



GOVERNMENT OF KERALA
Finance [ITSF] Department

CIRCULAR

No. 56/2020/Fin.

Thiruvananthapuram

Dated : 06/10/2020

Sub :- Temporary employee registration in SPARK – Guide lines/instructions for Strict Compliance – reg.

Ref :- Circular No.82/2019/Fin dated 30/09/2019

As per the circular referred above, directions have been issued to register all temporary employees (on daily wages, contract, casual sweeper etc.) including recruitment through employment exchange under Temporary Employee Number (TEN) in SPARK.

In continuation of these instructions, the following instructions / conditions should be followed as part of approval system of temporary employee registration in SPARK.

1. The online registration/submission of temporary employees should be done by uploading of specific orders/documents issued by the competent authority concerned. The documents attached should contain the name, designation and PEN of the officer approved the document. Otherwise it would be rejected. Repeated uploading of the same rejected documents should be avoided to prevent duplication. HoDs / DDOs (Head of the Department / Drawing and Disbursing Officer) should strictly adhere to the instructions issued in Government Orders and Circulars earlier in this regard. As a redressal mechanism in the case of rejected cases, wherein the reason for rejection could not be addressed with modified documentary evidences, then the proposal can be forwarded to Finance Department through their Administrative Department. In such cases, this circular number is to be quoted for speedy processing of the same. Necessary software modification to ensure uploading of documents in SPARK using DSC of DDOs for TEN registration would be implemented immediately.

2. In the posting order of temporary employees, name of office/sub office should be clearly mentioned to avoid duplication. If the sub office details are not available in

SPARK, then the Head of Department concerned should take immediate steps to register the same in SPARK by forwarding the request in the relevant format available in the website www.info.spark.gov.in.

3. As far as possible, all temporary appointments should be made against the sanctioned post only. This should be applicable especially in the case of Driver posts in all Departments. If the number of vehicles exceed the sanctioned post of drivers, then proper steps to allot the vehicle to needy departments or to dispensed off the same should be initiated by the HoD. Engaging more than one Driver for a vehicle without specific Government direction will be viewed seriously.

4. All temporary appointments should be done through employment exchange only as far as possible, except those permitted through Kudumbasree or Kexcon etc. based on specific Government orders. If no candidates are available through employment exchange, the competent authority should clearly mention the fact in the posting order. If the temporary posting is against a sanctioned post, then copy of letters from KPSC that no live PSC list against that post is available and also that from Employment Exchange mentioning that no such eligible candidate is available with them also. The proposals without such details will be rejected.

5. When a contract/daily waged employees are recruited at district level or the sub office level below them, then the rule position entrusting the authority competent to do so should also be mentioned in the posting order of temporary employees.

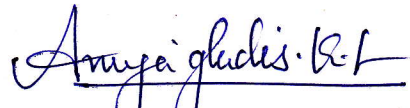
6. All entries should be done carefully in SPARK while registering temporary employees. As part of complaint redressal system, SPARK PMU will not correct the mistakes done carelessly by the DDOs/concerned officer and the same is to be addressed to the Administrative Department concerned as mentioned in para – 1 above.

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 Director of Treasuries, Thiruvananthapuram
The Chief Project Manager, SPARK, Thiruvananthapuram
All Head of Departments
All Sections of Finance Department (through e-office notice board)
All Departments in Secretariat (through e-office notice board)
The Nodal Officer, www.finance.kerala.gov.in.
The Stock file / Office copy

Forwarded / By order


Manager (ITSF)