

**OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM -33**

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No.CE/PF/SPARK/2012

Dated : 01 -02-2012

From

The Chief Engineer

To

The Superintending Engineer, North / South Circle, KSSRDA
The Corporation Engineers, Corporations
The Executive Engineers, Jilla Panchayaths
The Municipal Engineers, Municipalities
The DMUs (SPARK), LSGD Engg. Wing

Sir,

Sub: Estt.- LSGD- SPARK Implementation Process –Instructions
Reg:-
Ref : Email instructions from this office.

It is noticed that some of the process in SPARK is done without authorization or following the instructions from this office. So, this office or the entrusted DMUs will not responsible or liable for any errors or mistakes and damages occurred due to the above transactions. Hence all the officials concerned are directed to follow the instructions given below.

a) Every incumbent is responsible in the SPARK process for its successful implementation.

The incumbents should know their PEN and it shall be used in each transactions regarding withdrawal of salary wherever they are working.

b) The DMUs should not process the request of the incumbents without their written or email request. The telephonic request can be processed according to the urgent nature but their written or email request should be obtained.

c) Every request in SPARK through email / post should contain the contact number of the sender which enable this office us to clear the doubts.

- d) The office initialization should be submitted to IT Mission through proper channel. This instruction has been communicated to the DMUs as well as the officials concerned through emails and circulars. Errors are found while processing the Office Initialisation under LSGD Engg. Wing. Most of the errors are occurred while sending the request directly to the IT Mission without authorisation from this office or entrusted DMUs.
- e) The DMUs details is enclosed for the support

Name	District	Contact Number
Jaigovind S	Trivandrum	9447151011
Manju	Kollam	9387222555
Jayakumar AJ	Alappuzha	9447958738
Thomas Philip	Pathanamthitta	9847852318
Roy Kuriakose	Kottayam	9447520614
Rehmath PH	Ernakulam	0484-2421874
Nandakumar PM	Wayanad	04936-207686
Abhilash KVK	Kannur	9446255989
Manojkumar CH	Kasaragod	9446606499

- f) The changes in the name of Drawing and Disbursing Officers should be got updated from the DMUs. The Drawing and Disbursing Officers are responsible to update changes.
- g) The office initialization FORM OI and new Entry forms are available in the www.celsgd.com websites.
- h) Any doubts shall be forwarded to this office in writing or through email specifically mentioning the requirements.

Yours faithfully,


CHIEF ENGINEER

Copy to :-

The Manager, SPARK, IT Mission, Thiruvananthapuram for information.
The Executive Engineer, PIUs for information.