



GOVERNMENT OF KERALA
Finance (Streamlining) Department
CIRCULAR

No. **60/2017/Fin.**

Dated, Thiruvananthapuram, **28.07.2017**

Sub: Co-operative Recovery from the salary of State Government Employees through SPARK - Clarification issued.

Ref: G.O.(P) No.515/2015/Fin. Dated 12.11.2015.

As per the G.O read above, detailed guidelines were issued for processing salary and other entitlements of state Government Employees through SPARK. As per item (vi) of the G.O, a new module was introduced in SPARK for effecting Co-operative recovery from the salary of the employees. Accordingly, the amount deducted by the DDO will be transferred to the Special TSB account of the DDO and from there, the amount is to be transferred to the concerned co-operative institution via TSB Cheque.

2. Now it has come to the notice of Government that inordinate delay is being occurred in crediting the amount to the account of Co-operative institutions, since issuance of TSB cheque to the cooperative institutions is a manual process. Government have therefore reviewed the position and clarify/instruct as follows:

- i. All Drawing and Disbursing Officers are hereby instructed to attach the TSB cheque for the total co-operative recovery amount along with the salary bill and also the fund and bank details of the co-operative institution/institutions, so that, the treasury officer will transfer the money from the special TSB account of the DDO to the respective bank account of the institutions while passing the salary bills itself.
- ii. SPARK will facilitate to generate a detailed schedule of co-operative recovery with society name, loan account, bank details of institution, instalment amount etc. The same is to be accompanied with the salary bills having co-operative recoveries, from near future.
- iii. A download facility for the co-operative institutions registered with SPARK for viewing the schedule details of treasury encashed bills will be made available in SPARK soon. Using this, the details of recoveries can be downloaded by the institutions.
- iv. Director of Treasuries will instruct all treasury officers to ensure that bills having co-operative recovery amount must be accompanied by the TSB cheque for the total recovery amount and the schedule details for transferring the money to the bank account of such institutions. Bills otherwise shall not be honoured. Along with the passing of such bills, the cheque presented is also be encashed and money transferred to the bank account of the co-operative institutions as per the details furnished by the DDOs.

MINHAJ ALAM

Secretary (Finance Resources)

To

The Principal Accountant General (A&E/G&SSA) Kerala, Thiruvananthapuram.

The Accountant General (E&RSA) Kerala, Thiruvananthapuram.

All Heads of Departments.

All Departments of the Secretariat

The Director of Treasuries, Thiruvananthapuram.

All District / Sub Treasury Officers.

The State Informatics Officer, NIC, Thiruvananthapuram.

The Director, Public Relations Department (For press release)

The Nodal Officer, www.finance.kerala.gov.in

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