

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

No.23/2021/Fin

Thiruvananthapuram,  
Dated : 05/03/2021

**CIRCULAR**

Sub:- SPARK - Direction to use SPARK application for the pay revision fixation of Non Gazetted Officers - Instructions to be followed - Issued.

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

As per the Government Order referred second above, the pay and allowances of the State Government employees have been revised with effect from 01.07.2019. As per the order referred first above, the DA arrear for the period from 01.01.2019 to 28.02.2021 is also sanctioned. In this connection, NIC has developed a module in SPARK for fixation of pay in the revised scale as per para 44 of the GO referred second above. All Drawing & Disbursing Officers (DDOs) are therefore strictly instructed to make use of this module for pay revision fixation in respect of employees, other than Gazetted employees, under their control.

**(I)** The following details/guidelines are to be strictly followed / observed while doing pay revision in SPARK and processing of the DA arrears.

1. Revised pay fixation as per the G.O. referred second above is permitted only when the salary for the period from 7/2019 to 2/2021 are drawn in pre revised rate and data locked and the relevant under taking (Annexure V of the G.O) is uploaded.
2. DA arrears in pre revised rate from 1/2019 to 2/2021, as per the G.O. referred first above, is to be processed before doing the pay revision fixation.
3. The DA arrears thus prepared, after verification by DDO, is to be merged with 3/2021 salary ( in revised rate) bill and e-submission of NIL bill of arrears is not permitted.
4. The DA arrears claim to PF and 3/2021 salary bill are to be e-submitted to treasury as a single bill.
5. In the case of employees having Personal pay, Stagnation increment, Special Pay in lieu of Higher time scale, these items claimed from 7/2019 to 2/2021 alone, will be listed for pay revision fixation. DDOs are requested to ensure the entries with respect to the above items are correctly updated in SPARK before pay fixation.
6. The manual drawn salary data entry for the period from 7/2019 to 2/2021 is not permitted for the time being to avoid processing of arrears of employees on deputation, as the norms for the same are yet to be issued.

7. HRA class details of offices in Class B ( para 12 of the GO second above) is yet to be updated in SPARK. So the offices to be classified under Class B will be placed as Class C in SPARK and lower rate will be permitted till updation of class B data based on the details furnished by the DDOs in the format appended. Arrears can be processed in such cases, later.
8. Salary bills of 3/2021 submitted to treasuries are to be processed by the treasuries from 3rd April 2021 only. No sending back of such bills during March 2021 will be permitted. Treasury officers are instructed to ensure the same promptly.
9. Pay revision and its reversion (if found wrong/incorrect) of employees will NOT be possible in SPARK after their 3/2021 salary bills are encashed.
10. Pay revision fixation approval system in the case of Aided institutions will be ensured through SPARK itself, in view of G.O (P) 163/2020/Fin dated, 22-12-2020.
11. Proper Service Book entries are to be made promptly by the DDOs, once fixation is completed successfully, as mandated in para 44 of the G.O referred second above.
12. In the case of those who continue to draw pre revised pay from 3/2021, all the allowances and pay in pre-revised rate will be applicable and provision for taking arrears after pay revision fixation will be there, any time.
13. Separate bills shall be prepared for claiming salary of employees in revised and pre-revised scale from 3/2021, if required.
14. The retrospective changes in pay, if any, after pay revision done with effect from 7/2019, will be permitted in revised rates only and the arrears on account of the same can be claimed as part of Pay Revision arrears. No processing of arrears in pre revised rate in such cases is permissible.
15. Arrears on account of Salary Deferment ( in connection with COVID pandemic) period in revised rate from April 2020 to August 2020 will be credited as part of the Pay Revision Arrears only.
16. If an employee's Pay revision fixation or processing arrears from 7/2014 (based on previous revision) is still pending, then the pay revision fixation from 7/2019 is to be done in SPARK only after settling the previous revision matters completely and successfully.
17. In the case of employees continuing in pre-pre-revised scale (9th Pay revision), their pay details are to be forwarded by the DDO to SPARK PMU for updation.
18. Employees on deputation during the period from 7/2019 to 2/2021 will not be listed for pay revision fixation.
19. Provision for DA arrear processing and Pay revision fixation will be enabled in SPARK from 6th March 2021, so that the processing can be done at the earliest for smooth and timely submission of bills for 3/2021 to treasuries after thorough verification of the data, without omission.
20. Salary bills of 3/2021 of all Departments can be processed by the treasury officials to ensure the credits to the account of employees by 03-04-2021, as far as possible.

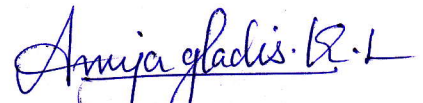
21. Eventhough paperless bill system for salary bills is in place for majority of the departments, for proper audit of arrear claims, signed hard copy of outer salary bill and DA arrear statement are also to be presented to treasuries concerned, after e-submission of the bills, by such departments. DDOs shall ensure this process without omission.
- (II) The detailed tutorial on how to fix the salary in the revised scale is available in the websites [www.info.spark.gov.in](http://www.info.spark.gov.in), [spark.gov.in/webspark](http://spark.gov.in/webspark) and [finance.kerala.gov.in](http://finance.kerala.gov.in)
- (III) All the Heads of Department are directed to convey the content of this circular to all officers under their control, immediately, for strict compliance.
- (IV) Any laxity in observing these directions will be viewed very seriously.

**RAJESH KUMAR SINGH IAS**  
**ADDITIONAL CHIEF SECRETARY, FINANCE**

To:

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

**Forwarded/By Order**

  
**Manager (ITSF)**

## FORM 6

**HRA CLASS CHANGE REQUEST (Ref. Cir 23/2021/Fin dated 5.2.2021)**

1	Name of the DEPARTMENT	
<b>OFFICE DETAILS</b>		
2	Name of the OFFICE as in SPARK (Administration--> Code Masters-->Office)	
3	Office Address with PIN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		PIN
4	Office Code as in SPARK (Administration--> Code Masters-->Office)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5	DDO Code(10 Digit)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6	District(where the office is situated)	
7	Present HRA/CCA Class in SPARK (As per GO(P)No27-2021-FinDated10-02-2021 Page 11-12)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A      B      C      D
8	New HRA Class in SPARK (As per GO(P)No27-2021-FinDated10-02-2021 Page 11-12)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A      B      C      D
9	Effective Date of New HRA Class	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10	Order No: (if any)	
11	Contact Mobile Phone No: of concerned DDO/OFFICE	

Signature with Seal of the Drawing and Disbursing Officer

PEN:

Name:

Designation:

Certificate from the concerned EE/AEE of PWD Buildings (having jurisdiction over the above office's location)

This is certify that the above mentioned office building situated within the HRA Class Limit

A-10% of BP  B-8% of BP  C-8% of BP  D-4% of BP 

Signature with Seal of the EE/AEE PWD and office seal

Counter signature from the concerned Treasury Officer

Verified and found Correct

Signature with Seal of the Treasury Officer and office seal

Note : Please fill up the Form 6 and send it to [info@spark.gov.in](mailto:info@spark.gov.in)

For each Office separate Form 6 should be given

Please forward a Copy to AG's Office also.