



**DIRECTORATE OF HEALTH SERVICES**

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No.EH1-80126/2016/DHS

Dated: 24/10/2016.

From

The Director of Health Services

To

The District Medical Officer of Health,

Thiruvananthapuram/Kollam/Pathanamthitta/Alappuzha/Kottayam/Idukki/Ernakulam  
Thrissur/Palakkad/Malappuram/Kozhikode/Wayanad/Kannur/Kasaragode.

Sir,

Sub:- H.S. Dept.- Establishment uploading details of employees in SPARK  
– Measures for ensuring accuracy -- Orders issued - Reg.

Ref:- G.O.(Rt)No.2804/2016/H&FWD dated, 19/10/2016.

I may invite kind attention to the reference cited. Government vide order under reference instructed that the details of all the employees working under the Health Services Department shall be uploaded in the portal of SPARK as shown in the Annexure to this order. The NIC will provide necessary orientation through the District Information Centres to the ministerial staff of each district under the Health Services Department in connection with the monthly Conference of ministerial staff at District level for November, 2016. Therefore all the District Medical Officers are directed to make necessary arrangements for the orientation programme in consultation with the NIC and DIC and to complete the task by 20<sup>th</sup> of November, 2016. The data in the portal as mentioned in the Annexure shall be uploaded by all the Drawing and Disbursing Officers from all the units before 25<sup>th</sup> of November, 2016. *copy of vide reference G.O enclosed.*

Yours faithfully,

  
For Director of Health Services

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*aj*  
*25/10/16.*

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21/10/16

V. Vigneshwaran

GOVERNMENT OF KERALA  
Abstract

Health & Family Welfare Department - Health Services - Establishment -  
Uploading details of employees in SPARK - measures for ensuring accuracy - Orders  
issued.

HEALTH & FAMILY WELFARE (A) DEPARTMENT

So AA to  
down

G.O.(Rt) No.2804/2016/H&FWD.

Dated, Thiruvananthapuram, 19/10/2016

ORDER

The details of employees working under the Health Services Department have  
already been uploaded in SPARK and their entitlements are drawn through SPARK.  
In order to make the system more effective and to ensure clarity on the nature of  
various posts and the incumbents working against them at each station,  
Government order that the details of all the employees working under the Health  
Services Department shall be upladed in the portal of SPARK as shown in the  
Annexure to this order.

The NIC will provide necessary orientation through the District Informatic  
Centres to the ministerial staff of each district under the Health Services Department  
in connection with the monthly conference of ministerial staff at district level for  
November 2016 and also to those in the Directorate of Health Services.

The Director of Health Services and District Medical Officers (H) will make  
necessary arrangements for the orientation programme in consultation with the NIC  
and DIC and it will be completed by 20<sup>th</sup> of November 2016.

The data in the portal as mentioned in the Annexure shall be uploaded by all  
the Drawing and Disbursing Officers from all the units before 25<sup>th</sup> of November  
2016.

By Order of the Governor,  
N.K.SREEKUMAR  
Additional Secretary to Government

To

- The Director of Health Services, Thiruvananthapuram.
- The Director, NIC.
- All District Medical Officers (Health).
- The Chief Project Manager, SPARK.
- PA to Additional Chief Secretary (Health).
- CA to Additional Secretary II.
- Stock file/Office copy.

ഭാരതീയർ നം. 402021/46690/16/നര.വ.പ Forwarded/By Order  
നിയമി 24/10/16

Section Officer

നിയമിനം : 24/10/16

AD, EA, ED, EE, EF, EG, HFWA, MSA, UB, നര.വ.പ

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### Annexure

Login to SPARK using the User ID as Pen and password already given to you. Use the menu Item Service matters.....> Sanctioned Post and enter the following details in the screen

As on Date, Post Name, Sanctioned Strength : Provisional & temporary which is approved by Govt. If temporary, enter reference number and date , actual strength (permanent)and Actual strength(Temporary) Redeployed strength , Enter number of posts held based on NRHM/ HDS/ RSBY etc or any other contract / daily wages post

Details once entered cannot be deleted or altered. Hence extra care may be taken to ensure the accuracy before confirming the same