



**GOVERNMENT OF KERALA**

**Finance (IT SF) Department**

**CIRCULAR**

**No:21/2018/Fin.**

**Dated, Thiruvananthapuram, 27/03/2018**

Sub: SPARK – General Instructions for Strengthening Security – reg.

Ref:1. Computer No:744700 File No: SPK-MG/2/2018-Fin

2. Meeting held by Secretary FR on 16/03/2018

3. Cir No.62/2012/Fin, dated, 16/10/2012

4. Cir No.66/2012/Fin, dated, 15/11/2012

5. Cir No.72/2012/Fin, dated, 17/12/2012

As part of strengthening various security aspects and also to review existing security measures in SPARK software, the following instructions are issued for the strict compliance by all HoDs and DDOs.

1. If the offices of the DDOs do not have internet and other hardware/infrastructure facilities to access SPARK and download/ take print out of reports in connection with their duly delegated functions, facility for the same should be provided at the nearest higher office of that department. HoDs shall make necessary arrangements for the same.
2. DDOs and other officers having processing rights in SPARK should not access SPARK from net cafes and other private centres.
3. HoDs shall ensure that officers having processing rights in SPARK have updated their personal information page with their own valid mobile number and email address.
4. HoDs shall also ensure that officers having processing right in SPARK do not share their user credentials with any other officers or agencies.

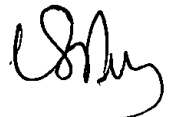
5. Internal audit teams of the departments, Finance (Internal Audit) Department and Finance (Inspection NT) Department should also ensure the compliance of above instructions during office audit/inspections.
6. HoDs should issue necessary repeated instructions to all officers under them on the above.
7. HoDs should take stringent actions against violations of the above instructions, if any, come to notice and report the Action Taken Report to Government in Finance (SPARK PMU) Department immediately.

**MINHAJ ALAM IAS,  
SECRETARY, FINANCE (RESOURCES)**

To

The Principal Accountant General (A&E/Audit), Thiruvananthapuram  
The Principal Accountant General (G&SSA), Thiruvananthapuram  
The Principal Accountant General (E&RSA), Thiruvananthapuram  
All Additional Chief Secretaries, Principal Secretaries, Secretaries, Special Secretaries in Govt. Secretariat  
All sections in Finance Department  
All Departments in Secretariat  
All Heads of Departments  
The Director of Treasuries (to intimate all Treasury Officers)  
The Chief Project Manager, SPARK PMU, Thiruvananthapuram  
The Director, I&PRD, Secretariat (for wide publicity)  
The State Informatics Officers, NIC, Thiruvananthapuram  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
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Section Officer