



GOVERNMENT OF KERALA

No:31/2021/Fin

Finance (ITSF) Department
Thiruvananthapuram,
Dated : 29/03/2021

CIRCULAR

Sub:- ITSF - 11th Pay Revision - Directions regarding Pay Revision Fixation in the case of Non Gazetted and Gazetted Officers - Further instructions to be followed - Issued - Reg.

Ref:- 1) G.O. (P) No 25/2021/Fin Dated 08.02.2021
2) G.O. (P) No 27/2021/Fin Dated 10.02.2021
3) Circular No 23/2021/Fin Dated 05.03.2021

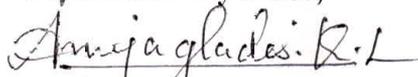
In continuation of the instructions issued vide circular referred as third paper above, the following further instructions/guidelines are issued for strict observance/guidance while doing Pay Revision fixation of both Gazetted and Non gazetted officers.

- 1) The pay revision fixation of the employees now on deputation to a non SPARK office is to be done by the parent department and a copy of the fixation statement in the format as appended to this circular is to be forwarded to the foreign employer for making payment in revised rate to the employee from 3/2021.
- 2) If the deputation of an employee is to an office covered under SPARK, their fixation is to be done in SPARK itself after getting confirmation of the service particulars in SPARK and on receipt of properly authenticated fixation details in the format mentioned at pre para, from the parent department office, where SB of the employee is maintained.
- 3) In the case of Gazetted employees on deputation to a non SPARK office, Accountant General shall issue the revised pay intimation slip to the foreign employer to facilitate payment in revised rate from 3/2021.
- 4) The Leave surrender bill of all employees (including Gazetted employees) having as on date till 28/2/2021 and sanctioned before 28/2/2021 need to be processed in SPARK, before revising the pay.

- 5) In the case of aided sector, the hard copy of the pay bills for 3/2021 (in which DA is merged) is permitted to be submitted directly to Treasury, after due authentication by the DDOs only. No need for countersignature on such bills is required, as online verification of arrear data by countersigning authorities as per GO P 163/2020/Fin dated 22-12-2020 is operational.
- 6) In the case of employees who were on Non gazetted post during 7/2019 to 2/2021 and then promoted/appointed to a gazetted cadre in between, their pay is to be revised in the NGO cadre first by the department authorities and a copy of the fixation statement in the format as mentioned in para-1 is to be forwarded to Accountant General for fixing pay in the gazetted cadre.
- i) All the Head of Departments are directed to convey the content of this circular to all officers under their control, immediately, for strict compliance.
- ii) Any laxity in observing these directions will be viewed very seriously.

MINI V. R
ADDITIONAL SECRETARY, FINANCE

Forwarded / By order,



Manager (ITSF).

To:

The Principal Accountant General (A&E/G&SSA) Kerala, Thiruvananthapuram
The Accountant General (E&RSA) Kerala, Thiruvananthapuram
The Chief Project Manager, SPARK PMU, Thiruvananthapuram
www.finance.kerala.gov.in
All Heads of Departments
All Departments of Secretariat (Through e-office Notice Board)
The Director of Treasuries, Thiruvananthapuram.
The State Informatics Officer, NIC, Thiruvananthapuram,
The Director, I&PRD (For press release)
Stock File/Office Copy (E-1700233)

Details of Pay revision fixation as per GO(P) No. 27/2021/FIN dated:10/02/2021based on SPARK/SB Data

- Department:
- Name of Office:
- PEN:
- Employee Name:
- Designation:
- Pre revised scale of pay:
- Revised scale of pay:

Sl No	Date	In pre revised rate	In revised rate	Remarks
1	Pay as on 01/07/2019			(*)
2	As on			
3	As on			

Next Increment Date:

This is the reference for making entries in SB and for information of the employee.

Date:

DDO Name: PEN:

Designation, Office name

Note: 1) This document may be affixed in the relevant page of the Service Book of the employee with proper entries in SB.

2) A copy of this may be forwarded to AG office in the case of employees who has been promoted to Gazetted category after 1-7-2019.

3) A copy of this may be shared to employee for information.

* Increment, promotion, grade etc...