



GOVERNMENT OF KERALA  
Finance (ITSF) Department

No.60/2021/Fin,

Thiruvananthapuram, Dated 26/07/2021

CIRCULAR

Sub:- Introduction of Online Appointment Booking for visiting SPARK PMU office,  
Thiruvananthapuram- Instructions to be followed-Issued-Reg

- Ref:- 1) Circular No.81/2016/Fin, dated 06.10.2016  
2) Circular No.33/2020/Fin, dated 10.06.2020.

In continuation of the circulars referred above, Government are now pleased to introduce an online appointment module for effective managing/restricting the visitors to SPARK PMU office at Thiruvananthapuram in the context of the severe spreading of Covid 19 and also to ensure proper addressing of SPARK related issues much effectively. The new system will be operational from **1st August 2021**.

In this connection, the following strict guidelines are to be followed in continuation of the existing instructions issued vide the circulars referred above:

1. The Drawing and Disbursing Officers (DDOs) have to book appointment online through their SPARK login to depute an employee for visiting SPARK PMU office, Thiruvananthapuram from 01-08-2021.
2. Employees in the scale of pay with Scale No.5 or above (as per GO(P) No.27/2021/Fin dated 10-02-2021, ie Rs.26500-60700 (revised) or Rs.19000-43600 (pre revised)) and belonging to service category STATE SUBORDINATE or above as per SPARK data, alone will only be listed for getting appointment.
3. DDO can book appointments only for the employees from their respective office. For one PEN, one appointment can be booked for particular time slot for the day and an SMS will be send to the employee's registered mobile with SPARK, as confirmation of the booking.
4. System generated SMS received in the mobile and the official identity card of the employee will be verified at SPARK PMU office during the visit. The employee has to report

10 minutes before actual booking time in order to verify his/her identity and to receive the documents, if any to be handed over to PMU office.

5. New bookings with a PEN can only be done only if there are no active bookings against that PEN. Booking can be cancelled at any time, if unable to visit at the booked date and time.

6. DDOs must ensure that the issues for which the employee is deputed for visiting SPARK PMU office shall be related to their respective office only. Issues related to other offices will not be entertained under any circumstances.

7. Slot availability is subjected to live bookings only and no bookings shall be reserved under any circumstances.

8. Unauthorized visit of employees shall not be permitted at any conditions, without prior booking by their DDOs.

9. Attending the visitors by the Helpdesk personnel will be based on strict seniority of the time slots allotted in every day to avoid hardship to employees deputed for visiting SPARK PMU Office.

10. A detailed tutorial on this new module and other conditions to be followed /ensured will be available in the website of SPARK, [www.info.spark.gov.in](http://www.info.spark.gov.in).

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ADDITIONAL CHIEF SECRETARY (FINANCE)

To:

The Principal Accountant General(A&E/G&SSA),Kerala, Thiruvananthapuram  
The Accountant General(E&RSA),Kerala, Thiruvananthapuram  
All Head of Departments (through Administrative Departments via e-office notice board)  
All Administrative Departments of Secretariat (through e-office notice board)  
The Chief Project Manager, SPARK PMU, Thiruvananthapuram  
The Director, I&PRD (to give publicity)  
[www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Director of Treasuries, Thiruvananthapuram  
Office copy/Stock file. (E-1794132)

Forwarded / By order,



Section Officer/Accounts Officer