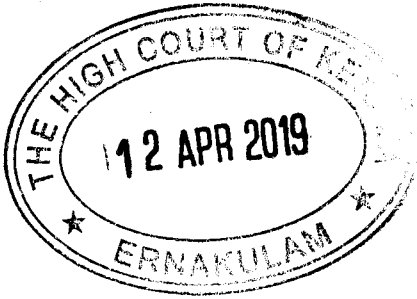


033687



GOVERNMENT OF KERALA
Finance (IT-SF) Department
CIRCULAR

No. 08/2019/Fin

Dated, Thiruvananthapuram, 24-/01/2019

Sub:- Finance Department- General instructions for preparation of Bill in SPARK for the period prior to 2/2011 in the case of employees not having PEN – instructions – Issued - Reg.

Ref: - 1) Letter No. 346775/SL1/2016/Fin dated, 3.12.2016 addressed to Director of Treasuries, Thiruvananthapuram.
2) Circular No. 09/2018/Fin dated, 08/02/2018.

As part of IFMS implementation, all the bill submission to treasury system is to be ensured through electronic mode only. But at present the pay and allowances claims prior to the period 2/2011 of employees without PEN is not possible in SPARK and hence the same is permitted as non SPARK bill, based on request from DDO, as per the directions issued in the letter read first paper above. But now Government have decided to introduce a facility for bill preparation for such employees for such old periods also in SPARK. Accordingly, the facility is now made available in SPARK and the following guidelines/instructions to be adhered to while preparing and submitting such bills are issued for strict compliance by DDOs and Treasury Officers.

1. Bills of employees (including Aided institutions) with claim period prior to 02/2011 will alone be permitted using this module. No claims after 02/2011 would be possible through this module.
2. Claims of employees not having PEN alone can be prepared based on a proceedings/ sanction order issued by competent authority.
3. SPARK application will not do any calculation / processing in preparing such bills, but only facilitates data entry of due drawn / Bill details. Hence the Arithmetic accuracy needs to be verified by Bill signing / approving authority.
4. Order number of the Proceedings/Order by competent authority, date, amount etc. should be entered into the system and the same should match with the hard copy details accompanying the bills.
5. Claims should be prepared by the DDO based on relevant rules, rates and procedures. The full responsibility of the amount arrived will be vested with the DDOs.
6. In the case of claim to legal heirs, DDO should verify the documents such as legal heir ship certificate, bank details of heirs etc. and should ensure its genuineness.
7. All such bills facilitated through the above module should invariably be countersigned by an officer above the rank of the DDO concerned.
8. Hard copy bill along with all supporting documents should be sent to Treasury after e-submission in SPARK for verification and claim passing. All supporting documents attached with the bills should be attested by the DDO concerned.
9. Bills of Time barred claims should not be prepared without proper sanction order.
10. A copy of the bill with all the supporting documents need be sent to the internal Audit wing of the department.
11. The DDO should also ensure that the same is produced before all inspection/ Audit authorities including Accountant General
12. Print out of these bills will carry a water mark "Manually Prepared Bill (employee without PEN)" for easy identification by Treasury officers.
13. Type of bills that can be prepared using this module are

- (i). Salary
 - ii). Salary arrear
 - (iii) DA arrear
14. Beneficiaries covered are
- (i) Employee not in service now.
 - (ii) Legal Heirs of such employees died in service
 - (iii) Legal Heirs of such employees died after Retirement
15. All treasury officers must ensure that all the above procedure / documents mentioned are well scrutinized before passing the claims.
16. A tutorial on the above module will be provided in the SPARK home page for easy reference and to proceed with the new module.
17. The above facility will be available in SPARK with immediate effect.
18. No requests directly from DDO for permission to prefer manual bill / merging with regular salary based on non SPARK bills in the above cases will be entertained by SPARK PMU or Finance Department.
19. Henceforth, any requests for Manual bills / Merging with Salary should be submitted through proper channel to the Administrative Department concerned for forwarding to Finance Department for consideration.
20. A certificate with following lines will be recorded on such bills by the DDO concerned.
"I hereby certify that this employee is not having PEN and I have personally ascertained it and later, if found otherwise, it will be my personal responsibility for all consequences."
21. Director of Treasuries will intimate the content of this circular to all treasury officers for strict compliance. Any laxity in observing the above guidelines will be viewed seriously.

MINI V.R.
Joint Secretary (Finance)

To

- The Principal Accountant General (A & E/G&SSA) Kerala, Thiruvananthapuram.
- The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
- The Director of Treasuries, Thiruvananthapuram
- All Heads of Departments (through e-office).
- All Sections in Finance Department (through e-office).
- All Departments in Secretariat (through e-office).
- ✓The Nodal Officer, www.finance.kerala.gov.in.
- The Stock file/Office copy.

Forwarded By order


Section Officer



GOVERNMENT OF KERALA
Finance (IT-SF) Department
CIRCULAR

No. 11/2019/Fin

Dated, Thiruvananthapuram, 05/02/2019

Sub: - Finance Department- Compulsory locking of the records for increment sanction and to generate e-SB- Software Implemented - instructions - Issued - Reg.

- Ref: -**
- 1). Circular No.62/2012/Fin dated 16.10.2012
 - 2). Circular No.27/2013/Fin dated 05.03.2013
 - 3). Circular No.25/2014/Fin dated 17.03.2014
 - 4). Circular No. 46/2015/Fin dated 30.4.2015
 - 5). Circular No. 23/2015/Fin dated 26.02.2015
 - 6). Circular No. 87/2017/Fin dated 6.12.2017
 - 7) Minutes of IFMS Review Meeting held on 13.12.2018 and 25.01.2019
 - 8) E- 1077349 SPK-A2/15/2019-Fin

Several instructions regarding the updation of employee's data and to lock the data in SPARK had been issued vide circulars read above. In spite of all the instructions, it has come to the notice of the Government that many DDOs have not updated all the details in SPARK yet.

A decision was taken in the IFMS Review Meeting read as 7th paper above to make data locking mandatory after proper verification of data based on the Service Books, for processing increment sanction and for generation of e-Service Book. Based on the same Government have decided to introduce the functionality in SPARK System. Accordingly, the facility is now made available in SPARK and will be in effect from 1.2.2019. Hence all DDOs/SPARK users are directed to complete data updation of all the fields in SPARK and to lock the fields immediately. If the same are not updated, the increment sanction of the employees will be affected and the e-SB will be generated with wrong/incorrect details and for that the DDO or the Establishment users of SPARK alone will be responsible.

All HoDs and Head of Offices are directed to watch the updations done by their subordinate offices in SPARK based on this circular instruction, promptly.

MINI V.R.
Joint Secretary (Finance)

To

- The Principal Accountant General (A & E/G&SSA) Kerala,
Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram
All Heads of Departments (through e-office).

- All Sections in Finance Department (through e-office).
- All Departments in Secretariat (through e-office).
- ✓ The Nodal Officer, www.finance.kerala.gov.in.
- The Stock file/Office copy.

Forwarded By order



Section Officer

Endorsement on FW3-40608/2010(1) dated 10.04.19 of the High Court Of Kerala, Kochi-31

Copies of the Government Circulars No. 08/2019/Fin dated 24.01.2019 and 11/2019/Fin dated 05.02.2019 are communicated herewith for information and necessary action .

(By Order)



Narayanan Moothath D.
Finance Officer

To

- The DDO, High Court
- The A Section, High Court
- The G(Accounts-I), High Court
- The G(Accounts-II), High Court
- The G(Accounts-III), High Court
- The C Section, High Court
- ✓ The I.T. Section, High Court(for publication in the website of High Court)
- The Administrative Records Section, High Court.
- The File.