OPERATING MANUAL FOR SPARK

1. OPENING INTERNET EXPLORER

Click on Start--> Programs--> Internet Explorer (ORDouble click on Internet Explorer Icon on the desktop

2. SETTING THE INTERNET EXPLORER

Click **Tool** Menu.
From the list click **Pop up Blocker** and check whether it is shown **Turn on Pop up Blocker**. If it is shown T**urn off Pop up Blocker** click on the option to change that.
In **tools** click on **Internet Options**, Click **Security → Custom Level.** A list of options will be displayed in a box. Click E**nable** which has **ActiveX** related options. If any Enable option is shown as not secure then don't click it. Click **Enable** which shows **Automatic prompting for file download.**

3. ACCESSING THE WEBSITE

Open Internet Explorer, in Address bar type the address as **www.spark.gov.in** and press enter key. A page will be displayed with two fields asking for **USERCODE** and **PASSWORD.**
Type your **PEN** as **USERCODE** and your password in **Password** field. Press Enter key. The main page will be displayed.

4. CHANGE YOUR PASSWORD

Click Administration → change Password
Enter old password : the password which you used to login
Enter New password : the new Password
Confirm new password : repeat the new password
Click **Confirm**. The password must have 8 characters (word + numbers) Eg. Hello999, , Spark123.

5. FIND THE PEN NO. OF THE EMPLOYEES

Click **Queries → Employee Check List**
Select your **District** and **Service Category** (State subordinate/ State Gazetted) then press **List.** The list of employees in your office will be displayed. Take the printout of the displayed list. Check whether all the employees are added in your Office list. You can only edit the details of the employees listed in your office

6. IF SOME EMPLOYEES ARE NOT IN THE LIST

Click **Queries → Employee Search**
Select **Department** Education (General)
Give the pen number of the employee (if any) and Click **List**
If the pen number is not known but the employee was entered in spark then,
Enter part of Name: Type the starting part of Employee name
Date of Birth: Date of birth of Employee you want to search and Click **List.**
If the employee's name is displayed then Contact the office shown and request them to transfer the employee through **SPARK** to your office. Or contact **SPARK** administrator.
If the employee name is not shown then create a **NEW EMPLOYEE RECORD**

7. CREATING A NEW EMPLOYEE RECORD

Click **Administrator → New Employee Record**

A new page will be displayed which is a form. You must fill the details to get a number for an employee. Enter the fields which are asked. The important fields (mandatory)
Name: format is Rajesh Kumar M
Service Category: State subordinate/ state gazetted
Sex:
Date of birth:
Religion:
Category: OBC/GEN/SC/ST
Ex-service men: Yes/No
Physically Handicapped: Yes/No
After filling these fields click **Present Service Details**
Here the Mandatory fields are
Select **Office**
Employment Type: Regular
Designation:
PF Type: General Provident Fund
PF No:
Date of joining in Govt. Service:
Date of joining in department:
Then click on **Contact details** and fill the contact details
After that Click **Confirm** Button. A number will be displayed .Note the number and this number will be the **PEN** no of the employee
To enter a second Employee Details. Click **Next Employee.**
Type the details of next employee. And generate the new PEN No.

8. SETTING THE BILL TYPES (Bill Details)

Before preparing the bill you must save all salary heads be giving them a unique name which can be identified easily.
Click **Salary Matters → Estt. Bill Types** Select **DDO code**
Fill the Fields
Bill Type: A serial No.
Description: A Name to identify a Head of Account (HSS Bill / HS Bill /UP Bill /......)
Head of Account: Separate with hyphen (2222-03-99)
Description of Head of Account: Salaries
Plan/Non Plan: N
Voted/Charged: V
Click **Insert** to set the next Bill type. You must set bill type for each Head of Account. If there are 4 Bill Heads then set 4 bill types with separate names in bill description.

9. SETTING THE ACQUITTANCE DETAILS (Acquittance Group)

Click **Salary Matters → Acquittance Details**
Code: Serial No Given in Estt. Bill Types.
Acquittance: Description given in Estt. Bill Types

10. EDIT/VERIFICATION SALARY DETAILS ENTRY

Verification
Administration → Edit Employee Record
In the Permanent Emp. No field enter the PEN Number of the first Employee in the list. And press tab key . The details will be automatically loaded. Verify the details displayed correct errors if any.

Click **Confirm** if you change the details.
Next Click **Present Service Details.** Verify the Details. If you change any thing Click **Confirm**.
Similarly Click **Contact Details**. Verify the Details. If you change any thing Click **Confirm**.
Then Click on **Present Salary**
Type correct **Basic Pay.** Select **Bill Type** and **Acquittance Group** (if not shown set these as **8** above)
Type **Last Pay change date:** the date from which the basic pay was given.
Next Increment Date: if you are not sure this date type a date which is after 6 months. Press **Confirm.**
To Enter Deductions Other Than Loans/Advances
Select **Deductions** Item
In **Amount** field type deduction amount. In **Details** field type account No. Click **Insert** link. Enter details of each deduction in this field as described. If a deduction item is more one times give a serial no in left side of the entry. If the item is an arrear type "arrear + account no" in **Details** field.
To Enter **Allowances other than DA, HRA &CCA**
Select **Allowances** Item.
Type Amount in **Amount f**ield. Click **Insert.**
To Enter Loans/Advance
Click on **Loans** link in **Edit Employee Record**
Select **Loan Item**
Loan Account No:
Loan Amount: Consolidated Amount
Recovery Started Month And Year:
No. of Installments: Total No. Of Installment
Last Installment No: Up To Last Month Count
Amount Repaid: Repaid Amount Up to Last Month. Click **Confirm**
Now to verify and enter Second Employee's Details Click on Personal Link the Next Employee Button. Enter the PEN of the **Next Employee** and repeat the above process for all Employees in the Office.

11. SALARY BILL PROCESSING

After entering Salary Details of all employees' you can process the Salary Bill.
Salary matters → Salary Processing → Monthly Salary
Check **Month.** Select **DDO Code**
Select **Bill Type:** Bill Head You want to process
Click **Select Employees** Button. The List Employee's in the Particular Bill Head Will Be Displayed. Select the Employee's by checking the Employee's Name. Click **Submit** Button.
You can see a process waiting status. Click **Refresh** Button to check the present status. If the status shows **job completed successfully** you can view the bill.

12. VIEWING THE SALARY BILL

Salary Matters → Bills and Schedules → Pay Bills and Schedules
Select **DDO Code** and **Month**
A link will be shown with a Bill Name. Click on **Select** link. A list will be displayed in the right side of the page (Inner, Outer, and Other schedule). To view the bills click on responding **select** links. You can print these bills

13. IF THE SALRY BILL OR SCHEDULE HAS ERRORS

Note the Employee's PEN Number in which error occurred. Cancel the Bill

14. CANCELLING THE PROCESSED SALARY
Salary Matters → Salary Processing → Cancel Processed Salary.

Select **DDO Code** and **Month**
Select the bill which you want to cancel by clicking on the check box. Click **Proceed**

15. CORRECTING THE DETAILS WHICH HAS ERRORS IN DIDUCTION / ALLOWANCE

Administration → Edit Employee Record
Type the Employee No. In **Permanent Emp. No.** When the Details are loaded Click **Present Salary Details.** Find the Entry Which Has errors. Click Edit link in the left side of the entry. Change the values. Click **Update.**

16. CORRECTING THE DETAILS WHICH HAS ERRORS IN LOANS

Administration → Edit Employee Record
Type the employee no. in **Permanent Emp. No.** When the details are loaded Click **Loans** . Click **Select** link of the entry the details will be loaded in Right side. Make necessary changes and click **Confirm.**
If you want to **Freeze** a loan entry, Select **Freeze** option by clicking the check box. Correct all employees' details in this manner. Again process the bill as described earlier.

17. TO ENTER THE ENCASHMENT DETAILS

> **Note: Once entered details are not allowed to edit**
> **After this process you can't cancel the bill**

Salary Matters → Salary Processing → Encashment Details
Select **DDO Code** and **Month**
Select the bill of which you want to enter the Encashment Details. Type the **Encashment date.**
Amount: Net Amount Fill all other Fields with **Zero** and Click **Proceed**

18. TO GENERATE THE SALARY SLIP

Salary Matters → Bills and Schedules → Salary Slips → Bill Wise Slip
Select **DDO Code** and **Month**
Click the **GENERATE** link displayed with the required bill name.

19. INCREMENT SANCTION

Service Matters --> Increment Sanction
Select **Office, Bill Type,** and **Month**
The employee names eligible for the selected month will be displayed. Select the Employee by clicking on the check box
Type order No: and **Order Date.** Press **Confirm** and update button.

20. PROMOTION/GRADE/DOUBLE-TRIPPLE INCREMENT/PAY FIXATION

Click on **Service matters → Promotion**
Select office. Select **Employee**
The current details and new details fields will be displayed.
In Enter **New details** field Select **New designation** (Only for promotion)
New service category (If category changes)
New Basic pay, Effective form date, Promotion Order No., Promotion Order date
Whether part salary to be processed : No
Press **Confirm** button

21. TO TRANSFER AN EMPLOYEE TO ANOTHER OFFICE

Service matters → Transfer → Generate transfer order
Fill the details
Office: Your Office
Designation: Designation of employee
Type of Transfer: transfer /Interdepartmental/Promotion with transfer
Transfer order No.:
Transfer order date:
District: To which District
Department: To which transferred
Office: To which Office
Remarks
Press **Confirm** *and if the transfer is successfully done.*
Click **Service matters → transfer → relieve on Transfer**
Fill the details
Office: Your office
Employee: Employee transferred
Type relieving date:
Relieving order no.:
Whether part salary to be processed: Yes / No (Select yes if you want to process part salary)

22. TO JOIN A TRANSFERRED EMPLOYEE TO YOUR OFFICE

Fill the details
Office: Your office
The employee's list transferred to your office will be Displayed in the
left side. Select the employee. Type in
Date of joining
Bill type: to which the employee belongs to. Click **Confirm**

23. LEAVE ENTRY AND SURRENDER

You can enter an employee's leave entry
Administrator → Edit Employee record
Type the **Employee No.** and click outside. When the details will be loaded click on **Leave Availed.**
Select **Leave Type** (HPL/LWA/EL/CL/ Diasnon/ML, etc....)
Type **From Date**
Type **To Date**
Click **Insert**
To enter the leave account of Earned leave or half pay leave you must enter the leave balance in Edit Employee record

24. SETTING THE BALANCE OF EL & HPL

Click **Administration → Edit Employee Record**
Type the **Employee No.** and click outside
When details will be loaded click on **Leave Account t**he **EL** field will be selected
Click **Enter Opening Balance**
Type **As on Date, No. of Days a**nd Click **Proceed.**
Adjust the date so that the fraction or decimal part can be removed (back date)
To enter Next Employee's leave balance click on **Personal** and then click **Next Employee Button.**

25. LEAVE SURRENDERING

If you have entered the leave balance of an employee you can surrender the leave of that employee.
Click **Service Matters → Leave → Leave Surrender**
Type the **Sanction No.** and **Sanction Date**
Select the Employee from the list. Type **Application Date, No of Days, As on Date** and click on **Insert.**
Repeat the process for each employee

26. LEAVE SURRENDER BILL

To process the Leave Bill
Click on **Salary Matters → Salary Processing → Leave Surrender**
Select **DDO Code** and select **Bill Type**
The Employee list will be displayed. Select the employee and click on **Proceed**
When the status will be shown as process completed successfully. You can view the bill

27. VIEWING SURRENDER BILL

Salary Matters → Bills and Schedules → Leave Surrender Bill
Select **DDO Code** and **Month**
A link will be shown with a bill name. Click **Select** Link.

28. EMPLOYEES WITH NO HRA

Click **Administration → Edit Employee Record**
Type the employee no. and click on **Quarters** and Enter the details.
Station: Location
From Date, **To Date**, **Address of quarters.** Click **Insert**

29. DA ARREAR PROCESSING

Click on **Salary Matters → Salary Processing → DA Arrear**
Type the Period
From Date: Month and Year
To Date : Month and Year
Select **DDO Code** and Select **Bill Type**
Click **Select Employee** Button. Select Employee from the displayed List. Click **Proceed** Button

30. MERGE ARREAR WITH SALARY

Click **Salary Matters → Salary Processing → Merge Arrear with Salary**
Fill the Details Required and Click **Proceed**
To get DA Arrear with a small amount adding to PF and Balance in Hand.
After processing the DA arrear
Click **Administration → Edit Employee Record**
Type the Employee No. Click **Present Salary.** In **Deduction** Side. Select **Arrear PF** and enter the amount which should be added to PF and **Insert** in **Allowance** side. Select **Arrear Dearness Allowance**
Enter the whole amount of DA and click **Insert.** Process the Bill which is described in earlier section.

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SOME QUESTIONS AND ANSWERS

1. How to get user ID and password in SPARK?

For getting user ID and password, the service book details have to be entered into SPARK. This can be done by the help of three agencies Keltron, Akshya, Kudumbasree. After the data is entered inform KSITM with the details (Department and number of employee required Training). KSITM will schedule the training in the particular district if slot is available or to near by district. The training is for 2 days and give to Establishment and Bill Clerk. During the training the User ID and Password is issued. The User ID and Password for SDO can be issued by contacting the Department Master User.

2. How to sanction increment?

- Go to Service Matters → increment Sanction
- Select bill type, month and click proceed. Select the employee eligible for increment click update data.
- Generate report can be used to take the proceedings.

3. How to sanction promotion?

- Go to Service Matters → Promotion.
- Select Employee, then current details will be displayed and verify the details.
- Enter new details, designation, basic pay, with effect date, order no and order date.
- Click Confirm and Update
- For entering part salary select yes in the part salary option. (if service category changes)

4. How to create a transfer order?

- Go to Service Matters → Transfer → Generate Transfer Order
- Enter designation (when designation is selected the employee under that designation will be displayed) and select the employee who is to be transferred.
- Select the type of transfer (promotion with transfer, department transfer and general transfer) according to the selection the details to be filled varies.
- Enter the order number, order date.
- Select district and office to which the employee is to be transferred.
- Then confirm and update data

5. How to create relive on transfer?

- Go to Service Matters →Transfer → Relive on Transfer
- Then the list of employee who has already created the transfer order will list.
- Select the employee then the type of transfer we already give while created the transfer order will display. Verify the details.
- Then enter relieving details like relieving date, relieving order number (put joining time blank).
- Confirm and update data.
- Note: If part salary has to be given then select yes.

6. How to join an employee who is transferred from another office?

- Go to Service Matters → Transfer → Join on Transfer
- Select office then the employee who is to be joined will be displayed.
- Click the 'select' link against that employee the details will be displayed.

- Enter the date of joining, new section, new bill type then click confirms.

7. How to enter leave account?

- Go to Service Matters → Leave → Leave Account
- Select employee then select leave type (EL or HPL)
- Choose an option heading click opening balance. On clicking that option as on date and number of days text box will be displayed. In as on date text box enter a previous date from which the employee requires leave. Then in the number text box enter the balance leave from the as on date entered.
- Click proceed then account will be set.
- Service Matters → Leave → Leave Entry we can enter leave.

8. How to upload photo and signature?

The photo can be uploaded from Administration -→ Edit Employee Record →Employee Details page. The size of photo should not be more than 25 Kb with dimension 1.2 inch (width) x 1.5 inch (height) and scan with true colour and 100 dpi and save in jpeg format. This image file 1.2 inch (width) x 1.5 inch (height) may be uploaded. Signature can also upload from Administration → Edit Employee Record → Employee Details page. The signature should be 3 cm long and 0.7 cm wide on a white paper and scan with true color and 100 dpi and save in jpeg/jpg format. This image file (size 3 cm x 0.7 cm) may be uploaded.

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