GOVERNMENT OF KERALA

INFORMATION TECHNOLOGY (B) DEPARTMENT

No.7485/B2/09/ITD.

Thiruvananthapuram
Dated 29-12-2009

CIRCULAR

Sub:- Information Technology Department – Circular relating to
implementation of Service and Payroll Administrative Repository for
Kerala (SPARK) Additions/ modifications – Orders Issued

Ref:- 1. Circular No.4917/B2/09/ITD dated 13-5-2009
2. Minutes of the meeting held by Minister (Finance) on 3-12-09 on
implementation of SPARK

In pursuance to the decisions taken as per the minutes cited the following
additions/modifications are ordered to the circular read as 1st above.

In Para C the following will be added:-

Para C(1)(a): The data shall be entered in a phased manner, ie, Payroll details
and Service Book details

ii. Para C1(b) "Since all payroll details are not available in the Service Book the pay
particulars of the employee shall be collected from the concerned Drawing and
Disbursing Officers for data entry and DDOs shall verify the data."

iii. Para C(6) of the Circular shall be substituted with the following :-

"Once the data has been uploaded for the first time after each phase of data entry a print
out of the same shall be given to each employee and the first level of validation shall be
done by the employee himself. After the first level validation of the data by the

employee, the Establishment clerk of each office shall conduct hundred percent verification of data. The Nodal Officer shall, wherever necessary, request the services of other officers from the said office to assist/support or substitute the Establishment clerk. However, this verification should be done by authorized personnel of the Government and shall be used for imposing penality as mentioned in point (3) above, on the data entry agency. After completion of hundred percent verification, Nodal Officer shall issue a certificate to the effect that hundred percent verification has been conducted by the Department regarding data entry of SPARK".

(iv) Para C 23 shall be substituted with the followings:-

"After making the correction as mentioned in Para 21 above the Head of the office shall. lock, the records under the Administration Menu. Since the data entry and verification are in two phases, the data locking shall also be facilitated in two phases, ie, payroll data locking and service book data locking.

The circular read above stands amended to the above extent.

Dr.AJAY KUMAR,
Principal Secretary to Government

To

All Additional Chief Secretaries, Principal Secretaries, Secretaries
All Heads of Departments
The Director, KSITM (To put the circular on the website)
Sock file/OC

Forwarded/By Order

Section Officer