GOVERNMENT OF KERALA

Finance (ITSF) Department
11/01/2021,
Thiruvananthapuram

No.1359067 File No: EDN-B1/338/2019-FIN

From
Additional Chief Secretary to Government

To
Director of General Education (Upto High school/Higher Secondary/VHSE),
Thiruvananthapuram/
Director of Collegiate Education, Thiruvananthapuram/
Director of Technical Education, Thiruvananthapuram

Sir,
Sub: Aided Institutions - Allotting allowances without counter signature - reg.
Ref: C O.(P) No.163/2020/Fin dated, 22-12-2020

Inviting attention to the reference cited, I am to request you to instruct all the bill countersigning authorities under your control, to do the locking of all records of aided employees in SPARK, based on proper verification by the competent authorities, if not done already. The same is to be done within a week positively so as to ensure timely salary bill generation of January 2021. The following documents are also forwarded herewith as a tutorial for better understanding of the new system envisaged in the GO referred above.

1) A write up on various modules in SPARK, applicable for Aided Institutions.
2) Process for submitting bills that can be submitted directly to treasury by DDOs
3) Process for e-submitting those bills which needs approval from Controlling officer / Approving authorities.

Please circulate the same to all your sub offices and DDOs immediately.

Yours Faithfully,

SURESH KUMAR.O B
DEPUTY SECRETARY
For Additional Chief Secretary to Government.

Approved for Issue,

Manager (ITSF)
Copy to :- SPARK PMU (For information)
New guidelines have been formulated in the approval system for aided Institutions.

A verification provision is also included prior to approval (authentication). The verifying authority should be an authorised person among the ministerial staff such as clerk in the clerical cadre appointed by the controlling officer. The privileges for verification can be added by the controlling officer. The verifying authority will view the applications forwarded by the DDO and will recommend for either approval or rejection as per the equity of the data (such as increment, promotion, transfer, leave etc) to concern approving authority/controlling officer. Final approval has been made by the approving authority/controlling officer.

**Lock and Unlock employee record**

Each employee’s data can be locked by the DDO using the menu:

Administration -- Unlock employee record -- Unlock Approval.

But the approval is done through the approving authority/controlling officer.

**For unlocking employee record**

Administration -- Unlock employee record -- Unlock Approval (Figure 1)

The office name will only be available if there is at least one pending application for approval (Figure 2).

**Steps for Approving an “unlocking application”**

is explained in below screens available (Figure 4).
Click “approve button” for unlocking the employee record (Figure 4).

Figure 6

Confirmation message will be displayed accordingly (Figure 7).

Figure 7

“Sucessfully unlocked employee record” message will be displayed (Figure 7).

Figure 8

**Verifying User Creation**

The ‘Verify User’ privilege can be added by Approving Authority/controlling authority login, click on the “Create Verification User” option in the Administration menu (Figure 9).

Figure 9

**Special attention:**

Currently only those with personal (INDIVIDUAL) or any other privilege can only be assigned as Verify User. Therefore, if the Verifying user does not have any privileges in Spark, they should register using the link ‘Not Registered a user yet Register Now’ option available in home page of SPARK.

A window will now appear where you can enter the pen of respective employee in same office, then Click on **Go** button (Figure 10).

Figure 10

After entering the PEN we can see the privileges assigned on the left side of the screen. Click the ‘Add Verification Privilege’ button to set the verification privilege. (Figure 11)

Figure 11

A new privilege **1(one)** will be assigned. The Privilege update can be seen on the left side of the screen Figure 12.
Verifying authority’s login interface

In the Service Matters of **Verifying authority’s login** menu, select the Verify Proposal (Aided) option to verify the Verify user login details. Increment, promotion / demotion, transfer, present salary / service history authentication can be verified through this option (Figure 13).

To verify increment applications submitted by DDO,

In **Service Matters** menu, click on the Verify Proposal (Aided) option and then sub-option Increment Sanction (Figure 14).

Applications from various aided institutions (schools) for incremental sanction can be viewed.

To verify, click on the **Office Name - Select button** (Figure 15).

Now the details of the employee whose application for increment sanction from DDO will be displayed. Current basic pay, increment amount and date will be visible on the interface. (Figure 16).

**Special attention:**

Only Verification User Privilege has been updated here. If you currently have a password on any of the privileges, use the same password. If not, you can reset and log in via the ‘Forgot Password’ option in Spark’s homepage.

In the action column, comments like Recommendation for Approval / Maybe Rejected is available. If recommended then enter respective comments. To reject, similarly enter comments (Figure 17).

Click the ‘Forward to Approving Authority’ button to complete the Recommendation / Rejection (Verification) (Figure 18).
Confirmation message will appear. If so, click on the 'OK' button (Figure 19).

View the confirmation message forwarded to approving authority (Figure 20).

To view the Increment Status of application

Service Matters - Increment Sanction - Employee Increment Status option to view increment status. (Figure 21).

Increment, period and date, previously approved can be seen through the increment status option (Figure 22).

To view the Approved / Rejected applications via Verifying authority login:

Via Service Matters - Increment Sanction - Verified / Approved / Rejected Request (Aided) option (Figure 23).
For Promotion/Demotion (Figure 24)

Forwarded request for promotion approval application will be listed here (Figure 25).

Corresponding remarks are needed to be entered which may either approve or reject (Figure 26).

Verifying authority can forward the application to the respective approving authority. (Figure 27)

To View the approved/rejected records service matters->Promotion/Demotion as per (figure 28).

The menu will display the status of all the requests of applications from the various institutions under the jurisdiction of the controlling officer. (Figure 29).

Approving applications for TRANSFER via Verifying authority Login.

Relieve on transfer:

Similar to increment, transfer details can also be verified through the verifier login using Service matters->Verify proposal for aided->Transfer->Relieve on transfer. option (Figure 30)
Forwarded requests will be available in **relieve on transfer** option for selection (Figure 31).

Verifier will mark remarks (**Approval/rejection**) accordingly after selecting entering **recommend for approval or rejected** respectively. (Figure 32)

Corresponding message **forwarded to approving authority** will appear in the screen as mentioned in (figure 33)

**Join on transfer:** to verify join on transfer application

**service matters - Verify proposal for (aided) - join on Transfer.** (Figure 34)

This option will lists the joining details of forwarded applications from DDO, respective employee detail can be selected using “select” option. (Figure 35)

Enter the concern remarks either **reject/Approve**. (Figure 36)

Successfully forwarded the details to approving authority as per the (figure 37)
Entitlement Authentication Verification

Employees who has already completed the Entitlement Authentication can use the Entitlement Authentication Verification option to perform subsequent Present Salary / Service History Authentications if required. (Figure 38)

Figure 38

*For present salary verification,* click on the present salary menu, verify the details, then enter comments and then forward to respective approving authority. (Figure 39)

Figure 39

In a similar way, verifying authority can verify and forward each details found in the service history. (Figure 40)

Figure 40

Here each entry has to be verified and to be forwarded. The verified details can be forwarded by entering the verification comment and clicking the *Forward for Authentication* button (Figure 41)

Figure 41

**Bill verification process**

DDO can submit the bills for verifying. While *making a bill* DDO has to enter the token password. Signed bill will be forwarded to the verifying authority. For verification, the bills can be obtained through *verifying authority login Accounts ➔ verify Forwarded Bills* (aided institution) option (Figure 42).

Figure 42

Bill details will appear in the page, *select* the respective bill. (Figure 43).

Figure 43

Verify bill details and *Click Forward to Approving authority* with appropriate remarks. Bill details can be viewed using the option *view forwarded Bills.* Comments (if any)
regarding the bills will be available in the dropdown. (Figure 44).

![Figure 44](image)

Verified and forwarded bill details will be listed via **Accounts->View status of forwarded Bills** option. (Figure 45).

![Figure 45](image)

**Approval of applications through Approving authority/Counter signing authority's login**

**Approving authority** can approve all the request initiated by the verifying authority such as increment, promotion, transfer using Menu **Service matters-> Approval(for Aided)**. (Figure 46).

![Figure 46](image)

**Procedure for Approval of a NEW EMPLOYEE RECORD**

New system follows a single window application which is convenient to user. DDO can forward the New employee’s approval request to the controlling officer/Approving authority.

Menus is available under the **Administration-> New employee record approval**. Forwarded Pen request will be listed in the approval page and Controlling officer can select the same for verifying the employee’s record. (Figure 47)

![Figure 47](image)

New employee record will include the Photo and signature which is considered as mandatory. Controlling officer can approve the new PEN request by using the **Approve button**. For rejection the **Reject button** is available. (Figure 48)

![Figure 48](image)

DSC should be mandatory for approval, for rejection DSC is not applicable. (Figure 49)

![Figure 49](image)

By approving the new employee record PEN will be created with Data locked status. Controlling officer can do entitlement authentication to a newly created PEN using **Service matters->entitlement Authentication**. (figure 50).
Employee details can be selected in the entitlement forwarded. Date of PEN creation date is also available. (Figure 51).

Use authenticate button for authenticating the employee details (Figure 52).

**Increment sanction approval**

Via Administration->Approval (for Aided)->increment sanction. Forwarded request can be selected for employee details. Comments marked by the verifying authority will listed and a draft view is available in the page. In PDF the new increment amount and the next increment date will be mentioned. (Figure 53)

After entering the token password a message will appear as Successfully approved. (Figure 55)

If the recommended the application from verifier is to be rejected then a warning ‘you are trying to reject the request that had been recommended for approval by the verifying authority will arise. (Figure 56)
Sanction order (Figure 57)

Promotion Approval

Promotion can be approved by Service matters->Verify proposal(Aided)->Promotion/Demotion) (Figure 58).

Forwarded details for promotion/Demotion will be (Figure 59).

Either Approval or rejection option can be marked by the controlling officer. Recommended status from verifying authority will be displayed.(Figure 60)

DSC is mandatory for approval.(Figure 61)

After approval the pay will change in employee present salary as per the request.

Approving Transfer

Transfer application can be approved by Service matters->Verify proposal(Aided)->Transfer->Relieve on Transfer(Figure 62).
Reliving information will be available with effective date of transfer. Approval or rejection can be marked by the controlling officer using the appropriate button. Recommended status from verifying authority will also displayed(Figure 63).

Figure 63

DSC is mandatory (Figure 64).

Figure 64

After entering the token password a message will appear as *Successfully approved* (Figure 65).

Figure 65

**For joining option**

Service matters -> Verify proposal(Aided) – Transfer -> Join on Transfer (Figure 66).

Figure 66

**For approval of Leave**

Service matters -> Approval (for Aided) – Leave option(Figure 67 & 68).

Figure 67

Figure 68

For Selected employee details, *Approval or rejection* can be marked by the controlling officer using the appropriate button(Figure 68).
Leave details will be available. Click on Approve Leave button (Figure 69)

Joining details can also be approved and if needed it can be reverted (Figure 72)

DSC is mandatory for each approval. (Figure 70)

Authentication for relieving:
Service matters >> Approval (for aided) -- Authenticate Pay change of Relieved Employees option (Figure 73 & 74)

Approve appointment to higher post.
Service matters >> Approval (for aided) -- Appointment to higher post (Figure 71)

Employees who have already completed the Entitlement Authentication can use the Entitlement Authentication approval option to perform subsequent Present Salary / Service History Authentications if required (Figure 75).
For present salary and service history authentication, you can click on the present salary / service history option, verify the details then enter the comment and then click Approve or reject. (Figure 76)

Bill details can be viewed using the option view forwarded Bills. Comments will also be available in the dropdown. (Figure 77)

Controlling officer either approve or reject bill as per the recommendations recieved from the verifier (Figure 78)

Confirmation message regarding the same will appear in page.

After approval bills can be E-submitted.
As per G.O(P)No.163/2020/FIN Dated 22.12.2020 regarding Aided Educational Institutions, New Guidelines for forwarding Applications via institution’s DDO login to get Approval from concern Approving authority/controlling officer is shown below

Procedure to Unlock employee record

**DDO LOGIN - Administration -- Unlock employee record – Unlock request** (Figure 1)

Figure 1

Select office and employee (Figure 2)

Figure 2

Then select details that are needed to be unlocked (Figure 3&4)

Figure 3

Figure 4

Click “Forward for Approval” Button (Figure 5)

Figure 5

Procedure For increment sanction:

**DDO LOGIN- Service matters -- increment sanction -- increment sanction option** (Figure 6)

Figure 7

Details are listed below (Figure 8)

Figure 8

Select employee details then assign approving authority details (Figure 9)

Figure 9
Click “forward to approval” (Figure 9)

A message will appear stating “forwarded to approval” (Figure 10)

To View Forwarded status of application; via DDO login - Service matters - increment sanction - View status of forwarded applications option (Figure 11)

Select “month & year” then Click “proceed” button (Figure 12)

Forwarded details will appear (Figure 13)

To view increment status: DDO login -- Service Matters - Increment Sanction - Employee Increment Status option (Figure 14).

Enter PEN then click “GO” Button (Figure 15)

“Increment status” details will appear (Figure 16)

Procedure for processing PROMOTION/DEMOTION

To process PROMOTION/DEMOTION,
via DDO login select Service matters—PROMOTION / DEMOTION option

Then Update the promotion/demotion details then forward to concern approving authority (Figure 17 & Figure 18)

Confirmation message will appear (Figure 19)

To View Forwarded status of submitted application.

DDO login - Service matters–promotion/Demotion -- View status of forwarded applications (Figure 20)

Select month & year then click "proceed" button (Figure 21)

Forwarded details will appear in the page (Figure 22)

DDO can cancel forwarded Applications of increments, promotions and transfer details

Via DDO Login - Service matters – Cancellation of forwarded Details option (Figure 23)

Increments, Promotion/Demotion and Transfer details can be selected for cancelling (Figure 24)
For cancel forwarded applications, select employee details then click “cancel application” option (Figure 25)

For verification of bills:

Bills such as Salary arrear, multiple salary, Leave surrender bill are forwarded via DDO login using digital signature device (DSC) to respective verifying authority for approval (Figure 26)

Accounts—Bills—Make bills from payroll

Bill details will appear, click “Forwarded for approval Button” (Figure 27)