



GOVERNMENT OF KERALA

Abstract

Finance Department-Online provision in SPARK for submission of online leave sanctions and CTC/RTC of all Gazetted officers in the State-Introduced- Orders-Issued.

FINANCE (ITSF) DEPARTMENT

G.O.(P)No.111/2024/FIN Dated, Thiruvananthapuram, 28-12-2024

- Read:- 1. G.O. (Ms) No.360/2019/Fin dated 26-09-2019
2. G.O. (Rt) No.4425/2021/Fin dated 13-06-2021
3. G.O. (Ms) No.4/2022/Fin dated 07-01-2022
4. G.O. (Rt) No.1045/2022/Fin dated 15-02-2022.
5. G.O. (P) No.119/2022/Fin dated 30-09-2022.
6. Letter No.GE-1/A/General/2024-25 dated 20-9-2024
from the Principal Accountant General (A&E), Kerala
7. Letter No.GE (EDP)/ONLINE/2024-25 dated 27-11-
2024 from the Accountant General (A&E), Kerala

ORDER

As per the Government order read second above, a Committee was constituted to work out the implementation plan for online submission of CTC/RTC to the Accountant General in the case of Gazetted Officers, consequent on their leave, transfer, promotion and reversion.

2]. As per the Government order read first above, online leave module in SPARK for leave application and CTC generation was

implemented on pilot basis in Finance and Treasury Departments from 01-10-2019. As per the minutes of the IFMS meeting held on 22-11-2021, it was decided to extend the same to Lotteries and State GST Departments with effect from 15-01-2022 and implemented as per the Government Order read third paper above.

3]. Thereafter, the online leave application processing module was introduced in SPARK for all employees with effect from 1-10-2022 vide the G.O read 5th paper above.

4]. Now the Accountant General (A&E), Kerala, vide letter read as 7th paper above has informed that necessary modification in GEMS software has been made to accept online leave and CTC/RTC across all domains of Gazetted officers.

5]. In view of the same and as part of strengthening the e-Governance platform in a pioneering manner, Government are now pleased to introduce online provision in SPARK for submission of leave sanctions and CTC/RTC to the Accountant General in the case of all Gazetted Officers with effect from 01-01-2025, as parallel run for 3 months (ie, the existing system of sharing the documents pertaining to leave sanction by the departments would be continued in addition to the sharing of online data during this parallel run period. The Accountant General office would issue leave salary slips on receipt of both online data and offline documents during this 3 month period in the case, except for the four departments mentioned in para 2 above).

6]. A detailed tutorial on using these provisions in SPARK by employees/DDOs/leave recommending and sanctioning authorities will be available in the website www.info.spark.gov.in.

7]. All Heads of Department and Drawing & Disbursing Officers are hereby informed of this new provision in SPARK and directed to follow the same promptly for the leave sanctions and RTC/CTC of

leaves sanctioned to Gazetted officers, issued on or after 01-01-2025, so as to ensure timely updation of electronic leave salary slips in SPARK by the Accountant General office.

(By order of the Governor)
DR A JAYATHILAK I A S
ADDITIONAL CHIEF SECRETARY

To:

The Principal Accountant General (A&E), Thiruvananthapuram

The Principal Accountant General (Audit I/II),
Thiruvananthapuram

The Chief Project Manager, SPARK, Thiruvananthapuram

The Director of Treasuries, Thiruvananthapuram

All Administrative Departments in Secretariat (via e-office notice board)

All Heads of Department (via Administrative Departments)

The Director, I&PRD, Thiruvananthapuram

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Forwarded / By order



Manager, ITSF