



## GOVERNMENT OF KERALA

Abstract

Finance Department – Service and Payroll Administrative Repository for Kerala (SPARK) - Arranging training through Department Master Trainers (DMT)- terms and conditions- Orders issued.

### FINANCE (IT SF) DEPARTMENT

G.O.(P)No.3/2017/Fin

Dated, Thiruvananthapuram, 05. 01 .2017

- Read:- 1. G.O(Rt). No. 234/2009/ITD dated 24.10.2009  
2. G.O(MS). No. 154/2016/Fin dated 04.04.2016

### ORDER

SPARK-Service and Payroll Administrative Repository for Kerala is an Integrated Personnel, Payroll and Accounts Information System which is a web based application implemented for all the Government Departments in the State of Kerala. The application has been developed and implemented with a view to cater to the Administration, Payroll and other Accounts activities of all the Government Establishments across every nook and corner of the State.

As per the Government order read as first above, orders were issued for arranging training through Department Master Trainer (DMT) for SPARK. As per order second cited, SPARK PROJECT was taken over by Finance Department and now the responsibility of training and handholding of the software now vests with SPARK- Project Management Unit (PMU).

Due to lack of adequate expertise and experience in Government Procedures and Service / Accounts rules, Master trainers from SPARK-PMU are unable to provide effective training and hand hold support on SPARK application to the Employees of user departments. It is noted that the queries raised by the employees relating to the Government procedures and Service Rules could not be effectively answered by the Master trainers/help desk personnel in SPARK-PMU. This has affected effective continued implementation and usage of SPARK across the state.

It is noted that in some departments there are officers /Department Management Users (DMU) who have both expertise in using SPARK and imbibed experience out of working in the establishment and accounts section of their offices. Such personnel who could impart necessary training to the establishment and accounts personnel of other departments to make them well versed in the SPARK application is to be identified and their service is to be spared for the speedy implementation of SPARK in all Government Offices. Such personnel will be designated as Department Master Trainers (DMT).

**In the circumstances Government are pleased to order as follows:**

- a) SPARK-PMU will empanel such employees who are willing to contribute their expertise and experience in implementation of SPARK and have a flair of teaching across the state.
- b) Their details will be published in the website of SPARK [www.info.spark.gov.in](http://www.info.spark.gov.in).
- c) The Department Master Trainers (DMT) will have to work in coordination and liaise with the SPARK team in addition to their normal duties in their offices.
- d) An honorarium of Rs.1500/- per day of the training will be given to the Department Master Trainers (DMT).

**Government also order the following terms and conditions regarding the Department Master Trainer (DMT):**

1. Training shall be limited to the District where the DMT's present office is situated.
2. No TA or conveyance allowance will be given to Department Master Trainers (DMTs).
3. Training shall be conducted only on approval of SPARK-PMU either through email or through letter.
4. Training shall be commenced only after ensuring that the necessary basic infrastructure like PC, Printer and internet connectivity etc. are available at the proposed office/training site.
5. Before commencing training necessary authorization certificate is to be issued by concerned departments to DMTs as in Format-I appended to this Government order.
6. Training shall be strictly limited to one and a half days per office covering all the modules of SPARK including a lab session.
7. Necessary feedback in Format II appended shall be filled up and forwarded to SPARK-PMU with the approval letter mentioned in clause 3 for effecting payment.
8. DMTs shall ensure that the training and hand hold support provided to other offices is not affecting the normal duties in their office.

**The head of the Office of the DMTs will ensure the following in this regard.**

- i. No Objection Certificate (NOC) is to be issued to the officer who is to be empaneled by SPARK-PMU to work as DMTs as in Format III appended.
- ii. Further, if at a later date, Head of the Department / Head of the Office feels that sparing the services of a particular DMT adversely affects their own department/office functions, then the matter is to be reported to

SPARK-PMU immediately and services of such Department Master Trainers (DMT) will be withdrawn.

- iii. Since it is an additional responsibility of the Department Master Trainers (DMT) it shall be the responsibility of the Department / office head to ensure that the office environment is made cohesive for the Department Master Trainers (DMT) for their routine work so that they could provide necessary training to other offices on SPARK and the Government could utilize their expertise, for speedy continued implementation of the Project.

**SPARK- PMU shall ensure the following,**

- i. Provide necessary information regarding the latest updates and changes in the application to Department Master Trainers(DMTs)
- ii. Maintain a register of the empanelled Department Master Trainers (DMTs) with the status of training and payment details Format IV appended.
- iii. Monitor and review the training given by the DMTs by evaluating the feedback from the departments / offices.
- iv. Payment for the Department Master Trainers (DMTs) will be on a monthly basis and to the DMTs bank account/TSB account furnished by them.

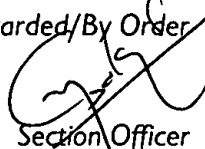
The expenditure in this regard will be met by Finance Department from the fund earmarked for SPARK under the head of account "3451-00-090-92-SPARK(P)"

(By Order of the Governor)  
DR.K.M. ABRAHAM, IAS

Additional Chief Secretary to Government

To

The Principal Accountant General (Audit), Kerala  
The Accountant General (A&E), Kerala Thiruvananthapuram  
The Director of Treasuries, Thiruvananthapuram  
All Heads of Departments  
All Departments in Secretariat  
The Director, I&PRD  
The Chief Project Manager, SPARK  
[www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The SIO, NIC, Thiruvananthapuram  
Stock File / Office copy

Forwarded/By Order  
  
Section Officer

## Format I

## AUTHORISATION CERTIFICATE

This is to certify that this office has authorized Sri./Smt. \_\_\_\_\_ (Name and Designation) to work as Department Master Trainer in accordance with the service conditions prescribed in the GO(P) No.3/2017/Fin dated, 5.1.2017 and the details furnished below are true and valid.

1. Department Name :
2. District :
3. Office Name:
4. Full Address with PINCODE :
5. Phone Number with STD CODE :
6. Name of Treasury :
7. Bank, A/C No. of the employee with IFSC Code and branch:
8. PEN of the employee :
9. Contact Mobile Number of the employee :
10. Email-id of the employee :

(Signature)

Head of the Office

Place:

Date:

Office seal

**Format II****SPARK-PMU****SPARK Feedback Form for Department Master Trainer**

Name of the Department	
Name of the Office	
District	
Dates of Training conducted	
Name of the Trainees with their designation and office address	
Contact details of Head of the office with email, Phonenumber and Mobile Number	
Suggestion if any	

(Signature with seal and date)

***For office use only:***

Payment details:

Cheque No with date:

Date of approval for training with letter Number

Note:- for adding additional information add papers

**FORMAT III****No Objection Certificate**

*(No Objection Certificate (NOC) for empaneling Department Master Trainers (DMT))*

This to certify that this office has no objection in sparing the services of Sri/Smt. \_\_\_\_\_ (Name and Designction) to work as Department Master Trainer (DMT) under SPARK-PMU subject to the terms and condition mentioned in the GO(P)No.3/2017/Fin dated, 05.01.2017 for imparting training on SPARK application.

(Signature)

Head of the Office

Place:

Date:

Office seal

**Format IV**

<i>Name of the the Department Master Trainer (DMT)</i>		<i>District</i>	
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**Address of the Department Master Trainer (DMT)**

<i>Official</i>		<i>Personal</i>	

<i>Department</i>	<i>Office</i>	<i>Date of Approval given</i>	<i>Number of training days</i>	<i>Training fixed days</i>	<i>Completed / Postponed / Preponed</i>	<i>Payment details</i>

