

GOVERNMENT OF KERALA

Computer No: 696366 File No: SPK-A1/1/2018-Fin

Finance (IT SF)Department  
Thiruvananthapuram,  
Dated:24/04/2018  
Phone 0471 2301981, 2305654  
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From

The Principal Secretary to Government

To

The Director of Treasuries  
Thiruvananthapuram.

Sir,

Sub: SPARK PMU-G.O.(P)No.29/2016/GEdn dated 29.01.2016 -  
Clarification and non spark bill permission-reg

Ref: 1. Request received from the various schools  
2. Letter No. H2/10365/2018/DPI dated, 3.4.2018 from DPI

Inviting attention to the reference cited, you are requested to direct all the Treasury Officers concerned to accept the Non SPARK Bill submitted by the DDOs concerned for claiming salary arrear for merging to the PF account of those teachers / employees whose appointments were approved based on G.O.(P)No.29/2016/GEdn dated 29.01.2016. The Director of Public Instructions has forwarded a consolidated list of such teachers /employees whose appointments were approved based on this G.O. The entire pay and allowances are to be merged to PF and the list of employees whose pay and allowances are to be merged are forwarded herewith for sending the same to all treasuries for honouring NON SPARK BILL.


The treasury officers may also be directed to verify such bills in all respects before passing the claim, subject to the following conditions.

- 1) Separate bills for each employee is to be submitted.
- 2) The bills must be duly countersigned by the Approving Authority.
- 3) Those employees whose details are available in the enclosed list alone are to be passed by the Treasuries.
- 4) A certificate from the DDO duly countersigned by the approving authority to the effect that only the eligible Pay and allowance during the period have been claimed in the bill and that the same was not claimed before.

- 5) A certificate to the effect that the copy of such bills will be handed over to Internal Audit wing of the department and to any Audit teams including Finance(Inspection) wing.
- 6) **Only crediting to PF account is to be permitted.**
- 7) The details of the manual bill are to be entered in SPARK under manually drawn menu.
- 8) Any clarification in this regard is to be obtained in writing from Government in Finance Department through the Appointing authority.
- 9) Appointing authorities shall furnish the details of such bills countersigned with name of employee, school and bill amount to DPI at a periodicity of two months till completion of the bill submission process.
- 10) Any laxity in viewing the directions will be viewed seriously.

Yours Faithfully,  
SURESH KUMAR O B  
Under Secretary to Govt.  
For Principal Secretary to Government.

Approved for Issue,

  
Manager, IT SF / ASD

- Copy to :-
1. The Director of Public Instructions, Thiruvananthapuram. (with a request to intimate the content of this letter to all Educational officers and schools)
  2. The Nodal officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).
  3. The Chief Project Manager, SPARK PMU (with a request to share the list to Dir of Treasuries).