



SPARK Manual for SDOs

A Quick reference

SPARK-SERVICE AND PAYROLL ADMINISTRATIVE REPOSITORY FOR KERALA



Overview

This software is a Web-based Application which integrates personnel and payroll management system for Employees of Govt of Kerala to achieve administrative efficiency through transparent payroll and other accounts/service activities. It is designed to be implemented in 39 Government Departments, over 122 Field Departments and over 30,000 offices of Kerala. SPARK is jointly owned by IT Department and Finance Department of the Government of Kerala. It is developed by the National Informatics Centre and Implemented by the Kerala State IT Mission.

Advantages of Online Application

- | | |
|--|-------------------------------|
| ∅ Increases reliability | ∅ Reduces manpower |
| ∅ Maintain data base in an centralized environment | ∅ Easy manipulation of data |
| ∅ Increases data security | ∅ Easy access |
| ∅ Simplifies transactions | ∅ Error percentage is reduced |

Requirements – SPARK

- ∅ Internet connectivity (Minimum Speed-256Kbps)
- ∅ A Web Browser (Internet Explorer 7/ Mozilla Firefox)
- ∅ A PDF file Reader (Adobe Reader 9/Foxit Reader)

PEN=Permanent Employee Number

To manage the Employee details a six digit number is provided which will be unique for each employee.

ie. No two employees can have same number or no Employee can have more than one number

This unique number is called as Permanent Employee Number (PEN)

Access privileges

Each SDO will have individual access to SPARK site to process there Salary, Arrear, Surrender etc...

To access the site you require entering the Usercode and Password

Usercodeà Your PEN

PASSWORDà Provided by SPARK Admin

Initialisation OF SDO Salary details

The initial salary updating should be done by the concerned Estt/Bill Clerk of your office

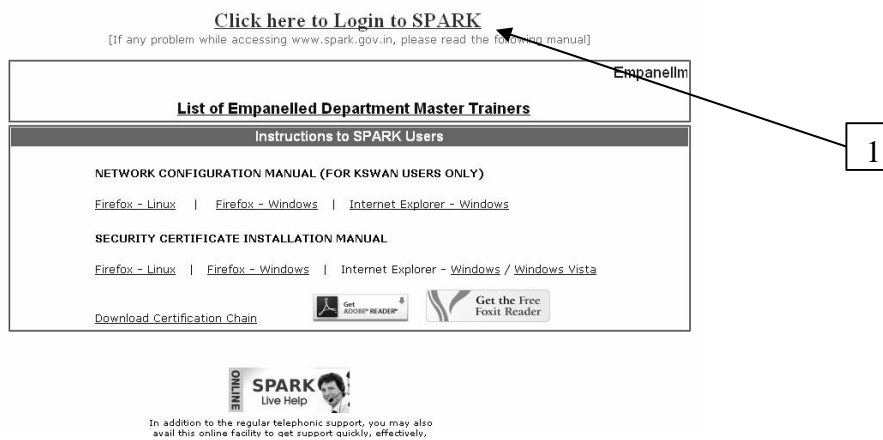
A bill type is required to be set for SDOs in SPARK by the concerned Estt/Bill Clerk of your office

Accessing the Website

Click on Startà All Programsà Internet Explorer

Alternative, Browsers like Firefox /Opera/Chrome can also be used

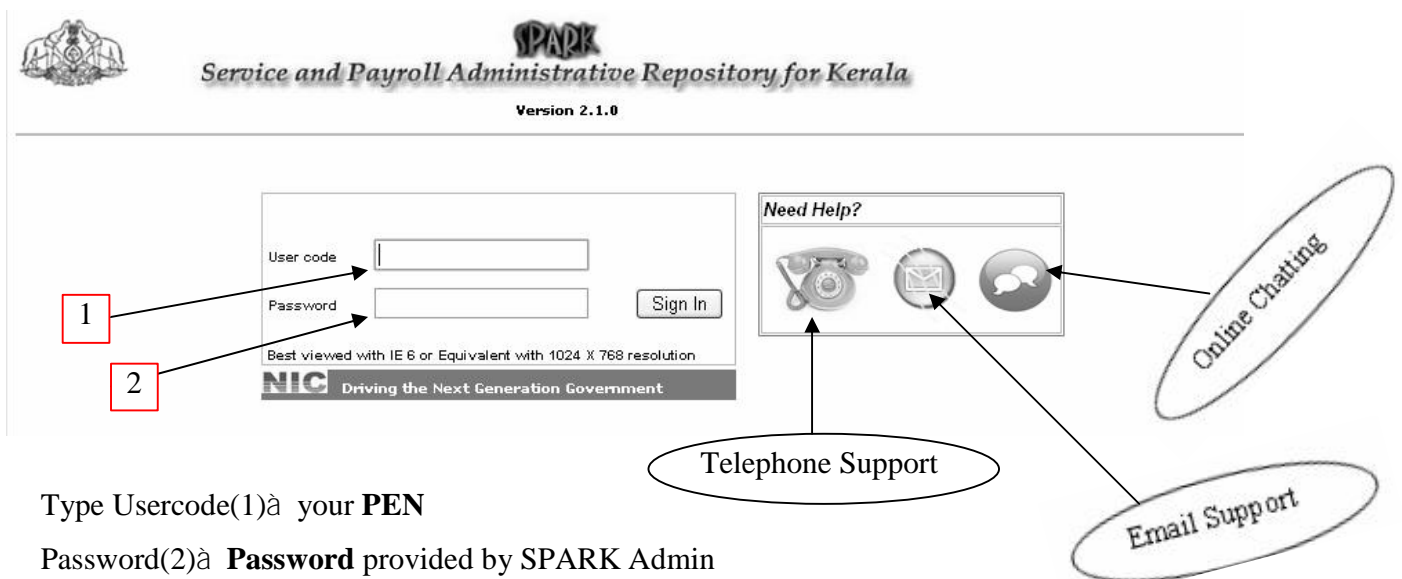
Type www.spark.gov.in in the address bar and press Enter Key to log in to SPARK



Then click on link [Click here to Login to SPARK](#) (1)

Note: If a message with security Error occurs Just click on “Continue to this website” to get the login page

In the login page



Type Usercode(1)à your **PEN**

Password(2)à **Password** provided by SPARK Admin
and click **Sign in** button



Service and Payroll Administrative Repository for Kerala



Employee Interface

- [Profile](#)
- [Loans/Advances](#)
- [Leaves](#)
- [Salary](#)
- [Provident Fund](#)
- [Payments](#)
- [Misc.](#)
- [Sign Out](#)

SPARK SDO interface

MAIN MENUS AND PROCEDURES

Profile Menu

- SDOs can view there details but cannot manipulate the following options

- Profileà Personal Memoranda**
- Profileà Department test Passed**
- Profileà Nominee**
- Profileà Training Awards**
- Profileà Benefit Details**
- Profileà Department test Passed**



Present service details and Contact Details

Personal memoranda	Present service details	Contact details
Permanent Emp. No 131898	Name Sabu Paul Sebastian	
Departmental Gen. No, if any		
Service Category State Gazetted	Upload Signature	Upload photo

In **Profileà Personal memoranda** there are two other important links

SDO can verify the details in these links also.

Note: To make any changes SDO should contact the concerned Estt/Bill Clerk

- SDOs can view and update the following options

Profileà Service Details & **Profileà Family details**

- Initial entry in the **Present Salary** and **Qualification details** can be entered by the concerned Estt/Bill Clerk of your office. Later updating can be done by the SDOs

Profileà Present Salary Details & **Profileà Qualifications**

Loans/Advances menu

SDO can update and edit Loan/Advance details in this loan details page.

Leave Menu

- In Leave à **Account**
 - § The SDOs can update the Leave account If the details are available
- In Leave à **Availed**
 - § The SDOs can update the Leave availed (in each month)
 - § Only new details are required.
- In Leave à **Leave Surrender**
 - § The SDOs can update there previously taken Leave surrender details(History)

Salary Menu

To process the Monthly salary Bill of SDO

Select

Salary à SDO salary à salary Processing

Select the **Month** and click **Proceed(1)**

SDO Salary Processing

Name 131898 :Sabu Paul Sebastian
SDO Code 050297
Designation Deputy Secretary

Enter Month and Year for processing

Month 6 Year 2010

Proceed

Refresh to view submitted job status

Click on **Refresh(2)** button to see the processing status

To view the Monthly salary Bill

Select

Salary à SDO Salary à Salary Bills And Schedules

Select **Month**

A Bill Link will be displayed (1)

Click on **select** link(1)

Generate Pay Bill and Schedules For SDO

General Administration Department
Water Resources Department, Secretariat
0297
10 Month April

Description	
Outer Bill	Select
PF Schedule	Select
HBA Schedule	Select
LIC Schedule	Select
Motor Conveyance Advance	Select
State Life Insurance-sub	Select
Income tax	Select

Bill No	Bill Gross	Bill Net	Processed On	Processed By	
35438	21658		Apr 1 2010 11:37:00:000AM	131898	Select

A list of links(2) will be displayed on the right side of the page

Click on each link and take the bills

To process the DA/salary Arrear bill

Select **Salary**à **SDO salary**à **DA/Salary Arrear processing**

Enter the Arrear period (from-to month and Year) Click **Proceed**

To view the DA/salary Arrear bill

Select **Salary**à **SDO salary**à **Arrear Bill**. Select month and Click **Proceed**

To process the Leave surrender bill

Select **Salary**à **SDO salary**à **Leave surrender Sanction**. Enter the required details Click **Proceed**

To view the Leave surrender bill

Select **Salary**à **SDO salary**à **Leave surrender Bill**. Select the month and Click **Proceed**

If the bill generated contains error

Cancel the bill using **Salary Menu**à **SDO salary**à **Cancel processed Salary/Arrear/Leave Surrender**

To Sanction Increment based on AG Slip

Salaryà **Increment Sanction** Click **Proceed**

To Sanction Promotion based on AG Slip

Salaryà **Promotion** Enter the Promotion details in Enter new details field and Click **Proceed**

Details Required To Get Password

- Department
- District
- Office
- Name, Date of Birth and PEN of SDO
- GE No
- Treasury Specimen Card No
- Head of account
- SDO code

These details must be forwarded to SPARK Admin E-Mail Address: info.spark@ymail.com

Or Contact your Department DMU _____ for getting the password.

UPDATING/EDITING THE DETAILS WHICH ARE ALREADY SET IN PRESENT SALARY DETAILS

To Enter a new deduction detail

Select Profileà **Present Salary Details**

In the right side the following option **DEDUCTIONS OTHER THAN LOANS AND ADVANCES** can be seen

	No	Deductions other than LOANS/ADVANCES	Amount	Details	From Date	To Date	
Edit	1	Family Benefit Scheme	10				Delete
Edit	0	Income tax	3000	ABOPP 6276K	01/03/2010		Delete
Edit	1	GPF - Monthly Subscription	12000	GAC 20726			Delete
Edit	1	State Life Insurance-sub	20	KSIDL1/41789/84			Delete
Edit	0	Group Insurance Scheme	150	TVM 3942			Delete
		<--Select-->					Insert

Select the deduction item by clicking on **Select** Enter the **Amount, Account No (if any)** Click **Insert**

To edit an already entered Deduction item

Select Profileà **Present Salary Details**

Click on the **Edit** link on the left side of the Deduction Entry

[If Entry should be deleted click on **Delete**]

	No	Deductions other than LOANS/ADVANCES	Amount	Details	From Date	To Date	
Edit	0	Group Insurance Scheme	150	TVM 3942			Delete

Enter the changes in corresponding fields

Click **Update** link

[Update](#) [Cancel](#) 1 GPF - Monthly Subscription 1200 GAC 20726

To Update the Allowance details

The procedures are same as of deduction but must be done in **Allowance other than DA HRA and CCA**

	Allowance other than DA, HRA & CCA	Amount	Effective From		
Edit	Special Pay	600	01/01/2005	Delete	Terminate
	<--Select-->			Insert	

To change the Password

Click on Profileà **Change Password**

Change Password

Enter Current Password

Enter New Password

Confirm New Password

Enter Your Current password

Enter Your New password

Enter Your New password once more And click Confirm

To update the Loan Details

Click on Loan/Advances

To enter a new loan detail

Click the select Link and select the loan item

Loan Disbursement

Loan Item: --Select--

Loan Acc No.:

Loan Amount:

Recovery start month-year: -

Instalment Amount:

No of Instalments:

Last Inst No:

Amount RePaid:

Freeze Recovery: Freeze ?

Principle or Interest: Principal

Buttons: Confirm, Cancel, Delete

Annotations:

- Click on select and **Select** loan item
- Account Number
- Loan amount(Full/consolidated)
- Month and year in which recovery started
- Installment amount
- Total no of installments
- No of installments already recovered
- Amount already paid
- Click **Confirm** button

To Change an existing loan detail

	Loan Item	Loan Acc No.	Loan Amount
Select	GPF Advance	GAC 20726	10000
1			

Loan Disbursement

Loan Item: GPF Advance

Loan Acc No.: GAC 20726

Loan Amount: 10000

Recovery start month-year: 4 - 2010

Instalment Amount: 1000

No of Instalments: 10

Last Inst No: 1

Amount RePaid: 1000

Freeze Recovery: Freeze ?

Principle or Interest: Principal

Buttons: Confirm, Cancel, Delete

Annotations:

- Click on the **Select** link of the required entry
- When the details will be loaded
- Update the details in corresponding filed and click **Confirm** button