



**GOVERNMENT OF KERALA**  
**Finance(ITSF)Department**



No:61/2020/Fin

Thiruvananthapuram,  
Dated:23/10/2020

**CIRCULAR**

Sub:- Processing of part salary of employees in SPARK-General instructions to be followed-  
Issued-reg.

- Ref:- 1) G.O (P) NO.391/2015/Fin dated, 7.9.2015  
2) Cir No.76/2019/Fin dated, 22.8.2019  
3) G.O (P) No.101/2020/Fin dated, 4.8.2020.  
4) G.O.(P) No.55/2019/Fin dated, 4.5.2019

As per the G.O referred first paper above, one office one DDO system was successfully implemented in State Government Departments. Now, SPARK PMU has reported that the modules in SPARK, where the DDOs mostly commit mistakes is in setting part salary of an employee when he/she is transferred, reverted, promoted or posted on deputation etc. As to make the system more user friendly and error free, Government are now pleased to issue the following instructions for strict compliance by all DDOs with effect from **01-11-2020**.

1) In general, the processing of part salary of an employee in a month consequent on promotion, transfer, reversion, deputation or on fresh posting etc. and moving in between Government Departments where SPARK system is adopted is dispensed with. Full month salary claim is to be processed and disbursed from the office where the employee is working during the period of monthly salary bill preparation, at the appropriate rates applicable in the offices where he/she worked during the month. LPC based on last full month salary claim in the old office will be applicable in all such cases, in general.

2) If an employee is inter departmentally transferred under deputation or ex cadre posting condition or otherwise (by transfer appointment), where SPARK is applicable in both the offices, then

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monthly salary is to be processed and disbursed taken from the current office where the employee is working during monthly salary bill preparation period.

3) In the case of Gazetted employees also, the same procedure is to be followed for three months based on LPC, subject to the condition that allowances other than DA, HRA and CCA will not be applicable apart from Basic pay. But AG slip is to be got updated in SPARK for processing salary at the new office after three months, consequent to transfer, promotion, increment etc. and arrears on account of the same based on updated AG slip is to be processed in the current office. The exemption of three months as per the G.O. referred third paper above will be applicable till 31-03-2021.

3) Processing of salary /arrear claims after issuing LPC is to be ensured at the current office only, where the employee is working during bill preparation.

But in the following cases, the existing system of part salary processing and LPC generation are to be continued.

1) An employee moving out of the ambit of SPARK on deputation or transfer to Autonomous Bodies / GIAs etc (ie from a SPARK adopted office to non SPARK office).

2) If an employee is promoted from Part Time Service to Full time service or from any other service category to some other category (such as State subordinate to State gazetted, State Gazetted to UGC /AICTE pay pattern, State Gazetted to AIS etc.) and vice versa.

3) Transfer or promotion posting among Aided institutions or from Aided to Government service and vice versa.

SPARK PMU would ensure necessary software provisions in SPARK to cater the above instructions, and to facilitate automation as far as system wise updations are possible, so as to make available the new system operational wef 01-11-2020.

Director of Treasuries is instructed to circulate the content of this circular to all Treasury officers for strict compliance.

All HoDs/DDOs are directed to follow these instructions promptly, henceforth.

MINI V. R  
ADDITIONAL SECRETARY

To:

The Principal Accountant  
General(A&E/G&SSA)Thiruvananthapuram.  
The Accountant General(E&RSA)Thiruvananthapuram.  
The Director of Treasuries.  
Head of All the Departments.  
All Sections of Finance Department(via e office notice board)  
All Administrative Departments of Government Secretariat (through e-office)  
Chief Project Manager, SPARK PMU  
Nodal Officer, Finance Department (www.finance.kerala.gov.in)  
Stock file/Office copy (SPK-MG/27/2018-Fin(1042929))

Forwarded / By order,

*Amija Gladis R.L*  
Manager(ITSF)

End t no: E, /2260/2020 dt 16/12/2020

Copy forwarded to all Treasury  
Officers for information and necessary action

*LR*  
19/11/20

*For Director of Treasuries.*

*S*  
10/12/2020