



## GOVERNMENT OF KERALA

### Abstract

Information Technology Department —Implementation of Service and Payroll Administrative Repository for Kerala—Introduction of SPARK FORM No.1 during fresh appointment—Approved-Orders issued.

---

### INFORMATION TECHNOLOGY (B) DEPARTMENT

**G.O.(Rt)No.81/07/ITD .**

**Dated, Thiruvananthapuram,24-04-2007.**

---

Read: 1. G.O.(Ms)No.345/03/GAD dated 26.11.2003  
2. G.O.(Ms)No.192/04/GAD dated 29.07.2004  
3. G.O.(Ms)No.392/05/GAD dated 05.11.2005  
4. Minutes of the Implementation Committee meeting held on 17<sup>th</sup> December 2005.

### ORDER

As per Government Order read as first paper above, sanction was accorded for the implementation of Integrated Personnel and Payroll Management System (IPPMS). As per Government Order read as 2<sup>nd</sup> paper above, the proposal submitted by National Informatics Centre for implementing the project with the name Service and Payroll Administrative Repository for Kerala (SPARK) has been accepted. As per the Government Order read as 3<sup>rd</sup> paper above the ownership and co-ownership of the project was entrusted with IT and Finance department respectively, to be implemented through Kerala State IT Mission and orders were issued for implementing the project in all departments. In the meeting of the Implementation Committee held on 17<sup>th</sup> December 2005, it was decided to implement SPARK FORM NO.1 for registering the details of fresh employees when they join duty.

(2) Government have examined the matter in detail and are pleased to approve SPARK FORM No.1 as appended to this order for registering the details of employees taking fresh appointment in Government Service. Here after duly filled in SPARK FORM No.1 shall be made compulsory while joining duty in Government Service.

(3) It is also ordered that all the appointing authorities of all Departments of the State Government shall ensure that duly filled SPARK FORM No.1 is submitted by newly recruited employees while on joining and processing of the

same by the officials concerned for registering it in the SPARK system to obtain Permanent Employment Number (PEN)

(4) For technical assistance, if any found necessary, for registering the forms in the SPARK system, the officers concerned shall contact the System Administrator (SPARK), Kerala State Information Technology Mission, ICT Campus, Vellayambalam, Thiruvananthapuram [Phone No 272688]

(5) Finance Department will issue formal orders for incorporating the SPARK FORM NO.1 in Kerala Service Rules.

(By Order of the Governor)

K.R. JYOTHILAL  
Special Secretary to Government

To

The Principal Secretary, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries of General Administration Department.

The Secretary, Legislature Secretariat (with C.L.)

The Registrar, High Court of Kerala. (With CL)

The Secretary, Kerala Public Service Commission (with CL)

The Accountant General (A&E)/ Audit, Kerala, Thiruvananthapuram..

All Heads of Department

All District Collectors.

The Director of Public Relations, Thiruvananthapuram (for Wide Publicity)

Director, Kerala State Information Technology Mission,  
Thiruvananthapuram

The State informatics Officer, NIC, ER&DC Buildings, Vellayambalam,  
Thiruvananthapuram

All Departments in Government Secretariat including Finance and Law.

All Sections of General Administration Department.

The Finance (Pension -B) Department - vide

U.O.No.34586/Pen.B1/06/Fin. Dated. 7-11-2006

SE/OC.

Forwarded/By Order

  
Section Officer.

# SPARK FORM NO.1

## (JOINING REPORT-Fresh Appointment)

**Instruction:** This form required to be duly filled up and submitted by the prospective employees while reporting for duty on fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. After getting the form counter signed by the appointing authority the Subject Assistant will feed the data into SPARK and obtain Permanent Employee Number from the system and write down it in the box provided below for the purpose

Specimen Signature

Signature shall not touch the lines

Specimen Signature

Affix a  
recently  
taken  
passport  
size photo

### PART-A (For Office use)

Employee Code

Department

Office

### PART-B: PERSONAL DETAILS

(To be filled up by the prospective employee)

Name (In capital letters and initials after the name)		Sex	
Date of birth			
Name of father			
Name of Mother			
Nationality		State	
Caste		Religion	
Category General/ SC/ST/OBC/OEC		Whether physically handicapped (yes or no)	
Whether ex-servicemen? (yes or no)		PAN Number	
Voter ID Card Number		Ration Card Number	
Identifications marks of the prospective employee		1	
Height		2	
Spouse's Name		Marital status (unmarried/married/divorced)	
Spouse's religion		Spouse's caste	
Whether inter religion/caste marriage (yes/no)		Whether spouse is employed	
Spouse employed in (specify organization)			

**PART-C: CONTACT DETAILS**

Present Address		Permanent Address	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	
Mobile No.		Email address	

**PART-D: RECRUITMENT DETAILS**

Source (PSC or other agency)	Type (General or Special recruitment)
Method (Direct/ By transfer)	Scale of Pay
Advice Memo No.	Advice Memo date
Is District recruitment (Y/N)	If District recruitment specify the District
Serial No. in the advice memo	Entry category (state service/ state subordinate service)
Appointment Order No.	Appointment Order date

**PART-E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS**

Department	Designation
Relieving Order No.	Relieving Order Date
Office last worked	Earlier Recruiting agency
Earlier Advice Memo No	Earlier Advice Memo Date
Earlier Appointment Order No.	Earlier Appointment Order Date

**PART-F: EDUCATIONAL QUALIFICATIONS**

Course Title	Subject	University/Board	Institution studied	Class/Percentage	Reg No. & Year

**PART-G: DECLARATION****Declaration by the prospective employee**

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce the original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name

Date

Signature

**PART-H: VERIFICATION (For office use)**

Verified the original documents and found eligible for admission to duty.

Name & dated signature of the  
Reporting Officer

Admitted to duty. Employee details may be furnished into SPARK and PEN obtained.

Name and dated signature of the  
Appointing Authority