



GOVERNMENT OF KERALA

FINANCE (ITSF) DEPARTMENT

No.24/2023/Fin.

Thiruvananthapuram, Dated: 09-03-2023.

CIRCULAR

Sub :- Medisep double deduction in a month due to incorrect data in SPARK-
Instructions issued to update deputation details promptly in SPARK- Reg.

Ref :- Circular No.18/2023/Fin dated 17/02/2023.

It has been brought to notice that when an employee returns from deputation to parent department from a non spark office, in between a month, the MEDISEP premium amount gets deducted twice from the salary claim of such employee ie from the office he/she was under deputation and from his/her present office under SPARK. The present practice to clear the issue is to approach SPARK PMU by the affected employee or DDO with LPC copy for correction in data.

As per Circular No.18/2023/Fin dated 17/02/2023, instructions have been issued from Finance(Health Insurance) Department to all the DDOs to ensure that the same ID is mapped to the employee while deducting the Medisep premium amount and also ensure through LPC that the deduction has been made only once for a given month.

On verification of SPARK data of such affected employees, it was observed that non- marking of deputation details of employees properly in SPARK when moving on deputation to NON SPARK office and vice versa is the main cause of this double deduction of MEDISEP in a month. Instead of marking proper deputation details, the DDOs used to mark stop salary of the employee only to keep away from salary processing in SPARK and hence system will not identify them as on deputation and when part bill is generated, MEDISEP deduction will also be effected. Hence all DDOs are hereby requested to make proper entries in SPARK while an employee is moved on deputation to a non SPARK office. The following menu, Service

matters→Deputation→Relieve on deputation/revert relieving/return from deputation is to be used for this marking such entries.

All Heads of Department are also requested to ensure that the DDOs and offices under their control are promptly updating the deputation details in SPARK. Any doubts in entering the details can be cleared by the DDOs by contacting over the email id, info@spark.gov.in.

SURESH KUMAR O. B.
Joint Secretary to Govt

To:

The Principal Accountant General(A&E/G&SSA), Kerala, Thiruvananthapuram.

The Accountant General(E&RSA), Kerala, Thiruvananthapuram.

The Chief Project Manager, SPARK, Thiruvananthapuram.

All Departments of Secretariat (through e-office)

The Director of Treasuries, Thiruvananthapuram.

The Nodal Officer, Finance Department.

Stock file/Office copy(2183920)

Forwarded/By order,



Accounts Officer.