



GOVERNMENT OF KERALA

No.03/2022/Fin

Finance(ITSF)Department

Thiruvananthapuram,

Dated:13/01/2022

CIRCULAR

Sub: Filing of Property returns through SPARK- Details to be furnished- Instructions Issued-Reg

Ref: 1. G. O (Rt) No. 3114/2021/GAD dated, 18-08-2021
2. Circular No.Adv C2/219/2021-P&ARD dated 04-01-2022

As per the G.O and circular referred above directions were issued for filing of annual property returns (APR) through SPARK by all Departments. To enable the facility in SPARK, the following details are to be furnished by the Heads of Department immediately to SPARK PMU via e-mail to info@spark.gov.in, mentioning the subject as "**Annual Property Returns Filing Request**".

- 1)Details of the Filing authority to be displayed on SPARK login.
- 2) Details of the seat and section to set in SPARK as viewing authority of the filed returns on behalf of the filing authority.
- 3)PEN, Name and Designation of the officials of the above section to set login previlage to view the filed details. (Please ensure that viewing authorities are either Head of Department itself or the Senior officers under the Head of the department)
- 4) Period of filing (Start date with time and end date with time)
- 5) Designation code and designation name as in SPARK of posts which are currently working under another filing authority or Department (applicable in the case of deputation to this department/office).

6) Designation code and designation name as in SPARK of posts working under the filing authority or Department from other departments (applicable in the case of deputation from other departments)

All Head of the Departments are requested to ensure that the above details are furnished immediately to onboard the filing provision for 2021 in SPARK itself, for their employees.

SPARK PMU shall ensure that the provisions will be enabled for the departments within a week on receipt of the above details via e-mail.

Those Departments which are already using the provision in SPARK for filing APR shall not forward these details again to SPARK PMU.

SURESH KUMAR O B
DEPUTY 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, Thiruvananthapuram

All Administrative Departments in Secretariat (through e-office notice board).

All Heads of Department (through Administrative Department)

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

Stock File/Office copy (E-1810739)

Forwarded/By Order



Section Officer/Accounts Officer