



GOVERNMENT OF KERALA  
Finance (IT-SF) Department  
**CIRCULAR**

No. 82 /2017/Fin

Dated, Thiruvananthapuram, 21/11/2017

Sub:- Finance Department–Pay Revision arrears–Second installment–Directions to process the same in SPARK–Modified instructions to re process the erroneous first installment-Issued.

- Ref:- 1) G.O.(P) No.7/2016/Fin dated 20/01/2016  
2) Circular No.46/2016/Fin dated 19/05/2016  
3) G.O.(P) No.128/2017/Fin dated 06/10/2017  
4) File No. SPK-A2/157/2017-Fin  
5) Circular No.77/2017/Fin dated, 19/10/2017

As per the Government Order referred third paper above, directions for payment of second installment of Pay Revision arrears were issued. Based on the same, the instructions to be followed, while processing the second installment of PR arrears (including terminal surrender arrears) in SPARK were issued vide circular referred fifth paper above. As per para 3 of the same, it was instructed that

*If irregular of drawal of first installment (either excess drawal or short drawal) is already made, then such cases are to be reported by the DDO concerned to Finance Department through proper channel with PEN, bill copy and drawn particulars, reason for non observance of para-1 in the circular second cited etc, immediately. In such cases, the processing of second installment in SPARK is to be avoided, till further directions to encash the same are issued.*

Based on the same, provision for excluding such employees while processing second installment was made available in SPARK and their PR arrears can be re-processed so that the short fall or excess drawal in the first installment can be made up in the second installment. Before re-processing, the DDOs should ensure that the SPARK data corrections, if any, required are made completely and further request to modify the same again will not be entertained. A thorough checking of the arrear statement generated from SPARK and circulating the same to the employee concerned, before submitting the bills to treasury, is also to be ensured by the DDOs, without fail. Accordingly, the third and fourth installments will be in order.

The procedure to be followed in SPARK for re-processing in such cases will be issued by SPARK PMU and the same will be uploaded in [www.spark.gov.in/webspark](http://www.spark.gov.in/webspark) and [www.info.spark.gov.in](http://www.info.spark.gov.in)

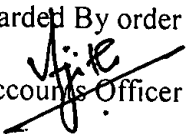
All Heads Of Departments & DDOs are directed to observe these instructions without fail.

MINI V R  
Joint Secretary (Finance)

To

- The Principal Accountant General (A & E/G&SSA) Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
The Director of Treasuries, Thiruvananthapuram  
All Heads of Departments.  
✓ The Nodal Officer, Finance Department.  
The Stock file/Office copy.

Forwarded By order

  
Accounts Officer