

PROCEEDINGS OF THE CHIEF ENGINEER PUBLIC WORKS DEPARTMENT ADMINISTRATION  
THIRUVANANTHAPURAM

Sub: Estt PWD- Implementation of SPARK in PWD Offices-Issue of Identity Cards- Orders issued.

Read: (1) G.O(Rt) No:152/2007/ITD dated 25-07-2007

(2) Minutes of The Meeting to Review the Implementation of SPARK held on 16-10-2009

Order No: EA2/14163/2008 dated 22-03-2010

Government have made it mandatory to implement SPARK (Service and Payroll Administrative Repository of Kerala) in all Departments. Public Works Department has implemented SPARK in eighty percentage of the Offices and the balance twenty percentage of Offices in PWD has to be brought under SPARK in 2010 itself. Digitization of service details and allotment of Permanent Employee Number (PEN) to each employee is necessary for the implementation of SPARK. Salary Bills can be generated only through the PEN of each employee. Since the PEN is the key to any information about the employee it is mandatory on the Department to issue an Identity Card bearing the PEN to each employee. And in return it is also mandatory on each employee to keep his/her ID Card with him/her safely to prevent misuse. The loss of ID Cards should therefore be reported to the Controlling Officer concerned, along with a report obtained from the Local Police Station, who in turn should submit a report to the Chief Engineer, Administration. Issue of Duplicate ID Cards to an employee will be on the conditions fixed as under.

- (i) The employee will file a declaration in the prescribed form, for issue of the Duplicate ID Card or for the changes in the Original ID Card.
- (ii) The employee requesting the Duplicate ID Card will remit an amount of Rs150/- for the Duplicate ID Card.
- (iii) The employee who wants changes (other than the changes in Designation) in the original ID Card will remit Rs 100/- for the changes to be incorporated.

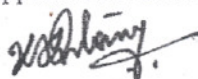
It is further ordered that the employee who retires from service should surrender his/her ID Card on the date of his retirement.

Sd/  
Chief Engineer

To

The Chief Engineer NH, Roads & Bridges, Buildings, DRIQ Board and KSTP  
The Superintending Engineers NH, Roads & Bridges, Buildings and Judicial Buildings  
The Executive Engineers. They are directed to communicate the order to their subordinate Officers  
The Joint Director KHRI, Kariyavattom  
The Executive Engineer Electronics, Office of The Chief Engineer Buildings Thiruvananthapuram  
The Administrative Assistant B&R, Office of The Chief Engineer Roads & Bridges Thiruvananthapuram

Approved For Issue



Administrative Officer

FORM-ID

APPLICATION FOR ISSUE OF DUPLICATE ID CARDS/ FOR INCORPORATING  
CHANGES IN THE ORIGINAL ID CARDS

- 1 NAME OF THE EMPLOYEE:
- 2 NAME OF OFFICE
- 3 PERMANENT EMPLOYEE NUMBER :
- 4 DETAILS KNOWN ABOUT THE MISSING  
ID CARD AND DETAILS OF THE REPORT  
OBTAINED FROM THE LOCAL POLICE  
STATION(Here enter the date from  
which the card is missing etc.)
- 5 DETAILS OF CHANGES TO BE INCORPORATED
- 6 DETAILS OF FEES REMITTED:

DECLARATION

I do hereby declare that the above particulars are true to the best of my  
knowledge and I undertake to be responsible for any consequences thereof for  
the misuse of the lost card

Place:  
Date:

Signature of The Applicant  
with Designation

Countersigned

Controlling Officer