SERVICE & PAYROLL
ADMINISTRATIVE REPOSITORY FOR
KERALA

User Manual

A Govt. of Kerala Project
Implemented jointly by
IT Department &
Finance Department, in association with
National Informatics Centre through
Kerala State IT Mission

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INTRODUCTION

What is SPARK?

Service and Payroll Administrative Repository for Kerala (SPARK) has been developed by National Informatics Centre based on State Government decision to implement an Integrated Personnel and Payroll Management System covering all government departments in the state. The pilot phase of the package was first implemented in the Government Secretariat. After evaluating the success of the pilot phase, Government have decided to extend the same to all other Departments. Now the implementation of SPARK is in progress in a lot of Departments.

HOW DOES SPARK HELP EMPLOYEES?

Current version of SPARK application can carry out the following functions:

1. Registering the Service Book of the employee and allotting Permanent Employee Number (PEN). Thereafter PEN will be the important code to identify the employee in the SPARK database.
2. Capturing the details of Loans, Advances and other subscriptions like LIC, SLI, GIS, FBS etc
3. Processing establishment Salary and generation of salary bills and schedules.
4. Processing SDO salary and generation of bills and schedules.
5. Bonus Calculation
6. Festival Advance and Festival Allowance Calculation
7. Issuing salary slips
8. Processing arrear salary, arrear DA etc
9. Sanctioning Increment
11. Assessing professional tax
12. Revising salary on promotion
13. Relieving employees on deputation by the donor department and admitting in the recipient department.
14. Sanctioning leaves, other than casual leave
15. Processing Income Tax and generating different statutory forms.
16. Issuing Identity Cards
In the next phase the SPARK will incorporate transfer management, seniority list, promotion management, budgeting etc any many more important functions.

**Different Levels of User Authorizations in SPARK**

As SPARK being a very important government application, login is allowed only to the authorized users. There are different levels of authorization for security and administrative reasons. The users can view or edit only the data they are authorized to do so, which is department and office specific.

**Controller of SPARK**

This function is vested with System Administrator (SPARK). Controller of SPARK assigns Department Management authorization to an officer designated by the Head of Department.

**Department Management User**

Department Management User of a specific department assigns DDO & SDO authorizations to the DDOs and SDOs under that formally designated for the same. If required, the Department Management user can authorize all levels of user authorizations under his level as shown below.

**Drawing and Disbursing Officers**

Drawing and Disbursing Officers will be responsible for all payroll related activities for his office in SPARK. The DDOs will have privilege to assign right for process bills to the designated employees under him. DDO can also include Data Entry Operators and Individual Users.

**Establishment Officers**

In big offices, there may have separate officers for handling service matters. The sections of the office dealing with service matters are usually called establishment sections. Therefore, SPARK has provided facility for the Establishment Officers to login to SPARK system and process service related matters such as new employee registration, according promotion, transfer etc.

**Bill Processing Employee**

The employees having bill processing right can process only the bills assigned to them by the DDO.
Data Entry Operator

Data Entry Operator can register new employee record/ or enter new data under the guidance of the officers concerned. They shall not have any processing rights.

Individual Users

Individual Users can view their pay slip, position of different advances/ loans etc and Leave Account. Individual Users cannot edit or process the data.

Note: There are other categories of Officers such as Treasury User, AG’s Office user etc also. These modules will become functional only after the connectivity to SPARK from Treasuries and AG’s Office is established. Therefore Treasury and AG’s Office interfaces are not covered in this Trainer.

Self-Drawing Officers (SDOs)

SDOs can process their own salary by inputting the figures from the pay slip issued by the Accountant General till connectivity is established with the AG’s Office. Once connectivity is established the pay slip for the SDOs will be updated in the SPARK system by the AG’s Office User.

Annual Property Returns Administrator

The Annual Property returns administrator can view the Annual Property returns filed by the employees under his filing authority

LOGIN PROCEDURES

Step 1. Open the browser most commonly ‘internet explorer’
Step 2. Type the url **http://www.spark.gov.in**
Step 3. Then a window as given below will be displayed
Step 4. In the box for User Code type your PEN (Permanent Employee Number).

Step 5. In the box for password, type the password confidentially communicated to you by the officer concerned (take special care to keep your password secret and change it frequently. Never use your PEN or Name as password).

Step 6. At this a window as in the picture given below will be displayed and it means you are successfully logged in

![SPARK Interface](image)

**USING SPARK:**

**Important Links in the first screen**

Following are the important menus in the first page

1. Administration
2. Service Matters
3. Salary Matters
4. Income Tax
5. Queries
6. Sign Out
1. ADMINISTRATION

Important Menus Under Administration Link

**Authorisation:** This menu lists the authorization types available in SAPRK system

**User Admin:** This menu provides facility for user management such as granting and changing user permissions and stopping the same etc.

**Password reset on request:** This module is used by Administrator to view those users who forgot their password. Their Password could be resetted by verifying the data available in the SPARK application.

**Code Masters:** This menu is used for managing vital codes in the system such as department list, office list, districts, taluks, villages, local bodies, treasuries, allowances, bills, recruitment types, service categories etc. The System Administrator (SPARK) manages this page centrally and no body else is given access.

**Slabs and Rates:** This menu is used to manage pay scales, profession tax rates, income tax rates, DA rates, HRA rates, CCA rates etc. The System Administrator (SPARK) manages this page centrally and no body else is given access.

**New employee record:** This menu is used to add New employee record.

**Edit employee record:** This menu is used to edit existing employee records.

**Duplicate Employee Search:** This module is created for the Administrator to delete the duplicate Employee created and to delete the same.

**Lock Employee Record:** This module is given to Department Management User(DMU) or Establishment access staff to lock a particular employees record after making data verification. The data once lock can only be edited from the menu options

**Unlock Employee Record:** This module is used for unlocking the employee record for editing. This can only be done by DMU. Administrative Tools: This is for Administrators purpose like resetting those employees whose session is locked and other Administrative purpose tools.
Generate Data Sheet: This menu is used to generate copy of the service records of the employees.

Property Returns: This menu facilitates online submission of yearly property returns by the employees.

Notice Management: This facility is for the System Administrator (SPARK) to communicate general information, notices on changes, guidelines etc to the users. The notices will appear in the home page www.spark.gov.in

Complaints/Suggestions: This facility is for the users to post complaints and suggestions to the System Administrator (SPARK)

Change Password: This menu is for the users to manage their passwords.

User Administration

The logged in Web Page, as seen above, contains menu links for initiating all the processing modules incorporated in SPRAK. The menus displayed are: Administration, Service Matters, Salary Matters, Income Tax, Accounts, Change Password and Sign Out. While pointing mouse to each such menu you will be getting a dropdown list of sub menus by clicking which specific operations such as adding new employee, editing employee record, salary processing, increment processing etc. The picture of one such dropdown menu is given below. While pointing the mouse to the Administration link you will be getting a dropdown list of sub menus as seen in picture below. The procedure for adding users will be communicated to those who are given formal right to add users for specific departments.

NOTE: It may be noticed that only employees having Permanent Employee Number (PEN) can become authorized users for Departments. Therefore you should ensure that the person who has to be authorized as a registered user carries a valid PEN.
ADDING A NEW EMPLOYEE RECORD

STEPS

1. Select the item ‘New Employee Record’ from the link ‘Administration.’ Then a window as seen below will be displayed.

   The page as seen above carries links to different pages such as Personal, Recruitment, Probation, Training, Service History, Present salary etc. etc. Links are arranged in three header rows. On first entering the page, the active menu will be Personal which carries three important linked pages in a boarder line, below the three rows of menus, viz Personal memoranda, Present service details and Contact details, as seen in the picture above. Filling up of these three pages in the order they are given is compulsory for registering a new employee.
2. **Fill in Personal Memoranda:** Personal memoranda page captures important basic information regarding the employee such as Name, Date of Birth, Date of superannuation (system will display it while entering date of birth), blood group, identification marks, name of parents, marital status, details of spouse, important numbers such as Ration Card, Voter ID card, PAN etc as seen in Picture above. The page also provides facility to upload the signature and photo of the employee. Though only some fields are given as mandatory fields (Sex, Date of Birth, Category, Ex-service men, Physically Handicapped) it is advised that data in respect of all the fields may be collected and entered. Then Press the **Confirm** button

3. **Fill in Present service details** page captures the important basic details related to the service of the employee in the currently serving department such as Department, Office, Section, Employment Type, Date of joining in government service (Mandatory), Date of joining in the present department (Mandatory), Service category, PF type, PF Number, SDO code if any etc. (If the employee is on deputation while registering the records for the first time and the entry is being made from the department where the employee is working on deputation, the fields below the lower boarder line reading Details of parent department, if currently on deputation may also be filled in). Then Press the **Confirm** button

4. **Fill in Contact details:** In the Contact details page detailed present and permanent addresses may be filled in. After furnishing contact details click the ‘Confirm’ button. Then a confirmation message will be displayed with the PEN number allotted to the newly registered employee by the System. Then Press the **Confirm** button

5. After getting the system allotted Permanent Employee Number, other pages such as Recruitment, Qualification, Department tests, Probation, Family details, Benefit details, Leave account, Service history, Loans, **Present salary** etc may be filled in carefully with reference to the Service Book of the employee and other relevant registers kept in the establishments.

6. In the case of a newly recruited, Service Book will be opened only after police verification etc. But the employee required to be registered in the system in the first day of his joining itself because only then his salary can be processed. Therefore in the case of newly recruited persons, departments may get the form given in Annexure-1 to this manual filled in and filed by the newly recruited while he or she reports for duty.
EDITING EMPLOYEE RECORD

As part of day-to-day administration and changes in the service such as promotion, increment, leave, deputation etc frequent editing of the registered employee data in the system would become necessary. For that Edit employee record link is given in the dropdown menu from the Administration link as seen in the picture below.

Steps:

1. Point the Mouse to the Administration link in the first logged in page.
2. Select Edit employee record from the dropdown menu
3. The page displayed would be like picture below
4. In the Permanent Employee Number field Type the PEN of the employee whose details should be edited or updated.
5. Select the concerned menu to edit the data
6. After editing click Confirm

Menus Under Employee Record

1. Recruitment (Recruitment Details)

The different details under recruitment details are Department (Mandatory), Designation, Source (Mandatory), SL No with the memo, Type (Mandatory), Entry category (Mandatory), Method (Mandatory), Is District Recruitment, App No, Application Order date, Advice Memo, Advice Memo Date.
Then Enter the Police Verification Details: **Ref No, Verification Report Date, Police Station, Remarks** and then Press the **Confirm** Button.

*Picture Shown Below*

2. Qualification (Educational Qualifications)

The different details under the Qualification Menu are **Course Type, Course Title, Subject, University, Institute, Class, Reg No, Year**. Of which the details like **Course Type, Course Title, Subject, Year** are Mandatory and we have to enter to Confirm the date.

After entering these details Press the Confirm Button

*Picture Shown Below*

3. Probation (Probation Declaration)

The details under the Probation Declaration are **Department, District, Office, Designation, With Effect From, Order No, Order Date**. The Fields **Department, District, Office, and Designation** are Mandatory. After entering these details Press the Confirm Button

*Picture Shown Below*
4. Family Details (Family Details)

On Clicking the Family Details menu a Window will appear with three text boxes with heading Name, Relation and Date of Birth. Here the Name and Relation fields are Mandatory.

We can point the mouse cursor in the text box and click there to enter the details. After entering the details click the **Insert** link to make it confirm. After entering there is one **Edit** and one **Delete** link on the left hand side and the right hand side respectively. If we want to make any changes in the previously made entry just click the **Edit** link and make the changes. To delete an entry click the **Delete** link corresponding to the entry.

5. Department Test (Department Test Passed)

On Clicking the Department Tests Menu a window will appear with the options to enter details like **Department**, **Testname**, **Month**, **Year**, **Reg No**, **Certificate No**, and **Certificate Date**. Here the **Department** and **Test Name** are Mandatory.
We can point the mouse cursor in the text box and click there to enter the details. After entering the details click the **Insert** link to make it confirm. After entering there is one **Edit** and one **Delete** link on the left hand side and the right hand side respectively. If we want to make any changes in the previously made entry just click the **Edit** link and make the changes. To delete an entry click the **Delete** link corresponding to the entry.

6. Training (Training Programmes Attended)

The Training window will contain details like **Title**, **Sponsored By**, **Conducted By**, **City**, **Country**, and **Qualification**, **From Date** and **To Date**. Here all the fields are mandatory.

*Picture Shown Below*-Training Program Attended

![Training Program Attended](image)

We can point the mouse cursor in the text box and click there to enter the details. After entering the details click the **Insert** link to make it confirm. After entering there is one **Edit** and one **Delete** link on the left hand side and the right hand side respectively. If we want to make any changes in the previously made entry just click the **Edit** link and make the changes. To delete an entry click the **Delete** link corresponding to the entry.

7. Qualifying Services (Previous Qualifying Services)

In the Qualifying Services menu the details are **Office**, **Post held**, **Date From**, **Date To** and **Reason for Termination**. Here all the fields are mandatory.

*Picture Shown Below*-Qualifying Services

![Qualifying Services](image)
We can point the mouse cursor in the text box and click there to enter the details. After entering the details click the **Insert** link to make it confirm. After entering there is one **Edit** and one **Delete** link on the left hand side and the right hand side respectively. If we want to make any changes in the previously made entry just click the **Edit** link and make the changes. To delete an entry click the **Delete** link corresponding to the entry.

### 8. Regularization (Regularization Details)

In the Regularization menu the details are entered below the Selected Details Heading. The Details are **Department, District, Office, Designation, Date of Entry in Dept, Regular w.e.f, Order No, Order Date.** Here all the Fields are mandatory. After entering the details press the **Confirm** button make it confirm.

If you want to cancel the entry before confirming press the **Cancel** button to clear the data and if you want to delete an existing data already entered just click the **Select** link on the left hand side of the window then the contents will appear below the selected details heading. Click the **Delete** button next to the confirm button the data will be removed.

If it is necessary to update a data already entered just click the **Select** link on the left hand side of the window then the contents will appear below the selected details heading. Make the appropriate changes and click the **Confirm** button the data will be updated.

*Picture Shown Below-Regularisation Details*
9. Awards (Awards Obtained)

In Awards Menu the details are Department, District, Office, Nature, Purpose, Date. Here all the fields are Mandatory.

If you want to enter a particular details enter all the data and click the Confirm Button. If you want to cancel the entry before confirming press the Cancel button to clear the data and if you want to delete an existing data already entered just click the Select link on the left hand side of the window then the contents will appear below the selected details heading. Click the Delete button next to the confirm button the data will be removed.

If it is necessary to update a data already entered just click the Select link on the left hand side of the window then the contents will appear below the selected details heading. Make the appropriate changes and click the Confirm button the data will be updated.

Picture Shown Below-Awards

10. Disciplinary Actions (Disciplinary Actions)

On clicking the Disciplinary Action menu a window will appear with the details like Reference No, Reference Date, Nature of Charge, Enquiry Officer, File No, Penalty, Remarks, Penalty wef, Order No, Order Date, Penalty revoked wef, Revoke Order No, Revoke Order Date, Release Salary for Penalty Period, Remarks. The Mandatory Fields are Ref No, Ref Date, Penalty and Penalty wef.

If you want to cancel the entry before confirming press the Cancel button to clear the data and if you want to delete an existing data already entered just click the Select link on the left hand side of the window then the contents will appear below the selected details heading. Click the Delete button next to the confirm button the data will be removed.
If it is necessary to update a data already entered just click the Select link on the left hand side of the window then the contents will appear below the selected details heading. Make the appropriate changes and click the Confirm button the data will be updated.

**Picture Shown Below-Disciplinary Action**

![Disciplinary Action](image)

11. Nominees (Nominations for PF, Pensionary and other claims)

In the Nominees Menu the details are Benefit Name, Nominee Name, Nominee Address, Relation, Invalid in the happening of, Amount Portion. Here all the fields except Invalid in the happening of are mandatory

**Picture Shown Below-Nominees**

![Nominees](image)

We can point the mouse cursor in the text box and click there to enter the details. After entering the details click the Insert link to make it confirm. After entering there is one Edit and one Delete link on the left hand side and the right hand side respectively. If we want to make any
changes in the previously made entry just click the Edit link and make the changes. To delete an entry click the Delete link corresponding to the entry.

### 12, 13 & 14 Leave Account, Availed and Surrendered

Leave Account page is for initializing the leave account. That is, updating the leave accounting module with as-on-date balance position of Earned Leave and Half Pay Leave.

TO update the leave account click on the leave account link. Then select the Leave account type (El or HPL). Select the enter opening balance. Type the As on Date and No. of days. Click confirm.

**Picture Shown Below - Leave account**

The Details of the availed Leave can be seen in the Leave availed page.

**Picture Shown Below - Leave Availed**

### Leave surrender encashment

The Leave surrender page is used for encashment of leaves.

**Picture Shown Below - Leave surrender**

To check the Annual Performance Report is submitted or not.

*Picture Shown Below-Annual Performance Details*

16. Cadre Details (All India Service Cadre Details)

This Option is for All India Service Officers

*Picture Shown Below-Cadre details*

17. Benefits details

It shows the different types of Benefits enjoyed by the employee

*Picture Shown Below-Benefit Details*
18. Quarters

It shows the details of Quarters in possession with the employee

*Picture Shown Below-Quarters Details*

19. Deputations

It shows the deputations details like how many times the employee had gone on deputation, the deputed department, rejoining the parent department etc.

*Picture Shown Below-Deputation Details*
20. Loans

In the Loans page we can see the active loans and the closed loans details. For active loans we can enter the loan details and the amount will be deducted from the salary every month.

21. Service Details

We can enter the service details of an employee.

Note: While entering the Data, the information should be of at least one year old

22. Present Salary

In the present Salary details we have to enter the Basic Pay, The Bill Type, Last Pay Change, The Next Increment Date And The Acquittance Group which are mandatory. Here we can insert the allowance other than DA, HRA, CCA and the deductions other than loans and advances

Picture Shown Below-Present salary details

23. Allowances (Allowance History)

This page shows the types of allowance obtained from a particular date/month.

Picture Shown Below-Allowance details

To go back to main page you can use the Main Menu link
CHANGING THE PASSWORD

The password changing option can be taken from the dropdown menu from the Administration link as seen in the picture below.

![Password Change Interface](image)

Click on the change password Menu then a new window will appear as shown below.

![Password Change Window](image)

Then Enter your ‘Current Password’ in the space given for Enter Old Password. Then Enter your New Password in the space provided for ‘Enter new Password’ again retype the New Password in the Confirm New Password and click Confirm.

Now your new password is stored in the system.

**Note:**

1. New password must be minimum eight characters in length. (Longer is generally better.)
2. New password should be different from existing password and 2 previous ones.
3. Password like user name, PEN, date of birth, month, standard word should be avoided.
4. Password will be expired after Every 60 days, so change your password before that.
2. SERVICE MATTERS

Important menus under Service Matters Link

1. Personal Details
2. Generate Data Sheet
3. Employee ID Card
4. Probation Clearance
5. Vacation Duty
6. Regularization
7. Increment Sanction
8. Promotion
9. Appointment to higher post
10. Transfer
11. Deputation
12. Leave
13. Retirements
14. Sanctioned posts
15. Reporting Officer
16. DDO Changes
17. Controlling Officers
18. Property Returns

The functions of the Personal Details Link are as same as we have seen under Administration Link.
INDIVIDUAL DATA SHEET

Steps:

1. This menu can be taken from the dropdown menu by clicking the Service Matters Options as shown in the figure.

2. On clicking the Individual Data Sheet option shown in the above picture a new window ill came as shown in the figure shown below

Picture Shown Below-Data sheet generation

3. Enter the corresponding Department, Office, Employee and click the Generate Report button.

4. A message will display as shown below.

5. Choosing the appropriate option the report can be viewed by clicking open, downloaded by clicking the save button and can be cancelled by clicking the cancel option
6. By the same procedures we can generate Data sheet on Designation wise

**EMPLOYEE ID CARD**

1. This menu can be taken from the dropdown menu by clicking the Service Matters Employee Id Card Options as shown in the figure.

2. On clicking the Employee Id Card option a window will appear as shown below.

3. Select the Department, Office and Designation and click the ‘Initialize Identity Card Number’ link on the right hand side

*Picture Shown Below-Identity card generation*
4. Click the ‘Initialize Identity Card Number’ link on the right hand side a new window will appear with details asking for the Department, Office and the Card Number.

5. Enter the details and click the proceed button.

6. A message will appear on the bottom left hand side showing ‘Identity Card Number Initialised’.

*Picture Shown Below-Identity card generation*

7. Then click Back button. Select a particular designation of employee whose identity card should be generated.

*Picture Shown Below-Identity card generation*

8. Select the eligible employees. Then select Draft/Final print option

9. Click Confirm and then Generate button to view the ID card.
PROBATION CLEARANCE

1. This menu can be taken from the dropdown menu by clicking the Service Matters and Probation Clearance Options as shown in the figure.

2. On Clicking the **Probation Clearance** Option a window will appear as shown below.

3. Enter the **Department, Office, Designation** a list will appear on the right hand side showing the list of employees in that designation.

4. Tick the check box of the corresponding employees whose probation is cleared. Then enter the probation cleared Date, Order No and Order date.

5. To Update the Date click the Confirm and Update data. To cancel, click the cancel option and to print click the Print Draft Order option

*Picture Shown Below-Probation Clearance*
**VACATION DUTY**

Steps

1. The Menu can be taken by clicking the Vacation Duty link in the Service Matters as shown in figure below.

![Vacation Duty Menu](image1)

2. On Clicking the Vacation Duty a new window will appear as shown below.

*Picture Shown Below-Vacation Duty Entry*

![Vacation Duty Entry](image2)

3. Enter the corresponding **Department, District, Office** and **Year**.

4. Assign the duty either for all the employees or for the selected employees by clicking the button ‘Add All Employees’ or ‘Select Employee’ respectively.

5. Enter the Duty Assigned from and to Date and press the confirm button.

*Note: If there is any exemption for an employee the details can be given in the Exemption from and to date and the reason can be given against Reason option and press the confirm button*
REGULARIZATION

The regularization process is happened after an employ is cleared the probation Period.

Steps:

1. This menu can be taken from the dropdown menu by clicking the Service Matters and Regularisation Options as shown in the figure.

2. On clicking the Regularisation Option a new window will appear as shown below. Then Enter the Department, Office and Designation then a list will appear on the right hand side showing the list of employees in that designation to be regularised.

3. Tick the check box of the corresponding employees who are regularised.

4. Enter the Regularisation cleared Date, Regularisation Order No and Order date.

5. To Update the Date click the Confirm and Update data.

6. To cancel, click the cancel option and to print click the Print Draft Order option.

Picture Shown Below-Regularisation Details
INCREMENT SANCTIONING

Steps:

1. Point mouse to the link Service Matters and select Increment Sanction from the drop-down menu. A new window will pop up as seen below:

   Picture Shown Below: Increment sanction

2. Select Department, Designation, Office, Select Pay Scale option (Revised/Prerevised), Month and fill in the Year.

3. The system will show the list of employees to whose Increment is due in the selected month in the selected year in accordance with the service history already entered with basic pay and rate of increment due as seen in the picture given below:

   Picture Shown Below: Increment sanction
4. Choose the employees from the list or select all.

5. If the increment is processed by the Officer Designated to do, the order number may be entered and the default date will be the date on which increment is processed in the system and click the button ‘Confirm and update data’.

6. The system will generate an order which can be printed and the system registry will be got updated.

7. If the increment is processed by an officer assisting the sanctioning officer, select the employees to whom increment is due and click the button ‘Print draft order’. After obtaining the approval of the Sanctioning Officer he may repeat the process and click the button ‘Confirm and update data’, give the name and designation of the approving officer and add the list of people to whom the copies of the order required to be sent.

*Note: For prompt processing of increment, the last increment details with basic pay and next increment date should be correctly furnished in the Service History/ Present Salary. The system will checkup the scale of pay, basic pay, last increment date, next increment date and will sanction increment.*

**PROMOTION, TRANSFER & DEPUTATION**

Since all the Offices are not covered in SPARK so far, facility for online processing of Promotion, Seniority List, Deputation, Transfer etc are not provided in the SPARK now. However facility to revise the pay and designation based on promotion orders, relieve on transfer/deputation and join on transfer/deputation etc are provided. However it may be remembered that in order to get the optimum benefit of the option for relieving on transfer/deputation effective, the office to which the employee is relieved to should also be online in SPARK. These functions are accessible from the menu Service Matters.

**Updating the promotion details**

1. Go to the Service Matters menu and select the sub menu ‘Promotion’.
2. Select Department and Employee in the window that would be displayed then.
3. Then a screen carrying the current details of the employee and fields for inputting the promotion details will be displayed as seen below:

![Screen showing employee details](image1)

4. Input the details based on promotion order and statement of pay fixation based on the promotion.

5. Finally click Confirm button.

**Note-1:** While initializing promotion transfer etc, if part salary for the period prior to promotion or transfer required to be processed separately, the filed “Whether part salary to be processed” required to be selected as “Yes” as seen in the picture above

**Note-2:** When an employee is appointed to a higher post through appointment by transfer or a fresh appointment, the data of such appointment should be updated using the sub-menu ‘Appointment to higher post’ that is available in the ‘Service Matters’ menu. The window then displayed would be as given below:
### Appointment to higher post

<table>
<thead>
<tr>
<th>Department</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>SUB REGISTRARS OFFICE, RAMAPURAM</td>
</tr>
<tr>
<td>Employee</td>
<td>365907 Premanubhar M.N.</td>
</tr>
</tbody>
</table>

#### Current Details

<table>
<thead>
<tr>
<th>Current department</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current designation</td>
<td>Part Time Sweeper (2700)</td>
</tr>
<tr>
<td>Current basic pay</td>
<td>2700</td>
</tr>
<tr>
<td>Effective from</td>
<td>01/01/2010</td>
</tr>
</tbody>
</table>

#### Enter New Details

- **New department**: --Select--
- **New designation**: --Select--
- **New basic pay**: --Select--
- **Effective from**: --Select--
- **Order date**: --Select--
- **Whether part salary to be processed**: --Select--

- **New office**
- **New category**
- **New rank type**
- **Appo. order number**
- **Remarks**

[Confirm]  [Cancel]