

**POLICE**



**DEPARTMENT**

**No.A2-51699/2020/P**

District Police Office,

Palakkad

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☎04912536700

Dated. 28-01-2021

**Circular. 1/2021/P**

Sub : Updation of service details in SPARK by the concerned sections-  
Instructions- reg.

Ref : Intergrated financial management System.

On perusal of Spark database and on generating individual datasheet in SPARK, it is found that many essential service details are missing in the SPARK account /SPARK service book of individuals/employees. This is not only affecting the welfare of Police Personnel in proper dispensing of their entitlements, but also would affect re-creation of any service books in the case of loss .One of the main factors of this shortcoming is non feeding of details by other than pay sections like GSE, PR, Leave, Increment, Grade, Training, Transfer and posting,HRA sections etc. In all Police Districts and as per standing instructions in the use of SPARK software by Finance department, SPARK passwords are to be obtained by all related sections PR, General, Leave, Quarters sections etc besides pay section as a previlage extended to Police department alone considering the massive establishment and shall feed in all related service data in SPARK as the physical Service book system is being discarded soon in the advent of e SBs. However, in this office alone, SPARK passwords are not secured by the concerned clerk for updation of details pertaining to their branches. This is directly affecting disbursement of arrears, HRA anti naxal allowance, recovery of OD, enforcing punishments etc especially when leave sections are not feeding data in spark immediately on getting LR settled, it would pave way immedaite OD recovery then and then. Therefore, Nodal Officer, SPARK in this office is directed to make sure that all these sections obtain the password from SPARK, A1,A1B, A2,(Estt), A3 A5,(leave),A6, A7 H1,H2,(PR) G7(GSE),G2(b) (Quarters) sections and other SPARK related sections will handover the filled Spark form 3 to the Nodal Officer with in two days without fail and report complaince. Also passwords which are now obsolete due to transfer of individuals to other units should be cancelled by addressing the SPARK Manager. Concerned JS will ensure the entry of datas in SPARK by the concerned Clerks are done without ommissions then and there, when any spark related entitlements are finalised for disbursal/recovery..

Sujithdas S IPS  
District Police Chief



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To : Addl.SP,SrAA,Manager,AO,All Jss,HC,SA ,all clerks and all other staff for information .

Copy : CA to DPC for information

To Circular file.

