



GOVERNMENT OF KERALA
Finance (IT-SF) Department
CIRCULAR

No. ITSF-2/07/2020/Fin

Dated, Thiruvananthapuram, 25-04-2020

Sub:-Finance Department-Processing of salary bills in SPARK for the months 4/2020 to 8/2020- Instructions – Issued - Reg.

Ref: - 1) G.O.(P) No. 44/2020/Fin dated, 20.4.2020

2) G.O.(P) No. 46/2020/Fin dated, 23.4.2020

3) U O (f) No.SPK-MG/7/2020-Fin (E-1493304)

The following instructions are issued for information and strict compliance by the DDOs / Head of Departments/Treasury Officers, while processing/passing the salary bills generated in SPARK for the months 4/2020 to 8/2020.

1. Necessary provisions are made available in SPARK to generate the bills for the months 4/2020 to 8/2020, deferring the 6 day's salary, as envisaged in the G.O referred as second paper above.
2. 6 day's salary based on the gross salary each employee for these months (4/2020 to 8/2020) will be deferred as per the calculation mentioned in para 1 of the G.O referred second paper above.
3. Before processing the salary bills for 4/2020 and upto 8/2020, all DDOs have to cross check the deductions of each and every employee included in a bill and ensure that effective gross salary, after this deferment, would accommodate the statutory deductions and if not, steps to regulate the same as per rules are to be followed. This will help to avoid repeated processing of bills in SPARK and save time and also to avoid unnecessary generation of error bills with negative figures.
4. In the case of temporary employees (having TEN), the proceedings sanctioning these month's (4/2020 to 8/2020) remuneration should invariably contain the details of the amount deferred in each case in each month.
5. Before passing the claims of employees having TEN, treasury officers are strictly instructed to verify the proceedings, submitted along with the bills, thoroughly and ensure that the deferred amount is clearly mentioned in the proceedings.

Director of Treasuries is hereby directed to circulate the content of this circular to all Treasury officers for strict compliance, while processing/passing the claims for the months 4/2020 to 8/2020.

MINI V R
ADDITIONAL SECRETARY(FINANCE)

To

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

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

The Chief Project Manager (SPARK), SPARK PMU, Thiruvananthapuram

The Director of Treasuries, Thiruvananthapuram

Finance (Accounts-A/B) Departments

All Heads of Departments (through their Administrative Department).

All Sections in Finance Department (through e-office).

All Departments in Secretariat (through e-office).

The Nodal Officer, www.finance.kerala.gov.in.

The Stock file/Office copy.

Forwarded By order

Senior Grade Assistant