



**GOVERNMENT OF KERALA**  
**FINANCE (ITSF) DEPARTMENT**

No.97/2022/Fin.

Thiruvananthapuram,  
Dated:16/11/2022.

**CIRCULAR**

Sub :- Enabling Aadhar based OTP for Logins in SPARK and instructions to update Aadhar details of all employees – further instructions - Issued - Reg.

Ref :- 1. Circular No. 39/2022/Fin dated 24/05/2022.  
2. Circular No. 72/2022/Fin dated 19/08/2022.  
3. Minutes of the meeting held on 10/10/2022, chaired by Additional Chief Secretary(Finance)

In continuation of the circular referred 2<sup>nd</sup> above, the provision for Aadhar based OTP for logging into SPARK for all the users (except those having individual login privilege only) will be enabled from 10/12/2022.

As part of ensuring complete Aadhar seeding of SPARK data, the following instructions are issued for strict compliance.

1. DDOs shall update the Aadhar details of all employees within three months from date of this circular. If this data updation process is not completed within this period, the salary processing may likely to be affected.
2. Login privileges to employees without Aadhar details will also be affected, after this three months period.
3. Aadhar updation will be ensured while PEN generation and SPARK will be modified accordingly.

All HoDs are strictly directed to ensure that the DDOs and other SPARK users under them are following these instructions promptly.

The Director of Treasuries would issue necessary instructions to all Treasury Officers to display the content of this circular in Treasury Notice Boards and to communicate with DDOs to sensitize them.

**BISHWANATH SINHA**  
**ADDITIONAL CHIEF SECRETARY**

To

The Principal Accountant General(A&E/G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General(E&RSA), Kerala, Thiruvananthapuram.  
The Chief Project Manager, SPARK, Thiruvananthapuram.  
All Departments of Secretariat (through e-office)  
The Director of Treasuries, Thiruvananthapuram.  
The Nodal Officer,finance Department.  
Stock file/Office copy (E-2087993).

Forwarded/By order,



Accounts Officer.