



GOVERNMENT OF KERALA

No:45/2018/Fin.

Finance (IT SF) Department
Thiruvananthapuram,
Dated:15/05/2018
Phone 0471 2301981, 2305654

CIRCULAR

Sub: General Instructions for registering new employees in SPARK using Form No.1 – Erratum – issued.

Ref: Circular no.39/2018/fin dated 05/05/2018.

Para (ii) of the circular read above is hereby corrected and is to be read as below:
Form No.-1 (which is an essential enclosure along with the appointment order based on Rule 13A, Part I KSRs) for new employee registration should be strictly adhered to and PEN must be generated to the Candidate the day itself as and when he joins duty. If the candidate is already having a PEN by virtue of any past service, the same is to be continued. Generating fresh PEN in such cases will attract disciplinary action against the officer who generates the duplicate PEN, ignoring the warning messages in SPARK.

All Heads of Departments, DDOs and other Establishment Users are requested to note the above correction.

MINI V.R
Joint Secretary (Finance)

To
The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.
The Principal Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
The Nodal Officer, Finance Department.
The Stock File /Office Copy.

Forwarded / By Order

Manager, IT-SF