



GOVERNMENT OF KERALAM

Finance (ITSF) Department

No:64/2026/Fin

Thiruvananthapuram, Dated: 27-10-2026

CIRCULAR

Sub: Online provision in SPARK for submission of CTC/RTC upon promotion of Non Gazetted Employees to Gazetted Officers - Further extension of parallel run and further instructions - Issued.

- Ref:
1. G.O.(P) No.94/2022/FIN dated 24.08.2022
 2. Letter No. ITS Cell/MISC/9-14/25-26 from the O/o the Principal Accountant General (A&E) Kerala dated 17.02.2026 and 04.03.2026
 3. G.O.(P) No.38/2026/FIN dated 05.03.2026
 4. Circular No. 52/2026/Fin dated 15.09.2026
 5. Email from GE EDP Section of the AG (A&E) dated 26.10.2026

The parallel run with regard to the provision on Non Gazetted Employees to Gazetted Officer promotion extended vide Circular read fourth paper above is due to expire on 31.10.2026. The decision in IFMS meeting held on 23.10.2026 and official request from the AG (A&E) vide communication cited fifth paper above is to extend the parallel run further for one more month.

2] Various discrepancies and shortcomings from the end of users are still observed during the course of the parallel run till date such as:-

- (i) LPCs and RTCs seen omitted in the course of submission of the application.
- (ii) Irregular pattern, Incomplete Scanning of Service Books and uploading of other attachments along with Service Books leading to unavoidable delays and also causing ambiguity in the verification process.
- (iii) Non-updation of Leave Details up to the date of promotion and the updated leave balance not taken into account.

3] Government, thus, extends the ongoing parallel run further till 30.11.2026 and during this period the users are advised to ensure that further oversights and shortcomings of the nature outlined above or any others do not recur.

4] All Heads of Departments and Drawing & Disbursing Officers are further informed to ensure, supervise and exercise utmost diligence in the conduct of the works in this regard during the additional period of extension of parallel run.

SURESH KUMAR O B
ADDITIONAL SECRETARY (FINANCE)

To:

1. The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.
2. The Principal Accountant General (Audit I/II), Kerala, Thiruvananthapuram.
3. All Heads of Departments (Through Administrative Departments).
4. All Sections in Finance Department (Through e-office notice board).
5. All Administrative Departments in Secretariat (Through e-office notice board).
6. The Chief Project Manager, SPARK, Thiruvananthapuram.
7. The Director of Treasuries, Thiruvananthapuram.
8. The Director, I&PRD, Thiruvananthapuram.
9. The State Informatics Officer, NIC, Thiruvananthapuram.
10. The Nodal Officer, www.finance.kerala.gov.in
11. Stock File/Office Copy (E-1662064)

Forwarded / By order,



Manager, ITSF