



GOVERNMENT OF KERALA
Finance (IT-SF) Department

CIRCULAR

No. 79/2018/Fin

Dated, Thiruvananthapuram, 29/08/2018

Sub: - Finance Department– SPARK PMU – Training / Processing Support given by Unauthorized Persons – Warning and Instructions for Strict Compliance – reg.

Ref: - 1) File No. SPK-MG/17/2018-Fin E- 923789
2) Circular No.21/2018/Fin dated, 27.3.2018

SPARK is the Human Resources Management software for the entire State Government employees of Kerala and is being operated by over 30,000 Drawing & Disbursing Officers and over 23,000 other users who have privileges to make modifications in data and trigger processes as authorized employees, who are handling SPARK across the State.

Now Government have noticed engaging unauthorized persons for conducting training on SPARK by some offices, and giving payments to them, circulation of unauthorized training materials by unauthorized persons through internet and other media, obtaining paid help from unauthorized persons for providing SPARK processing support etc. This will lead to the spread of incorrect information, bad processing practices and make the system vulnerable. In the circumstances, following clarifications and instructions are issued to all Heads of Departments and other officers for strict compliance.

1. Training

It is clarified that SPARK PMU is the only authorized institution to facilitate training on SPARK across the State through the Master Trainers and Department Master Trainers (DMTs), trained by it. It is free of cost as well. The Master Trainers are deployed for training by SPARK PMU on request from the departments/offices. SPARK PMU also conducts pre-scheduled training programmes. Training programmes are being normally conducted at the in-house training facilities of individual departments or at the district training facilities of M/S Keltron and M/S C-DIT. Therefore, all Heads of Departments and other responsible officers are hereby directed that all training requests should be intimated to SPARK PMU and the training programmes should be organized only under the guidance of SPARK PMU.

2. Training Materials

Since many additions and revisions happen in SPARK based on Government decisions with respect to service and payroll matters, SPARK PMU regularly updates the training materials based on software changes and share it with the Master Trainers and Departmental Master Trainers prior to each training programme. Therefore, all Training Nodal Officers of departments, Master Trainers and Departmental Master Trainers shall ensure that they use only the latest material shared by SPARK PMU to conduct training programmes.

3. Online Sharing of Training Material

Nobody, including the Master Trainers and Departmental Master Trainers shall share SPARK training material in internet including in social media, because it would lead to use of obsolete materials by SPARK users. For the continued knowledge updation of SPARK

users, they can access regularly updated online help manual from the new information site available at www.info.spark.gov.in. Any other kind of sharing of SPARK training material in internet including in social media by any person will be illegal and would attract legal actions.

4. Payment for Training Facilitation

SPARK PMU organizes training free of cost for all departments. Therefore, individual departments/offices need not make any payments to Master Trainers/Department Master Trainers deployed by SPARK PMU. No unauthorized persons should be engaged and paid for conducting training.

5. Getting Support for SPARK Operations

As per the circular cited 2nd above, Government have issued instructions to the effect that no outside support should be taken for operating SPARK, and SPARK should not be operated at private internet cafes etc. Government hereby reiterate the instructions issued in the circular cited above and repeatedly instruct all SPARK users that assigned users themselves should operate SPARK. In the case of internet access difficulties in any office, the HoDs should arrange the same in another office of the department where there is internet access. In the case of process doubts and difficulties, officers should immediately contact SPARK Help Desks. Services of no other person or agency should be obtained for support and log in credential should not be shared with such persons and agencies. It will be seriously viewed as a crime under IT Act. SPARK Users / Help desk personnel or any Government employee engaging with the intention of monetary benefits in SPARK operations will be liable for disciplinary action, and if found then all the login privileges will be removed from SPARK with immediate effect without prior notice

6. If any violation of the above is noticed, the Heads of Departments should take immediate preventive and disciplinary actions and report the same to Finance (IT SF) Department.

DR. SHARMILA MARY JOSEPH
Secretary (Finance Expenditure)

To

The Principal Accountant General (A & E/G&SSA) Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram
All Heads of Departments.
All Sections in Finance Department (through e-office).
All Departments in Secretariat (through e-office).
The Nodal Officer, www.finance.kerala.gov.in.
The Stock file/Office copy.

Forwarded By order



Senior Grade Assistant