



GOVERNMENT OF KERALA

No. 346775/SL.1/2016/Fin.

Finance (Streamlining) Department,
Thiruvananthapuram,

Dated: 03.12.2016.

Ph No : 2518814

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From

The Additional Chief Secretary (Finance)

To

The Director of Treasuries,
Thiruvananthapuram.

Sir,

Sub :- Permission for processing bills manually – Further instructions -
Regarding.

Large number of requests are being received in Government for permission to prefer non SPARK bills at Treasuries due to various reasons. In most of the cases, there is a blind assumption that arrear bill generation is not possible in SPARK. Hence the following points are informed to be observed while requests for Non SPARK bills are received.

1. If an employee is in Revised Scale (PR 2014) and is already in receipt of salary in revised rate, for claiming any arrear from 7/2014 to 1/2016 based on pre revised pay, a general direction is already given to you to accept non SPARK bill subject to the conditions specified in the Govt. letter No. 229105/SL.3/2016/Fin, dated 4.6.2016. No special sanction from Government is required for arrear claim for this period.

2. It is possible to process arrear for the period from 2/2011 to 6/2014 through SPARK, and manual bill for that period may not be permitted/recommended.

3. In the case of any arrear prior to 2/2011, processing in SPARK is normally not possible at present. In that case, the DDOs may be directed to prepare the due drawn statement outside SPARK system (the authenticity and veracity of the statement including arithmetical calculations are to be ensured by the DDO and the Treasury officer concerned) and forward the details such as PEN, Due Drawn Statement, to which month's salary it is to be credited, etc. to SPARK PMU, Uppalam Road, Statue, Thiruvananthapuram and PMU will facilitate the addition of the same to the present salary details of the employee. So Non SPARK bill permission will not be required in such cases also. Copy of such bills are also to be submitted the Internal Audit wing of the Department and all the details in the statement are to be entered in SPARK under manually drawn option also by the DDO immediately after encashing the same.

4. In the cases where any of the above method is not possible, then Government may permit Non SPARK Bill on merits after due verification of the issue such non availability of PEN, whether retired years back, technical issues, etc.

All treasury officers shall be directed accordingly.

Yours faithfully,

SURESH KUMAR. O. B,
Under Secretary to Govt,

For Additional Chief Secretary (Finance).

Approved for issue,



Section Officer.

Copy to :- Manager, SPARK (for information and further necessary action with request to give a notice in this regard in SPARK system)