

SPARK e-News Letter



A Project under Finance Department, Government of Kerala

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Importance of Training @ SPARK

P. Anil Prasad, Chief Project Manager (SPARK)

A lot of studies conducted all over the world show that inadequate training would result in either underutilization or improper use of management information systems, which includes e-governance applications as well. In this issue let us discuss the importance of training

Influence of Information and Communication Technology in enhancing the efficiency and effectiveness of management functions is a well recognized reality all over the world. ICT enabled Management Information System (MIS) is now integral to effective Management. The development and implementation of an MIS alone would not help. What matters is the right use of the developed system. Right use is heavily depended on appropriate and continuous training. A lot of studies conducted all over the world reveal that the principal success factor of MIS enabled management is effective training to users based on a lifelong learning strategy..

SPARK is the Employee Management Information System of Kerala Government for managing its human resource. Let us examine how the lifelong learning strategy functions in SPARK implementation.

Lifelong learning happens when formal and informal, traditional and online leaning methods are blended systematically into a single learning life-cycle. In the formal side, SPARK PMU, in collaboration with Keltron and C-DIT, have made extensive arrangements in all the districts to arrange training programmes at fully equipped venues based on regular schedules. SPARK PMU also arranges formal training programmes on demand from field departments. This formal approach is traditional as well. Apart from the above, SPARK PMU has also created a dynamic learning environment through Department Master Trainers. Department Master Trainers are, in fact, training volunteers who have substantial experience in using SPARK and got further intensive training. Their knowledge and experiences are shared with their colleagues and even with functionaries of other departments through an organic knowledge spreading process by way of regular communications between the DMTs and the users. The services of the DMTs are also made use for facilitating formal training sessions.

In a lifelong learning environment, presence of an online learning platform to bridge the time gap between different formal training batches is quite essential. With this objective in mind we have designed a new info website for SPARK and that will be launched soon. The new info site will have a very easily usable and regularly updated online manual and FAQ. In the next phase, we will also launch an online Learning Management System.

Apart from all the above, the Master Trainers deployed at SPARK PMU and its regional helpdesk in Kannur take special effort to detail the right use of various modules of SPARK while they attend user queries over phone and in email/online chat. Direct visitors to the above help desks also get the learning support.

The implication of wrong processes triggered in e-governance systems will be very much higher than the manual systems, because, in e-governance systems, results are produced in lightning speed. Before we initiate an attempt to revert a wrong activity, ripples of its might have been already influenced many related activities. In most cases, the wrong procedures are initiated because of three reasons, viz, (1) lack of understanding (2) lack of experience (3) carelessness. The first reason can be fully solved through training. The second and third can also be greatly solved by training. That is why SPARK PMU has adopted a lifelong learning based training and development strategy.

All the SPARK implementing departments are encouraged to make use of these leaning facilities. To clear doubts and to demand training you can always send an email to info@spark.gov.in with **Training request** as subject.

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e-Governance Projects hand in glove with SPARK



Article by Abila A.L
Assistant, Finance Department, Govt of Kerala

e-lectronic Governance is an important modern strategy for successful good governance. It bridges the gaps between government and its stakeholders and also helps to strengthen Government to Citizen (G2C), Government to Employees (G2E), Government to Government (G2G) and Government to Business (G2B) transactions. Finance department being a pioneer in e-governance in the state by establishing the first Data Processing Centre in 1970s, have so far developed many software applications to carry out crucial functions in respect of Public Finance Management. Now all these applications are being integrated under the umbrella of Integrated Financial Management System (IFMS). In this article important constituents of IFMS, except SPARK, are briefly introduced.

Integrated Financial Management System (IFMS)

IFMS has a budget processing, allocating and accounting part and HR management part. The HR management part is SPARK. The other part is consisted of Budget estimation System (BMS), Budget Preparation System (BOUGETTE), Budget Allocation and Monitoring System (BAMS), Bill Information and Management System (BIMS), Revenue Management (e-Treasury), Expenditure Management (Core-TIS), Pension Management (PIMS), Treasury Savings Bank (CTSB), Accounts & Audit Management (Core-TIS), Stamp Management & e-Stamping (CRA), Strong Room management (SRMS), Cash Management (WAMS). This project is aimed to achieve the effective public finance management of the state by integrating all the above software applications as well as connecting it with Accountant General's Office, The Reserve Bank of India, Agency Banks, Government of India etc.

field offices through the system. The roles of BAMS also include the checking of budget availability before the bill submission and manage the monthly cash transactions in accordance with pre-determined targets. This application permits the re-appropriation of funds within the prescribed limits and allows withdrawal/surrender of budget grants. The system thus gauges and records the volume of money transactions and expenditure details and this monitoring system now gives expenditure data to the Government on a real time basis. The system gives various reports on budget authorizations, cash flows, fund transfer transactions and authorization slips are also generated. Allocation of head of accounts by controlling officer up to DDOs is done through BAMS

treasury.kerala.gov.in/bams

Bill Informations and Management System (BIMS)

Bill Informations and Management System (BiMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-submit it to the treasury through BiMS.

treasury.kerala.gov.in/bims

Budget Allocation & Monitoring System (BAMS)

Budget Allocation & Monitoring System (BAMS) is an e governance program, functions under IFMS to allocate the budget and to authorize expenditure. With the release of the budget, funds are being distributed and allocated to respective

E-governance is easy governance, effective governance, and also economic governance. E-governance paves the way for good governance.



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Government Aided Institutions' PF System (GAINPF)

Gain PF manages the PF accounts of employees working under Aided institutions. The system takes care of the entire life-cycle of PF management such as PF subscription, monthly entry, advance & withdrawal, refund, interest calculation, issuance of credit cards, annual statements etc. GAINPF is a web based solution that helps to maintain proper accounts and speedy processing of the related activities. This system also shares data with SPARK for processing the Gain PF related claims of employees in aided institutions.

gainpf.kerala.gov.in



Gazetted Entitlement Management System (GEMS)

State gazetted officers' pay, allowance, leave and pension details are being managed by the office of the Accountant General. The entitlements of gazetted officers can process only after the updation of corresponding slip from Accounts general office. Accountant General office manages such processes through a web based program, called GEMS. GEMS is developed and owned by the office of the Accountant General. It aims at regulating gazetted employees'

entitlements, which include pay and allowances, leave, leave salary etc based on government rules and regulations. AG's office processes slips for Salary, Leave salary, Promotion, Increment, Subsistence allowance, Reversion, Transfer, Leave surrender, Terminal Surrender and PF related claim bills. The system records gazetted employee's all service and pay roll related data for the entire government service period. This has separate modules for pay, leave and pension. The pay module processes the changes regarding pay related matters, whereas leave module manages leave account, leave salary, leave surrender and terminal surrender of gazetted employees. The pension module provides necessary pension related details to pension data handling system.

ksemp.agker.cag.gov.in

E-TREASURY

E treasury is an online application runs under Treasury department, facilitating electronic receipt and payment of bills. E-treasury system scrutinizes and processes the bills submitted through SPARK. This also accepts the bills directly submitted to treasury. The system facilitates on-line payment of Kerala State's Taxes through the internet banking portals of various banks. To avail of this facility, the taxpayer is required to have a net-banking account with any of the banks listed by the government for this purpose.

etreasury.kerala.gov.in

Viswas

Viswas portal, which operates under Kerala State Insurance Department, is the part of digitalization move of state government. State Life Insurance (SLI) and Group Insurance Scheme (GIS) details all state government employees are managed through this online system. The SLI and GIS policy and premium amount details, monthly deductions etc are updated in the system by the DDO. Thus Viswas ensures speedy processing and settlement of SLI and GIS claims.

ksid.kerala.gov.in

PRISM:

PRISM a web based application intended for pensioners to submit application for drawing pension related benefits. This web portal maintains the complete database of pensioners. SPARK shares employees' service and payroll related data with PRISM. When an employee got registered in PRISM using their PEN in preparation to retirement, the employee's details in SPARK that are required for the pension authority to process pension application get automatically updated in PRISM. The application submitted by non-gazetted employees through PRISM directly forwarded to AG (Pension) for further processing and approving procedures. Whereas, for gazetted employees, the submitted applications are routed through Pension Sanction Authority in government and from there it is forwarded to AG's office for further processing. This online system also enables the user to know the status of the submitted application at any time, and also through this system the user can view the report when the sanctioning authority approves the claim.

prism.kerala.gov.in

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Recent Software updates/Improvements



Exclude option for 3rd installment Pay Revision Arrears

“Exclude” option has been enabled under *Accounts-->Make bill from Pay roll option*, to leave out the cases of excess or short drawl made in their previous installments of pay revision arrears, and to allow the processing or arrears for the remaining employees in the bill. The excess and short drawal cases have to be kept pending from making 3rd installment pay revision arrears until a software facility for re-processing the 3rd installment is given.

Terminal Surrender Arrear (PR 2014) 3rd instalment

The option for preparing the 3rd Instalment of Terminal Surrender Arrear (PR 2014) is enabled in SPARK. If the first and second instalments of Terminal surrender arrear (PR 2014) of retired employees' were encashed properly, then the 3rd instalment of terminal surrender arrear option will be listed under the option *Accounts--->Bills-->'Make bill from Approved claim'* to prepare the claim bill.

Manual Bill Preparation Pre 2/2011(Claim w.r.t Employee not having PEN)

A module has been enabled in SPARK to enter details of the manually prepared bill and to print the bill and e-submit it to Treasury through SPARK for claims prior to 02/2011 in the cases of employee not having PEN.

LTC surrender for Judicial Officers in the High court

A Module has been activated under Salary Matters--> Leave surrender --> Leave surrender on LTC (AIS officers and High Court Judges) to process the LTC surrender for 10 days. For processing the LTC surrender, leave surrender order has to be generated as like EL surrender, then only employee will list in LTC surrender processing option.

Locked/Unlocked Details

A new option is included in SPARK for generating the locked and unlocked status report of employees in an office. The locked/unlocked employee status report can be generated in PDF format. The option is available under *Administration-->'Locked/unlocked Details'* option. This option can be used to monitor the employee data verification and locking status for various purposes including online general transfer application processing.

Manual Bill Pre 2/2011 Retired employee Processing

Retired employees' Manual Bill Pre 2/2011 processing option has been enabled in SPARK to process the manual bills prior to 2/2011 of retired employees having PEN. This option can be accessed from DDO's login through *Salary Matters--> Manual Bill Preparation (Pre 2/2011)-> Claim w.r.t employees having PEN(Retired)* option

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Advance /Addition increment

In order to enable the processing of advance/ additional increments through SPARK, facility has been added to process two additional increments in the increment module. Advance Increment option is for processing the advance increment, in cases of two or more future increments granted to employee as reward. Additional Increment option is for processing the increment sanctioned to employees in addition to their normal periodical increment. All employees will be listed under these options and the processing user can select employee and sanction the advance/ additional increment as per government orders.

OD cancellation/C. Off cancellation

Recently SPARK has enabled an option in user's login to cancel the Outside duty/Compensatory Off request. Previously once the OD and C. Off application have been sent to their higher authorities, there was no option to cancel the forwarded application from the users end. Now through this newly activated facility, the user can cancel the application before it got approved by their competent authorities. It will be useful for departments that enabled attendance management through SPARK.

New privileges to AG Level User

SPARK users in the office of the Accountant General have been given an additional option for viewing the employee details for functions relating to AG's office.

New Privileges to NPS user:

Bulk file uploading facility has been enabled for NPS regional users, for uploading the PRAN details through front end. Files to be uploaded should be in .CVC format. This option will help to expedite the NPS details updation processes in SPARK

New option for Head of the Department (W) users and Regional users (R) to view personal details of Employees

Head of the Departments (W) and Regional Users (R) has been given an additional option for viewing details of all employees working in the department. This facility enables the W and R users to monitor the employees working under their superintendence.

Promotion of gazetted employees

Facility has been enabled in SPARK promotion module for processing gazetted employees' promotion through SPARK. The designation will automatically change on updating the promotion order.

Online transfer front end application

A front-end has been developed for the online general transfer module. Currently Agriculture, Medical Education, Health and Homeopathy departments use the general transfer processing module in SPARK

New Department : Women and Child Development Department

Based on a request from the newly created Women and Child Development Department, SPARK PMU created a new department in SPARK and completed the process of changing the DDO code of all the offices listed under the new department. All the employees who have got access as DDO have been retained to the new department too. The officers can use the User ID and Password previously used for login to SPARK. The Temporary employees have also been transferred to the new department.

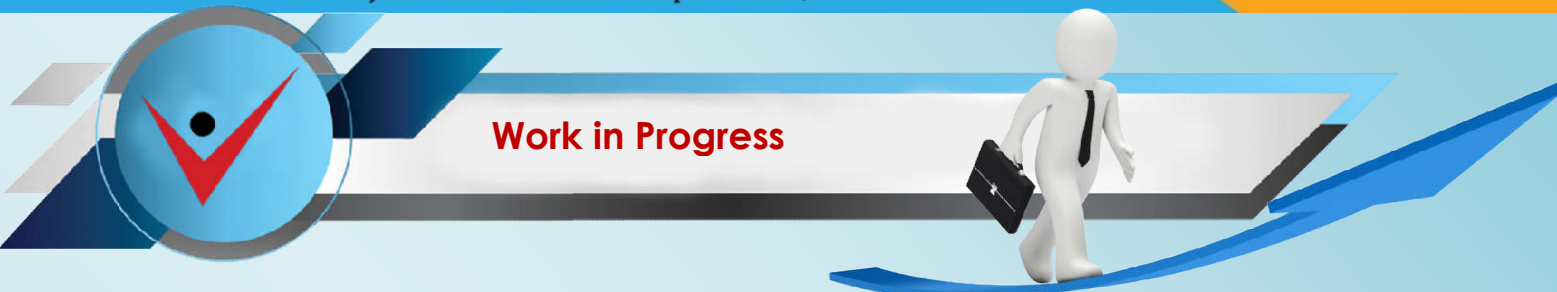
As the department and department code have been changed, the salary and deduction particulars of the temporary employees have to be input again into the system by the related offices. This is an one time process. Similarly, in the case of gazetted officers, new pay slips from the AG's office are needed for processing their salary. Hence all gazetted officers in the new department are instructed contact the AG's office for further assistance in this matter. For initializing any Head of account in the new department, please use the Menu "ACCOUNTS - INITIALISATION - HEAD OF ACCOUNT" and get the head of account details

For further clarification on the matter you may please contact Director, Women and Child Development Department

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Starting from the Project commencement, SPARK PMU is committed to automate all the procedures of HR management in Government. Based on the regular research and developments, new modules are being added regularly. Following are the new modules under preparation;

Pay revision arrear 3rd installment Reprocessing option



Reprocessing option will be activated soon in SPARK for processing the 3rd instalment of Pay revision arrear for excluded employees, who had been excluded through 'Exclude Employee' option due to excess/ short drawal made in previous instalments of pay revision arrears by mistake

PF closure module



As per the currently available facility, even if an employee's PF account is closed and PF details are removed from SPARK, these details need to be entered again in employee's present salary details to process the PF closure related claim. But again it has to be removed for processing pay revision arrear. To simplify the software function and to save the users from hardships, a module is under development for PF closure. Details of PF closure related claims will be automatically updated in this module.

Working Arrangement



So far SPARK has not been handling the working arrangement processing. Now the development of a module for the same is in its advanced stage. It will include the options 'Relieve on working arrangement' and 'Join from working arrangement'. In this module, there will be fields to update order details, duration and office details. If an employee is relieved to other office on 'Working arrangement', then he/she will be eligible to receive the HRA and CCA of the office where the employee got deployed through working arrangement and when the employee returns to his parent office after the working arrangement, then from the joining date onwards the employee will receive HRA and CCA of the parent office as per the existing rules. On updating this 'Working Arrangement' module such procedures will automatically get updated in SPARK. Along with relieving and joining details, system will automatically calculate the pay details, HRA and CCA, based on the details updated through Working arrangement option.

Cancel Increment



At present, SPARK does not provide facility to users to cancel the mistakenly sanctioned increment. Once increment is sanctioned for an employee, it cannot be reverted by the users and they have to send requests to SPARK PMU to correct the basic pay and last pay change date. To avoid such difficulties SPARK PMU has been working on the Increment module to include a new option to cancel the wrongly sanctioned increment. This will work only if salary not processed/encashed with wrongly sanctioned increment.

Empanelment of Department Master Trainers of SPARK

As per G.O. (P) No. 3/2017/Fin dated 05/01/2017 SPARK PMU invites application for empanelment of Department Master Trainers from Government officials who have expertise in dealing with establishment matters as well as SPARK software operations. Application form is available on the website www.info.spark.gov.in. The filled applications have to be sent to the email id: info@spark.gov.in with DMT Application as subject.

Work efficiently, not madly. If you are leaving late from the office does not mean you are happy. Those faces which will smile after seeing you will surely give you happiness.
-Abdul Kalam-

"Perform all work carefully guided by compassion"
-Ved Vyasa-

The future depends on what we do in the present
-Mahatma Gandhi-

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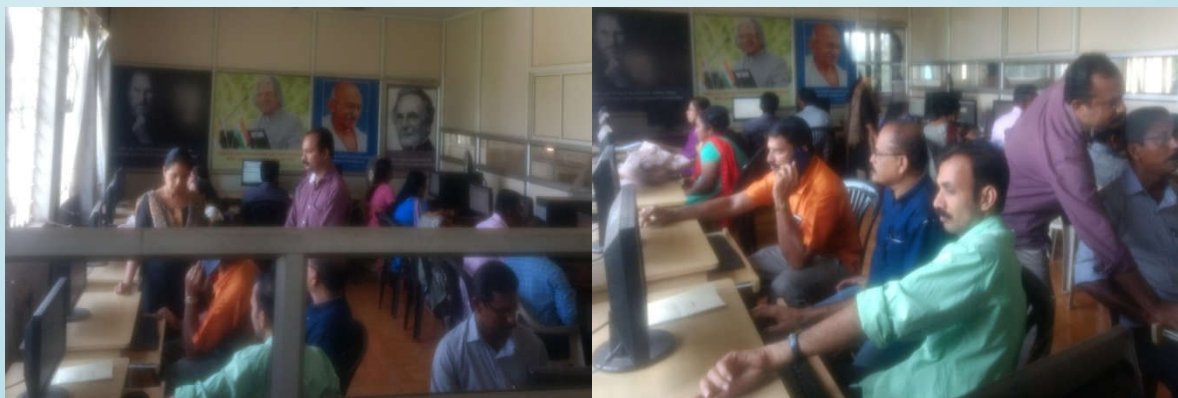
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Latest Events

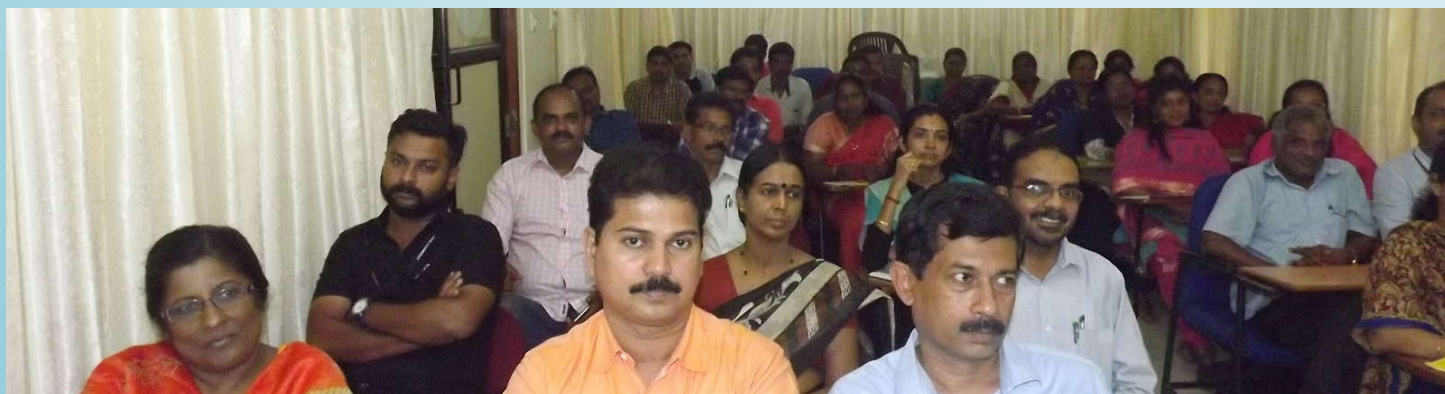
Two days SPARK training/ arranged for the employees working at Kollam district

As part of arranging district wise SPARK trainings/workshops across the state to equip the users with SPARK handling techniques, SPARK PMU has conducted a two day training at Kollam district on 06.04.2018 & 07.04.2018. The Training was held at Keltron Knowledge Centre, Thalamadam Building, Kilikolloor P O, Kollam. A total of 17 employees from various offices at Kollam district attended this two day training programme. This training was facilitated by Mr. Gopakumaran Nair, DMT, UD Clerk, O/o the Assistant Project Officer, Regional A I Centre. Ms. Suja Sankar, Master Trainer from PMU provided necessary support. All the SPARK menus and options were briefly discussed on the first day of the training session and on the 2nd day, the attendees were given hands on training to make them familiarise with SPARK options.



One day SPARK training programme conducted for the employees of Secretariat, Finance Dept and various departments, held on 18/04/2018

SPARK PMU has conducted one day training programme on 18/04/2018, AN at CTFM for the employees of secretariat, Finance Department. 36 employees from Finance Department, Govt secretariat attended the training and a few employees from other department also participated in the training. Mr. Sunil T.K. , Master Trainer, SPARK handled the training session.



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Two day SPARK Training Programme held at Alappuzha

Considering the requests from government officials in Alappuzha District, SPARK PMU organized a two day Training Programme at Alappuzha District for the employees working in various offices in Alappuzha. The training programme was held at BSS Computer College, BJ Road, Mullackal, Alappuzha on 15th and 16th of May 2018. Objective of this training was to provide a detailed training on the in and outs of the SPARK software. 17 Employees attended the programme and Ms. Lekha A. S., Master Trainer from SPARK PMU, guided the attendees through various menus in SPARK on 15th May 2018 and gave hands on training on 16th May 2018.



Two day SPARK Training Programme held at Thiruvananthapuram

As per the high demand from SPARK users, SPARK PMU organized trainings at two places on the same dates at Thiruvananthapuram city. Trainings were scheduled as two day programs including hand on workshop, and conducted on 15th and 16th of May 2018, one at Keltron Knowledge Centre, Syrian Church Road, Spencer Jn, Trivandrum and the other at Keltron Knowledge Centre, IInd Floor, Champikalom Building, Bakery Jn, Women's College Road, Vazhuthacaud. Eleven employees attended the training programme held at Keltron Knowledge Centre, Spencer Jn and Mr. Antony Raj V, Department Master Trainer (DMT), UP Assistant, Central HS Eastfort, Thiruvananthapuram handled this two day training session. Mr. Sunil T.K., Master Trainer, SPARK handled the training at Keltron Knowledge Centre, Vazhuthacaud, Trivandrum and eighteen attendees were there in the programme.



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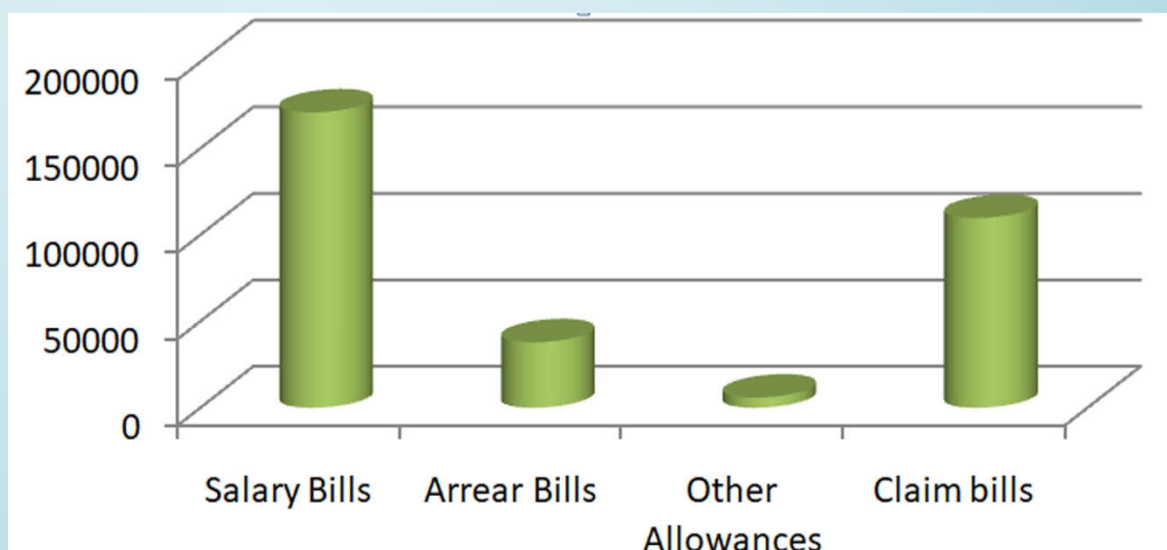


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Vital Statistics of volume of transactions and the bills processed through SPARK

SPARK processes the salary, arrear, claim bills of all the state government establishments covering 119 Government Departments, and over 33190 offices spread across the State. As per SPARK database records, 170809 salary bills, 37850 arrear bills (including DA arrears, Salary arrears and Pay revision arrears) ,5850 other allowances bill and 109764 claim bills were processed through SPARK during the period from 01/03/2018 to 30/04/2018 last month.



Green e-Government strategy of SPARK

As we observe world environment day on June 5th, some points are to be mentioned from SPARK PMU's end to highlight the green initiatives and practices that we follow to ensure an eco friendly working environment.

Green initiatives and practices of SPARK PMU;

- *Reduced paper consumption: Service and salary related matters of all employees are now being processed through SPARK. By replacing the traditional paper works with SPARK, the system could effectively reduce the environmental pollution caused due to increased paper usage.*
- *Server consolidation executed in SPARK ensures less power consumption and minimum usage of energy as the system uses only fewer servers.*
- *SPARK provides facilities like online chat, email and Tele communication options to the stakeholders to communicate with SPARK PMU, this reduces the carbon emission from travel, the stakeholders can work from their working site.*
- *A unified IP messenger is used for in-house data exchanges in SPARK PMU, this reduces the paper usage and saves energy.*



JUNE 5

WORLD ENVIRONMENT DAY

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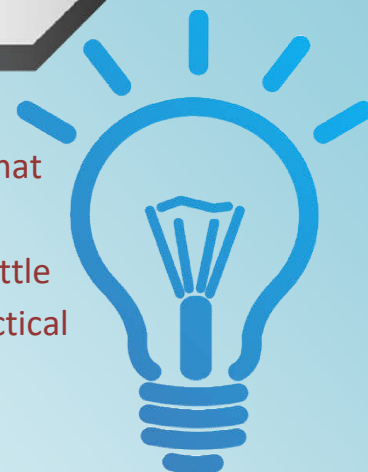


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Tips to avoid errors in SPARK

While analyzing the issues reported to PMU for support, it is found that most of the issues occur due to the user made mistakes. Users can easily eliminate such errors if they handle the SPARK system with a little more systematic and meticulous manner. Here we discuss some practical ways which would be of aid to smoothly manage the SPARK system.



Employee details in SPARK should be complete and up to date. DDO/Head of the Dept should ensure the details are updated correctly on time and the service history details of the employees are correct. The entries in service book module should be continuous. Breaks in service history and overlapping entries should be avoided so as to eliminate errors while processing salary and other service procedures.

If any error comes to notice while operating SPARK modules, that should be reported immediately to SPARK PMU office

DDO's should make certain that their employee's service and payroll procedures are being processed in time/within prescribed time limits.

Avoid the chances of identity thefts! Don't disclose your login details to anyone, or allow anyone to use your user login.

While making manual entries in SPARK, make certain that the values/details inserted are correct and thoroughly verified.

Erroneous bills should be cancelled with in no time, or if any arrears processed and encashed based on the error bill there are chances of getting other bills also erroneous.

Please go through the Help material available in our site before trying the new modules

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Recently issued important Circulars

Circular No:39/2018/Fin dated 05/05/2018

General Instructions for registering new employees in SPARK using Form No.1 – Instructions

This circular directs all Heads of Department, DDO's and other Establishment Users to strictly follow the below mentioned instructions for registering the new employees in SPARK.

(1) Registering an employee in the SPARK system with all related details should be the first step to be completed while admitting a newly recruited employee in Government Service when they report before the competent officer for joining.

(2) Form No - I (Which is an essential enclosure along with the appointment order based on Rule 141, Part III KSR5) for new employee registration should strictly be adhered to and PEN must be generated to the candidate the day itself as and when he joins duty. If the candidate is already having a PEN by virtue of any past service, the same is to be continued. Generating fresh PEN in such cases will attract disciplinary action against the officer who generates the duplicate PEN, ignoring the warning messages in SPARK.

Letter No 696366, File No: SPK-A1/1/2018-Fin Dated :24/04/2018 SPARK PMU-G.O.(P)No.29/2016/GE dn dated 29.01.2016 Clarification and non spark bill permission

This letter directs all the Treasury Officers concerned to accept the Non SPARK Bill submitted by the DDOs concerned for claiming salary arrears that are to be merged to the PF account of those teachers / employees (employees in the consolidated list forwarded by the Director of Public Instructions), whose appointments were approved based on G.O.(P)No.29/2016/GE dn dated 29.01.2016. The letter also details the procedures to be followed by the treasury officers in passing such NON-SPARK bills.

Circular No.34/2018/Fin dated 23.04.2018

Finance Department-Pay Revision arrears Third installment - Directions to process the same in SPARK

This Circular instructs the procedures to be followed for processing the third installment of PR arrears (including terminal surrender arrears) in SPARK. The instructions in the GO are as follows: The third installment can be drawn from the office from where the first and second installment had drawn. The employees will be listed in SPARK accordingly. The employees, whose first and second installments are encashed alone will be listed in SPARK for third installment processing. If irregular of drawal of first or second installment (either excess drawal or short drawal) is already made, then such cases are to be reported by the DDO concerned to Finance Department through proper channel with PEN, bill copy and drawn particulars, reason for non observance etc, immediately. In such cases the processing of third installment in SPARK is to be avoided. till further directions to encash the same are issued.

Department Management Users (DMU)

Department Management Users (DMUs) play a vital role in implementing SPARK in their departments. They are also entrusted with a lot of important functions with respect to project coordination. The list of users having DMU privilege from various departments can be seen at the notice board of SPARK application. A few departments are yet to nominate DMUs. Therefore all the Heads of Departments are requested:



- Review the existing list and furnish application in Form No.2 to SPARK PMU, in the cases where changes are required.
- The Departments that have not nominated DMUs so far should forward nominations in Form. No.2 immediately to SPARK PMU.

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Get familiarize with a SPARK module

In this issue: Deputation (Article prepared by Ms. Sajeena)

From this issue onwards, we are starting a new section in the e-News Letter featuring SPARK modules with the aim to make the users familiarized with the SPARK modules. In this issue we are discussing the points to be kept in mind while operating the Deputation module.

This issue features the Deputation module.

Deputation is appointment given to a person to act on behalf of another for a stipulated time. To depute is to transfer an employee to a new department or new position for a temporary period with lien in the parent department. After the period of deputation, the employees return to their parent department and continue to hold the same position as held before. In SPARK there are options to update the deputation details and to relieve and join the employees on deputation

Whenever an employee has completed his/her deputation either in a Government Department or in an autonomous body, the parent office/ department can revert the employee through the corresponding menu and able to update data as per the current status.

Pay drawn details of Deputation period can also be entered in spark database through

Salary matters --> Manually Drawn

If the deputation department is an autonomous body (Non SPARK office) in such cases we have to revert the employee to parent department for processing the claims related bill.

- ✓ TA tour claims
- ✓ Medical Re-imbursement/Medical Advance Settlement
- ✓ PF Temporary withdrawal/PF NRA withdrawal
- ✓ Last pay Certificate cannot be generated while relieving an employee through deputation module.

Service Matters

Deputation	▶	Relieve on Deputation
Leave Application	▶	Revert Relieving
Coff Application	▶	Join on Deputation
Outside duty intimation	▶	Relieve from Deputation
	▶	Return from Deputation

An employee can be transferred to Autonomous bodies or Deputation to other organizations through

Service matters --> Deputation --> Relieve on Deputation

Whenever an employee has completed his/her deputation either within the Department or an autonomous body, then the parent office/ department can revert the employee through the corresponding menu and able to do the changes as per the present status

Service matters --> Return from deputation

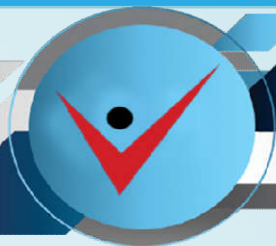
The following facilities for deputed employees are also available in SPARK

- ✓ Part salary processing
- ✓ Pay Revision Arrear
- ✓ Pay revision 2014 --> Pay Revision Arrear (Deputed Employee) --> Pay revision arrear processing (Deputed)
- ✓ Salary arrear processing for relieved employee
- ✓ DA arrear processing for relieved employee

SPARK e-News Letter



A Project under Finance Department, Government of Kerala



Awards and Recognitions



SKOCH Smart Governance Awards 2015



SPARK has been awarded the prestigious SKOCH Order of Merit Award, 2015 in 41st SKOCH Summit held at India Habitat Centre, New Delhi, on 22-23rd September 2015.

SKOCH Award is being distributed annually to government, government related organizations and also to other exceptional service providing institutions for their outstanding excellence in the field of governance, finance, technology, economics and social sector. As SPARK had received this order of merit award during its preliminary phase of project implementation, competing with other well flourished e-governance projects in India, this success gives immense motivation to SPARK team for its future endeavors. Also we have been shortlisted for some of the national and state level awards, and keeping this momentum in mind our team has been involved in continuous research to implement novel ideas and new policies to make this project the most successful e-governance project in India.



SKOCH GROUP

