



GOVERNMENT OF KERALA
Finance (SPARK PMU) Department

No: 65/2022/FIN

Thiruvananthapuram
Dated: 26-07-2022

CIRCULAR

Sub: Finance Department -SPARK PMU - Implementation of G-SPARK and
UNISPARK - Instructions - reg

Ref: G.O. (P) No.103/2020/FIN dated 04.08.2020 of Finance (ITSF) Department

As per the reference cited, sanction was accorded for the implementation of Payroll and Personal Management System using G-SPARK for all Employees of Grant-in-Aid Institutions and UNISPARK for Universities. SPARK PMU was entrusted with the implementation of the same. A time bound implementation programme has been ordered according to which all grant-in-aid institutions and/or universities should implement the same. Accordingly, the streamlining and implementation of G-SPARK and UNISPARK need to be done in the light of important instructions and clarifications. To streamline the implementation of G-SPARK and UNISPARK and to prevent or minimize potential errors to facilitate the implementation, detailed instructions are issued for strict compliance. Head of Offices/Head of Institutions/Organizations, as the case may be, shall be accountable for the compliance of the said instructions. Detailed instructions are hereby issued to the concerned institutions in this regard.

A. Nodal Officer:-

The institutions implementing G-SPARK and UNISPARK were advised to nominate a Nodal Officer to co-ordinate with SPARK .Details of the Nodal Officer (Name, Designation, Contact details) need to be furnished along with the official request letter to SPARK PMU. He/she shall be the primary officer in charge to communicate with SPARK during the implementation phase.

B. Initialization Process:-

The G-SPARK and UNISPARK package requires a certain level of customization for the use of individual institutions. The Nodal Officer shall be required to furnish the essential

details to SPARK PMU so that the initialization can take place. The Nodal Officer must ensure that details given in respect of the institution are accurate.

1. The information required and to be furnished shall be entered in formats as in Proforma A -G

Following are the proformas in this regard (attached as annexures) :-

1(a). List of offices under the institution (Proforma-A)

1(b). List of posts (designations) under the institution with pre revised and revised pay scales (Proforma-B)

1(c). List of posts (designation) and its corresponding cadre, service category (Proforma-C)

1(d). List of head of accounts under the Institution (Proforma-D)

1(e). List of allowances that are being given to various employees in the institution (Proforma-E)

1(f). List of deductions that are being deducted in respect of various employees in the institutions (Proforma-F)

1(g). List of loans that are being given to various employee (Proforma-G)

2. Completely filled in data within the formats of the proformas given in the annexures need to be forwarded from the official e-mail id of the concerned offices with a covering letter duly signed by the concerned Head of the Department nominating the Nodal Officer to info.gspark@kerala.gov.in in case of Grant in Aid institutions and info.unispark@kerala.gov.in for Universities in editable format preferably in Excel.

3. SPARK PMU in turn commences initiating the activation of the GSPARK and /or UNISPARK and shall provide all space and fields for further data entry to be done by the institutions strictly based on the information furnished in accordance with the above proforma formats.

C. Log in Access for Data Entry

1. The Nodal Officer either provides the details of an employee designated by him or his own for the purpose of login access with a user id and password.

2. He/she may also nominate four or five data entry operators under his supervision for the purpose of Data entry in case of greater number of employee and corresponding details in their concerned institution.

3. These data entry operators may be provided with temporary login from SPARK.

4. The data entry work must proceed with utmost care with entry of basic details in their GSPARK or UNISPARK with regard to all the employees of all the offices coming under the institution/organization.

5. Once, GPEN or UPEN is generated across various offices for all the employees under the institution based on basic details entry, the Nodal Officer may inform SPARK PMU so

that the temporary log-in access and the preliminary access of the data entry operators may be frozen..

6. The Nodal Officer shall now provide the list of employees designated as DDO's for the offices under the organization So that SPARK PMU updates DDO details with the corresponding Offices. The allocation of further data entry work in line with the service book in different offices is done by this DDO Logins. This may be done systematically in accordance with the instructions and directions detailed in the subsequent paragraphs.

D. Data entry of Service Books and its verification using G-SPARK and UNISPARK :-

1. Expenditure

The data entry of service records has to be carried out by respective institutions using their own funds.

2. Data entry verification in line with Service Books :-

Correctness of data entered is very important as subsequent salary and other service related decisions will be based on this data being entered. Any data entry error can have very serious consequences and therefore instructions mentioned below should be carefully adhered to. Any lapse in this regard shall be treated as gross negligence towards the discharge of official duties.

In each office, the correctness and accuracy of the data entry of the service book under G-SPARK and UNISPARK has to be thoroughly verified by the Establishment Clerks or the Officer who is authorised for the upkeep of the service books or service records.

3. The steps which must be followed for verifying the data entry of service books / records are as follows :-

3(a). The Nodal Officer nominated by the institutions shall be responsible for coordinating the data entry work with regard to G-SPARK or UNISPARK in their respective institutions and offices under it .They shall coordinate the collection of the service books of the employees and distribution of the same.

3(b). In case of a newly recruited employee whose service book is not yet started data entry need to be carefully done in GSPARK/UNISPARK after opening of the service book only. This is to avoid any unnecessary movement of service book .

3(c). The Nodal Officer shall be responsible for any duplicate entry of a Service Book.

3(d). Once the data entry is completed, the Establishment clerk of each office shall conduct hundred percent verification of data. The Nodal Officer shall, wherever necessary, request the service of other officers from the said office to assist/support or substitute the Establishment clerk. However, this verification should be done by authorized personnel

.After completion of hundred percent verification, Nodal Officer shall issue a certificate to the effect that hundred percent verification has been conducted by the Institution regarding data entry of G-SPARK and UNISPARK.

3(e). The Nodal Officer shall now arrange for return of the service books to respective offices.

E. Checking and Activation of GSPARK/UNISPARK:-

1. The Head of the Institution/Organization shall nominate Institution Management User (IMU) .

2. The Head of the Institution/Organization shall decide whether the IMU be the Nodal Officer himself/herself or shall be a senior officer under the Nodal Officer to assist him/her.

3. According to the size of the institution the Head of the Institution shall nominate any number of IMU clearly stating the work distribution either region wise or office wise. This may be according to the need.

4. IMU accords privilege to Establishment Users for his/her Institution/Organization under each office.

5. If Aadhaar details are updated Individual employees using their GPEN OR UPEN register in G-SPARK/UNISPARK for corresponding Individual login.

6. It will be the responsibility of each level of the users to carefully update the user authentications below his line while on retirement, staff rotation, change of responsibilities etc.

7.It may be noted that the DDO may need not necessarily be the Head of the Office although a DDO can be the Head of the Office. This is the decision of the concerned Head of the Institution/Organization. This shall be clearly defined and clarified. However, the competency, supervisory authority and accountability of a DDO of an office may be acknowledged.

8. The IMU shall direct each office to update the New GPEN/UPEN in each Service Book. The Head of the Office shall ensure that the GPEN/UPEN is entered in the Facing Sheet of the Service Books also in the top of the first page in legible and readable font size.

9. The New GPEN/UPEN number shall be prefixed with "GPEN" for G-SPARK and "UPEN" for UNISPARK.

10. Once the data has been uploaded for the first time, each office shall arrange to take a print out of the uploaded data using the ' Generate Data Sheet ' option under the ' Service Matter ' menu. The Establishment clerk of the office shall once again verify the correctness of data entered, and make corrections on the print out of the data, whatever necessary. The corrections shall be in red colour.

11. The Corrected Data Sheet shall be again verified by the officer in charge of section which handles the Service Books and necessary changes shall be noted in green colour.

12. The Head of the Office shall verify all the proposed corrections. In addition, he shall

also check at least 10% of the total data entry on a random basis .He shall finally authenticate the Data Sheet for use by the office.

13. The changes if any in the authenticated Data Sheet shall be updated /edited in the G-SPARK/UNISPARK application by the Establishment clerk.

14. The Data sheet thus shall be signed and countersigned with date by the Establishment clerk and the officer in charge of the section as a token of confirmation that the corrections/updates are effected in the G-SPARK/UNISPARK application as per the approved data sheet. This authenticated data sheet shall be filed in safe custody for further reference and shall be made available for any inspections and verification to be conducted time to time by any authorised persons.

15. After making the corrections as mentioned in (14) above, the Head of the offices shall lock the records under the ' Administration ' Menu. Once locked, the data can – be edited only by the DDO.

16. The G-SPARK/UNISPARK shall be used in a full- fledged manner only after all steps as mentioned above have been completed. It shall be the duty of the Head of the Office to ensure compliance of the above instructions.

F. Instructions to Drawing and Disbursing Officers (DDOs):-

1. It will be the responsibility of the Drawing and Disbursing Officers (DDOs) in each office to ensure that the salary bills and schedules generated using G-SPARK/UNISPARK are correct and accurate. All salary bills prepared using G-SPARK/UNISPARK in the first six months of its use in an office shall scrutinized by the Drawing and Disbursing Officers (DDOs) with special care. They shall cautiously look for any unreasonable or irregular figures which are in conflict with correct and expected figures. For example, salary which seems higher or lower than usual. On spotting such unusual changes, the DDO shall compare the G-SPARK/UNISPARK generated salary bill with previous month bills, generated manually and reconcile the differences. If an error is found, the matter shall immediately be brought to the notice of the Head of Office who shall arrange to get the anomaly fixed.

2. The DDO shall also be responsible for entering the encashment details in the G-SPARK/UNISPARK every time a salary bill is encashed. This requirement is absolutely necessary and should be strictly complied with.

G. Further Instructions:-

1. Mandatory Locking of Records:

As per present version of G-SPARK/UNISPARK, the 'Locked Employee' records can be opened only by the respective Controlling Officer who may or may not be the DDO. Therefore, any editing in the records shall be his/her responsibility. He/she shall ensure that

changes are made only as per authorised approval in this regard. No unauthorized changes should be allowed/permitted.

2. Mandatory DSC:

Submission of bills based on Digital Signature Certificate/Certified (DSC) and passing of the same on the basis of DSC certification is mandatory.

3. Training:

Necessary training for the efficient use of G-SPARK/UNISPARK shall be provided by SPARK PMU

4. Contact:

The institutions/organizations which implement G-SPARK/UNISPARK shall contact SPARK PMU for any further assistance with regard to correction or rectification of errors, software problems pertaining to G-SPARK/UNISPARK etc.

"G-SPARK" : info.gspark@kerala.gov.in

"UNISPARK" : info.unispark@kerala.gov.in

RAJESH KUMAR SINGH I.A.S.
ADDITIONAL CHIEF SECRETARY

To:

The Principal Accountant General (A& E/(G&SSA), Thiruvananthapuram
The Accountant General (E&RSA) Thiruvananthapuram
All sections/officers in Finance Department (through e-office)
All Administrative Departments (through e-office, with a request to inform all such institutions under their control))
Finance(PU) wings (to inform all PSUs)
All Public Sector Undertakings
All Universities in Kerala
Manager, ITSF
The Director of Treasuries, Thiruvananthapuram
The Director, I&PRD (with a request to give wide publicity)
www.finance.kerala.gov.in and info.spark.gov.in
Stock file/Office copy

Forwarded / By Order,


Assistant Section Officer.

PROFORMA - A

OFFICE DETAILS

| | |
|------------------------|--|
| Name of Organization : | |
|------------------------|--|

| List of Offices | | | | | | | | | | | | | | |
|-----------------|-------------|-------------|--------------|---------|---------|-------------------|-----------|-----------|----------|-------|---------|------------|---------------|--------------------|
| Sl. No | Office Code | Office name | Abbreviation | Address | Pincode | Land Phone number | HRA class | CCA class | District | Taluk | Village | Local body | Salary Office | Controlling Office |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - B

LIST OF DESIGNATION

| | |
|-------------------------------|--|
| Name of organization : | |
| Designations And Scale of Pay | |

| Sl.No | Designation | Present Pay scale | Previous Pay scale | Cadre details |
|-------|-------------|-------------------|--------------------|---------------|
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| Sl.No | Service Category |
|-------|------------------|
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| PF TYPE: | |
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| Pay ment type : Bank/Treasury) |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - C

LIST OF DESIGNATION WITH CADRE AND SERVICE CATEGORY

Name of Organisation :

| Sl No | Designation | Cadre |
|-------|-------------|-------|
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| Sl No | Designation | Service category |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - D

LIST OF HEAD OF ACCOUNT

Name of Organization :

| Sl No | Employee's category | Head description (Plan/Nonplan--voted /Charged) | Head of account | Pay ment type : Bank/Treasury) |
|-------|---------------------|--|-----------------|-----------------------------------|
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - E

LIST OF ALLOWANCES

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|------------------------|--|
| Name of Organization : | |
| List of Allowances | |

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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - F

LIST OF DEDUCTIONS

| |
|------------------------|
| Name of Organization : |
| Deductions |

| Sl. No | Description | Abbreviation | Applies to (All employee/Selected) | Based on (Basic pay, Basic pay & scale, Place, Scale & place, City class, City class) | Calculation (Percentage /Slab) | Head description (Plan/Nonplan Voted /Charged) | Section for Income Tax exemption | Bank code | IFSC code | Account no | Account holder name |
|--------|-------------|--------------|------------------------------------|---|--------------------------------|---|----------------------------------|-----------|-----------|------------|---------------------|
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - G

LIST OF LOAN DETAILS

Name of Organization

Loans

| Si No | Description | Abbreviation | Applies to (All employee/Selected) | Based on (Basic pay, Basic pay & scale, Place, Scale & place, City class, City class & scale, Others) | Head description (Plan/Nonplan-voted /Charged) |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - A

OFFICE DETAILS

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|------------------------|--|
| Name of Organization : | |
|------------------------|--|

| List of Offices | | | | | | | | | | | | | | |
|-----------------|-------------|-------------|--------------|---------|---------|-------------------|-----------|-----------|----------|-------|---------|------------|---------------|--------------------|
| Sl. No | Office Code | Office name | Abbreviation | Address | Pincode | Land Phone number | HRA class | CCA class | District | Taluk | Village | Local body | Salary Office | Controlling Office |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - B

LIST OF DESIGNATION

| | |
|-------------------------------|--|
| Name of organization : | |
| Designations And Scale of Pay | |

| Sl.No | Designation | Present Pay scale | Previous Pay scale | Cadre details |
|-------|-------------|-------------------|--------------------|---------------|
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| Sl.No | Service Category |
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| PF TYPE: | |
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| Pay ment type : Bank/Treasury) |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - C

LIST OF DESIGNATION WITH CADRE AND SERVICE CATEGORY

Name of Organisation :

| Sl No | Designation | Cadre |
|-------|-------------|-------|
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| Sl No | Designation | Service category |
|-------|-------------|------------------|
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - D

LIST OF HEAD OF ACCOUNT

Name of Organization :

| Sl No | Employee's category | Head description (Plan/Nonplan--voted /Charged) | Head of account | Pay ment type : Bank/Treasury) |
|-------|---------------------|--|-----------------|-----------------------------------|
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - E

LIST OF ALLOWANCES

| | |
|------------------------|--|
| Name of Organization : | |
| List of Allowances | |

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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - F

LIST OF DEDUCTIONS

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|-------------------------------|
| Name of Organization : |
| Deductions |

| Sl. No | Description | Abbreviation | Applies to (All employee/Selected) | Based on (Basic pay, Basic pay & scale, Place, Scale & place, City class, City class) | Calculation (Percentage /Slab) | Head description (Plan/Nonplan/Voted /Charged) | Section for Income Tax exemption | Bank code | IFSC code | Account no | Account holder name |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION

PROFORMA - G

LIST OF LOAN DETAILS

Name of Organization

Loans

| Sl No | Description | Abbreviation | Applies to (All employee/Selected) | Based on (Basic pay, Basic pay & scale, Place, Scale & place, City class, City class & scale, Others) | Head description (Plan/Nonplan-voted /Charged) |
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SIGNATURE OF HEAD OF THE INSTITUTION/ORGANIZATION