



**GOVERNMENT OF KERALA**  
Finance (IT-SF) Department  
**CIRCULAR**

No.77/2017/Fin

Dated, Thiruvananthapuram, 19-10-2017

Sub:-Finance Department-Pay Revision arrears-Second installment-Directions to process the same in SPARK-Issued.

- Ref:- 1) G.O.(P) No.7/2016/Fin dated 20/01/2016  
2) Circular No.46/2016/Fin dated 19/05/2016  
3) G.O.(P) No.128/2017/Fin dated 06/10/2017  
4) File No. SPK-A2/157/2017-Fin

As per the Government Order referred third paper above, directions for payment of second installment of Pay Revision arrears were issued. Based on the same, the following instructions are issued for compliance, while processing the second installment of PR arrears (including terminal surrender arrears) in SPARK.

1. The second installment can be drawn from the office from where the first installment had drawn. The employees will be listed in SPARK accordingly.
2. The employees, whose first installment is encashed, alone will be listed in SPARK for second installment processing.
3. If irregular of drawal of first installment (either excess drawal or short drawal) is already made, then such cases are to be reported by the DDO concerned to Finance Department through proper channel with PEN, bill copy and drawn particulars, reason for non observance of para-1 in the circular second cited etc, immediately. In such cases, the processing of second installment in SPARK is to be avoided, till further directions to encash the same are issued.
4. The facility for generating second installment bill will be available in SPARK with effect from 20-10-2017.
5. The procedure to be followed in SPARK for generating second installment (including terminal surrender arrears) bills will be issued by SPARK PMU and the same will be uploaded in [www.spark.gov.in/webspark](http://www.spark.gov.in/webspark) and [www.info.spark.gov.in](http://www.info.spark.gov.in)
6. All HoDs & DDOs are directed to observe these instructions without fail.

MINI V R  
Joint 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  
All Heads of Departments.  
✓ The Nodal Officer, Finance Department.  
The Stock file/Office copy.

Forwarded By order

  
Accounts Officer