ref:- Nil.

As per the existing practice, when an employee is moved from an Aided educational institution to Government institution or to another aided educational institution, the claims of the employee for the period he/she worked in the aided institution can be generated in SPARK, only by transferring the PEN data to the old institution with the mutual consent of the DDOs of both the institutions and the shifting of such data is to be done by SPARK PMU only. So both the DDOs have to communicate with PMU for effecting the changes in SPARK. This procedure causes undue delay in getting the salary/arrears claims of such employees, though the sanction for the salary/arrears for the aided service is obtained after waiting for a long period to complete the approval processes and for speedy redressal, the affected parties may sometimes take up the matter with Honourable Court of Law also.

Though the head of account for Aided and Government educational institutions for disbursing pay and allowances are different, the CCO of these head of account of Aided and Government educational institutions will be the same (in general, Director of General Education or Director of Collegiate Education) and the expenditure occurs from the consolidated fund of the state only.

Hence the following suggestions are put forwarded by SPARK PMU to simplify the procedure for claiming the salary/arrears of pay and allowances of such employees through SPARK.

1. Pending salary/Arrears, if any, may be taken from the current office where the employee is working, irrespective of its status whether the institution is Aided or Government.
2. Since the CCO of these heads (educational institutions) is Director of General Education or Director of Collegiate Education, preferring the claims under current DDO will not be an issue in accounting the expenses.
3. Approval, if any, by the approving authority concerned in such cases is to be done in manual form such that the current DDO processes the claim in SPARK and the bill then be forwarded to the approving authority concerned to get the bill approved/countersigned in physical form. On receipt of the same, the current DDO has to e-submit the bill to the current treasury where the employee is presently working.

After examining the matter in detail, Government are pleased to approve the above suggestions and to follow the same by the DDOs with effect from 01/12/2022.

The Director of General Education and Director of Collegiate Education will ensure that the DDOs under them are using this provision promptly to process such arrears claims.

This provision will not be applicable when an employee is moving from a Gazetted post in Government institution to a post in Aided institution.

BISHWANATH SINHA
ADDITIONAL CHIEF SECRETARY

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
Director of Treasuries, Thiruvananthapuram.
All Heads of Department (through e office).
All Sections of Finance Department (through e office)
All Departments of Secretariat (through e office)
The Nodal Officer, www.finance.kerala.gov.in.
Stock file/Office copy (E-1948696).

Forwarded/By order,

Accounts Officer.