



**GOVERNMENT OF KERALA**  
**Finance (Streamlining) Department**  
**CIRCULAR**

**No.76/2019/Fin.**

**Dated, Thiruvananthapuram, 22.08.2019**

**Sub:- Finance Department - Salary of Gazetted Employees -Instructions to DDOs - Reg.**

As per the existing rules, a Gazetted officer's pay and allowances are to be drawn by the DDO based on slip issued by the Accountant General w.e.f the date of taking over the charge of the gazetted post by virtue of direct posting or promotion. But as per the report from SPARK PMU, in some cases, the DDOs enter the employee details as non gazetted in the case of gazetted officers and salary bills are encashed without AG slip or LPC entry.

In the above circumstances, Government are pleased to instruct all DDOs that, the service category of Gazetted officers should not be marked as Non-gazetted in SPARK and their pay and allowances should not be drawn without proper AG authorization or LPC entry, as per the existing rules. The lapse in the part of the DDOs in observing this direction will be viewed very seriously.

All Head of Departments are directed to circulate the content of this circular to all the DDOs under their control immediately for strict compliance and to correct the wrong entries in SPARK immediately.

**YAMUNA. V**  
Additional Secretary(Finance)

To

The Account General (A&E/G&SSA/E&RSA), Kerala, Thiruvananthapuram.  
All Heads of Departments/Secretaries in GAD (Through AD in e-office notice board).  
The Director of Treasuries, Thiruvananthapuram.  
All District/Sub Treasury Officer (through Director of Treasuries).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock file /Office Copy.

Forwarded/By Order

*Magi. Cn*

Section Officer