



GOVERNMENT OF KERALA

Abstract

**Service & Payroll Administrative Repository for Kerala (SPARK)- E Service Book -
Formal procedure to define home town -orders issued.**

FINANCE (PENSION - B) DEPARTMENT

G.O.(P).No. 40/2018 /Fin Dated, Thiruvananthapuram, 16th March 2018

-
- Ref : 1. G.O (Ms) no. 392/2005/GAD dated 05.11.2005.
2. G.O (Rt) no: 152/2007/ITD dated 25.07.2007.
3. Circular no: Accts K1/161/2017 dated 05.01.2018.

ORDER

As per Government Order read as 1st and 2nd papers above sanction was accorded for the implementation of Service & Payroll Administrative Repository for Kerala (SPARK) for all Government employees. As per the Circular read as 3rd above it was decided to rectify the errors in the SPARK data base. Need was felt also to put in place a formal procedure in the State to define home town for the purpose of transfer as well as Leave Travel Concession (LTC).

2. Government have examined the matter in detail and are pleased to order the following:

(i) The permanent address as given by the employee while entering government service (as captured from advice memo/appointment order and entered by the competent authority in the Service Book or Entitlement Register as the case may be) shall be treated as the first entry.

(ii) Employee can change the permanent address during the service period by filing a permanent address change declaration before the Head of Department. Head

of Departments should file their own change requests with the Administrative Department in the Secretariat.

(iii) Provision shall be made for the same in SPARK and the permanent address change history shall be kept in the software.

(iv) Formal amendment to the relevant rule in Part III KSR will be issued separately.

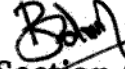
By Order of the Governor,

K. Rajasree
Additional Secretary

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
All Heads of Departments and Offices.
All Departments (All Sections) of the Secretariat including Law Department.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram
The Secretary to Governor.
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition and Government Chief Whip.
The Private Secretaries to Chief Minister and other Ministers.
The Additional Secretary to the Chief Secretary.
The PS to Principal Secretary (Finance Department).
The PS to Principal Secretary (General Administration Department).
The CA to the Secretary (Finance Expenditure)
The CA to the Secretary (Finance Resources)
The Director of Treasuries, Thiruvananthapuram.
The Director, Information and Public Relations, Thiruvananthapuram.
The Advocate General, Kerala, Ernakulam.
The Chief Information Commissioner, Kerala, Thiruvananthapuram.
The Chief Project Manager, SPARK
The Manager, SPARK
All District Treasury Officers/Sub Treasury Officers.
The Information Officer, Web and New media, Public Relations Department.
The Nodal Officer, www.finance.kerala.gov.in for publishing on the website.
Stock File / Office Copy.

Forwarded/By Order


Section Officer