

No. PWD/ELS/5717/SPARK/2009

Dated 30-07-2012

CIRCULAR

Sub:- Implementation of SPARK in the department-Instructions:-Reg

- Ref:- 1) GO (Rt) No.163/2008/ITD Dated 5-8-2008
2) Govt letter no.4402/B2/08/ITD Dated 17/7/2009
3) Govt Order No GO(Rt) No. 167/2009/ITD Dated 6/8/2009
4) Circular No.4917/B2/09/ITD Dated 13-5-2009 of IT Department

Vide reference cited as first Government had given orders to implement SPARK in all the offices of the department from July 2009. Considering the technical difficulties, Government had extended the time limit up to December 2009. Consequently Government had made the SPARK generated bill mandatory from February 2012 and direction has been given to all treasury officers in this regard and it is being complied by all treasury officers. But it is come to the notice that in this Department, in many offices still SPARK is not implemented and some Treasury Officers are still accepting manual bills and this is a clear violation of Government orders in force. So it is hereby instructed that all the Drawing and disbursing officers shall ensure both establishment and Self Drawing Officers' Salary bills of September 2012 onwards is a SPARK generated bill.

Also it is instructed that all the Office heads, who are the custodian of service book of Employees, shall take necessary steps to update the service history of all the employees in the SPARK as per their service book entry. Data Entry operators from Akshaya/ Kudumbasree may be engaged for data entry and remuneration to them will be as per the rate fixed by the KSITM. The data entry should be completed before 31-10-2012.

Service details in the SPARK software will be verified in the O/o the Chief Engineer (Admin) while processing establishment matters like Transfer, Promotion, Grade promotion, Leave, NOC for passport, higher studies, deputation etc. Establishment matters of Employees with incomplete service history in SPARK will not be processed in this office from 1-11-2012. So all the office heads shall strictly follow the Government Circular No 4917/B2/09/ITD of Information Technology Department for data entry.

Expenditure for Data entry will be met from the fund provided for e-Governance. So a certificate in the prescribed format with bills from the agencies shall be forwarded to this office for Payment.

The details of Drawing and disbursing officers acting as treasury officers ,who had not complied with Government orders will be reported to Government for non-compliance of the Government order for the implementation of SPARK

All the forms can be downloaded from the Department web site www.keralapwd.gov.in

*Encl:- Copy of GO(Rt) No. 167/2009/ITD Dated 6/8/2009
Circular No.4917/B2/09/ITD Dated 13-5-2009 of IT Department*



*K.Sundaran
Chief Engineer(Design and Administration)*

*Copy submitted to the Principal Secretary, PWD for information (With C/L)
Copy to CEs table*

To

*All Superintending Engineers ,Executive Engineers and Asst.Executive Engineers
(The SEs and EEs shall submit report on the officers who have not comply the
orders by 30-8-2012)*

The Administrative Officer

All Deputy Chief Engineers/ Administrative Assistants/Finance Officers in this office