

GOVERNMENT OF KERALA Abstract

Finance Department - Online provision in SPARK for Submission of CTC/RTC of all Gazetted Officers with regard to their Promotion and Transfer – Introduced - Orders Issued.

FINANCE (ITSF) DEPARTMENT

G.O.(P)No.94/2022/Fin

Dated, 24/08/2022, Thiruvananthapuram.

Read:- 1. G.O(Ms)No.360/2019/Fin dated 26/09/2019.

2. G.O(Rt)No.4425/2021/Fin dated 13/06/2021.

3. G.O(Ms)No.4/2022/Fin dated 07/01/2022.

4. G.O(Rt)No.1045/2022/Fin dated 15/02/2022.

<u>ORDER</u>

As per the Government Order read second above, a Committee was constituted to work out the implementation plan for online submission of CTC/RTC to the Accountant General office in the case of Gazetted Officers, consequent on leave, transfer, promotion and reversion.

As per the Government Order read first above, online leave module in SPARK for leave application and CTC generation was implemented on pilot basis in Finance and Treasury Departments with effect from 01/10/2019. As per the minutes of IFMS meeting held on 22/11/2021, it was decided to extend the online leave and RTC/CTC generation module in SPARK for Gazetted Officers in more departments and the same was extended for leave application processing and RTC/CTC generation to Lotteries and State GST Departments with effect from 15/01/2022, as per the Government Order read third paper above.

In continuation of these steps and as part of strengthening the e-Governance platform in a pioneering manner, Government are now pleased to introduce an online provision in SPARK for submission of CTC/RTC to Accountant General in the case of Gazetted Officers, consequent on their promotion (other than initial direct recruitment to gazetted cadre) and transfer with effect from 01/09/2022 as parallel run for 3 months (i.e The existing system of sharing the details pertains to promotion and transfer would be continued in addition to the online sharing of data during the parallel run period. The Accountant General Office would issue payslips only on receipt of the online data and offline documents during the 3 months) The details of the work flow to be followed for using the module in SPARK by various officers/users/employees are appended to this order. The detailed tutorial in this connection will be available in the website www.info.spark.gov.in.

All Heads of Department and Drawing & Disbursing Officers are hereby informed of the new provision in SPARK and directed to follow the same promptly for the promotion/transfer orders (other than initial direct recruitment to gazetted cadre) issued on or after 01/09/2022 to ensure timely updation of payslip details in SPARK by the Accountant General office.

(By order of the Governor) RAJESH KUMAR SINGH I A S ADDITIONAL CHIEF SECRETARY(FINANCE)

To:

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram The Principal Accountant General (Audit I/II), Kerala, Thiruvananthapuram The Chief Project Manager, SPARK, Thiruvananthapuram The Director of Treasuries, Thiruvananthapuram All Heads of Department (via Administrative Departments) All Administrative Departments in Secretariat (via e office notice board) The Director, I&PRD, Thiruvananthapuram Stock File/Office Copy (E-1662064)

Forwarded / By order

TILL Section Officer

Annexure to GO(P) 94/2022/Fin dated, 24/08/2022

PROMOTION /REVERSION/TRANSFER---- CTC/RTC WORK FLOW IN SPARK IN THE CASE OF GAZETTED OFFICERS.

Authorities involved in the workflow

- Head of the Department (HOD) (The application format for HoD access in SPARK is appended to this order.)
- DDO (Accounts) User, Establishment User in SPARK with DE previlages.
- Individual User : Employee with 'I' access who is a Gazetted Officer
- Reporting Officer of the employee concerned---(*This setting in SPARK can be done using HoD access, if not done yet.*)
- Drawing and Disbursing Officer (DDO)
- Accountant General office

The roles and functions of the aforementioned officers/authorities/employees are outlined below.

Promotion(Regular where CTC generation is required)/Reversion (Gazetted)

DDO/Establishment User in SPARK

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department :

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

Individual user included in the Promotion Order

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

Reporting Officer:

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

Drawing and Disbursing Officer (DDO)

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.

2. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.

3. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

AG Office users

During the period of parallel run, the AG Office would issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

<u>Promotion(Other than regular promotion like Higher Grade, CAP etc where CTC generation is not required)</u>

DDO/Establishment User in SPARK

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department :

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

AG Office users

During the period of parallel run AG Office will issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

Transfer event along with promotions other than regular promotions

In case of promotions other than regular promotion such as Higher Grade, CAP, etc where CTC generation are not required, if a transfer is also accompanied along with the said orders, Transfer event needs to be processed separately in SPARK system.

Transfer / Promotion with Transfer

DDO/Establishment User in SPARK

When a transfer/transfer with promotion or reversion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of transfer/promotion, order date, order number etc need to be updated and a copy of such order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department:

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved order details based on HoD's approval.

Individual user included in the Promotion Order

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

Reporting Officer:

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

Drawing and Disbursing Officer (DDO)

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.

2. Attaching a copy of the CTC/RTC and electronically forwarded to AG office with copy of such orders, relieving order, posting order etc.

3. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.

4. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

AG Office users

During the period of parallel run AG Office would issue electronic pay slips only receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK.

Proforma for giving access for Head of the Department in SPARK Ref: G.O (P)94/22/Fin Dated, 24/08/2022.

Name of the Department & Office	
Department Code*	
Designation of the Head of the Department	
PEN of the Head of the Department	
Name of the Head of the Department	
If additional charge of another department (Y/N)	
If Yes, Department Name, Office and Department Code*	

Signature, Name and Designation of HoD

Place : Date :

(Office seal)

*Department Code as in Treasury

То

Chief Project Manager (SPARK), Finance Department, Thiruvananthapuram

(info@spark.gov.in)

"PROMOTION ORDER (GAZETTED) WORKFLOW"

A new provision has been enabled in SPARK for gazetted employees to generate the promotion order and forward Relieving and Joining CTC to AG

A new work flow has been enabled in the SPARK software for integrating promotion and Transfer based CTC with AG. A detailed workflow has been introduced in this manual for illustrating the complete workflow of the process. Here the workflow contains majorly two parts as below,

- Uploading transfer Order for approval by Head of Department/DDO.
- CTC approval and subsequent payslip generation by AG.

Authorities involving in the workflow

- DDO (Accounts) User, Establishment Admin User
- Head of the department
- Individual User
- Reporting officer

Entire Work flow:

- 1) Enter Promotion Order Details (By establishment user/DDO interface.
- 2) Approve promotion order by Head of the Department (HOD) interface.
- 3) Forwarding of Relieving request to Reporting officer.
- 4) Approval of Relieving request by Reporting officer concern DDO.
- 5) Forwarding of approved request to DDO.

- 6) CTC Generation and forwarding it to AG.
- 7) After validation of CTC AG pay slip updations from AG.

ESTABLISHMENT USER/DDO

The establishment user in the Office of Head of the Department could submit the relevant details Promotion order and can be forwarded to HOD for approval.

<u>Menu:</u> Service matters->Promotion /Grade/Reversion->Promotion order (Gazetted)->Enter promotion order details <u>Ref fig: 01</u>.

Insertion of Promotion Order



All the available columns are to be entered i.e. promotion order type, order no's, date, From office/dept., designation, PEN, CATEGORY, To dept., To office, New Designation, Effective date, Promotion order (document in PDF format to be uploaded) *Ref fig: 02.*

Following are the Nature of promotion is available in selection list.

- > CAP
- > Higher to Lower
- > Notional
- > Proforma
- Ratio based
- > Provisional
- > Regular
- > Retrospective
- Up gradation of Post

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22/56/59 [71/06/2021 Select		Action		Promotion Offer	ersion							
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				Promot	ion Order N	1	22/36/fm					
				Fromot	ion Order da	te	01/09/2021					
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If all the entered details are validated, the concern Promotion order will be successfully forwarded to concern HOD for approval "A POP UP MESSAGE WILL BE DISPLAYED CONFIRMING THE SAME" *Ref fig: 03.*



Page no: 03

HEAD OF THE DEPARTMENT

The applications forwarded for approval will be displayed in the concern approving authority (HOD) login. HOD could check and verify the order and forward it to AG. Thus the Order will be available to AG but the employee's details may not to be available.

Menu: Service matters->promotion order (Gazetted)->Approve promotion Order Ref fig: 04.

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		e-Service Bank)				

The application will be listed in the mentioned module, authority can select the concern application, view order details and can approve the same (if found correct). Once the "APPROVE BUTTON" is clicked "PROMOTION ORDER APPROVED SUCCESFULLY" message will be displayed

Department To Office New Designation
clae BX25E DWSION CFFICE Finance D*Soar THIRLANALUTCHAPURAM

Approved promotion order will be forward to AG when the approval has been done by HOD.



INDIVIDUAL EMPLOYEE

An employee included in the promotion Order can requests for CTC to Reporting Officer by entering the details. He/She can submit his/her own request for RELIEVING to concern DDO (for approval)

<u>Menu</u>: Service matters->Submit Relieving request. <mark>Ref fig: 06</mark>



FIG: 06

Approved promotion order will be listed in Employee interface and able to select the concern application from the top of the page (which has been approved by the HEAD OF THE DEPARTMENT) *Ref fig:* 07.



FIG: 07

Employee can enter the CTC DETAILS in which need to fill the details of the RELIEVING OFFICER DETAILS, REPORTING OFFICER (DDO) etc. and can Forward the Application for APPROVAL *Ref fig: 0*8.



REPORTING OFFICER

In the Reporting authority login the application related to CTC from the concerned employee will be displayed. A Reporting officer could approve/reject/edit the request forwarded by the individual employee.

Menu: Service matters ->Promotion>> Approve Relieving request.

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		Promotion/Grade/Reversion		Submit Relieving Request	
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		COFF Application	•		
		Outside duty intination			
		Leave/COFF/CD Processing	•		
		Attendance	•		
		e-Service Book			
		-			

FIG: 09

Reporting officer need to verify the same, approve and forward the same to DDo *Ref fig: 09*

<u> Page no: 05</u>

Promotion Order Details		Enter CTC Details	4
PEN		Proposed Date of	24/09/2021 FN *
Employee Name	N	Releiving	
Designation	Under Secretary	Charge Handing Over (Proposed) ?	ONo ONo
Department	Finance Department	Order Details	Same as Promotion Order Details
Office	Secretariat Finance Department, Thiruvanantha		
Scale of Pay	State-45800-89000 (520)	Order No	22/55/fin
Promotion Order No.	22,56,fin	Order date	01/09/2021
Promotion Order Date	01/09/2021	Relieving Officer Details (P	roposed)

FIG: 10

DDO LOGIN

The forwarded application which has been approved by the reporting officer will be listed in the DDO login. DDO can only edit the journey time and approve with DSC. Thus the request will forward to AG.

MENU: Service matters>> Promotion>> Forward Relieving request to AG.

The pending applications will be listed DDO can click on select option verify the same Ref fig: 11.

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	Employee Name	Represting Only No.	Order Data	Submitted Cn	
	100643 - Faja Victorian B	22/54/16	01/06/2421	24/09/2921 12:00:38	Soliet
	Promotion Order Details		Enter CIC Details		
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	Promotion Order No.	100000	Order date	101/04/2021	
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DIGITAL SIGN-IN

For DIGITAL SIGNING-DSC is mandatory for forwarding a CTC details to AG and must be connected to the system. At the end of the page an option "DIGITAL SIGN CTC" option will be available. *Ref fig:* 12.

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	Employee Noree	Front of Link Cruise His	Oxfor Data	Selected De	
		12/56/54	01/04/2021	24/05/2021 12:05:28	Sideut
	Promotion Order Details		Enter CTC Details		
	PEN		Proposed Date of	27/04/2023	191.00
	Employee Name		Residence		
	Designation		Olarge Hending Over Groposetb 7	•Yes No	
	Department	Finance Department	Order Denails	Same as Promotion O	rder Details
	Office	Secretariat Reacce Department, Thropasanth	HE CONTRACTOR OF		
	Scaler of Pay	1044-40809-65C03 (523)	Order No.	22/55/fm	
	Promotion Order No.	22/56/W	Order clate	01/04/2021	
	Promotion Order Date	01/09/2017	Relining Officer, Detail	li Propeninti	
	To Department	DOM -	Department	Wagness Department	
	To Office	EXCER DWORN OFFICE, THRUNANALWAY	Designation	Brings Servicey	1
	New Designation	Administrative Officer	Officer Name	WHERE PARAMAN AT - SCHOOL	1.0
	New Scale of Pay	State-45839-69000 (520			



Token password prompt message will be displayed *Ref fig: 1*3

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to forward to AG			
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19	61/08/2821	25/09/2021 16:51:58	Set
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Under Secretary	the second se	Www. Yes	No
Finance Department			
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Rate-458.09-89000 (520)		Detalis	
80	Order No	98	
01/09/2021	Order date		
		r Details (Proposed)	
	Promocilion Grade Mo 197 100641 Versantolas K B Under Secretary Prese Organization Societada Timono Department, The Occe-estable (8000) 5200 00		Production Order No Order Date Salardited On pr \$1981/2811 20.09/2021 19.83.84 Latis 10041 20.09/2021 19.83.84 Usersenitike Kill Usersenitike Verwerk Fremering 50.00 Verder Scoretary (Proposed) 7 70.00 Doverstein Frame: Department, Theory Same as Frame; Same as Frame; Date: Scoretary Order Date: Same as Frame; Same as Frame; Date: State Order Date: Details Same as Frame; Date: State Order No Same as Frame;

FIG: 13

XML Generation

After entering token password an XML will be generated, after clicking on the confirm sign button the PDF of the same will be generated and can be save as PDF document. *Ref fig: 14*

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FIG 14

Ag could generate an XML document of CTC with reference to the already received data from HOD.

<u> Page no: 06</u>

<u> Page no: 07</u>

CTC Generation

Cervice Hatters	Wistory Hattare		(acome Ta)	Accounts	eQuarters
		Forward Reliev	ing Request to AG		
Select Relieving Request to fo	arward to AG				6 M
Employee Name	Transfer Order No	Orde	r Date	Submitted On	
401011 - RAJ GOVINE R	1122	01/03	/2522	04/05/2022 10:54:39	Select
481132 - CHITRA M	25/2022		M2022	21/05/2022 12:11:04	Select
PEN Employee Name	481132 CHITRA M		OK.	05/05/2622	
	CHITRA M		Eligible Joining Time In		
Designation	Section Officer		days)		
Department	Finance Department		Charge Handing Over	*Yes	No
Office	Secretarial Finance Departme	nt, Thirusseenthia	(Proposed) 7		
Scale of Pay	Btate-51400-110300 (514)		Order Dataila	Serve as Tran	after Order Details
Transfer Order No.	25/1022		Order No	25/2022	
Transfer Order Date	01/04/2022		Order date	01/04/2022	
To Department	Excus		and the second second		

CTC will be generated (as PDF document) and the same will be thus the relieving CTC will be forwarded to AG simultaneously. *Ref fig: 15&1*6





PDF Generation

The PDF Document will be generated and can be saved for reference. . *Ref fig: 16*



Key points to remember:

- As soon as a Promotion order issued for an employee, the employee could submit the request for relieving CTC to his Reporting officer.
- Reporting officer verifies it and accepts to relieve the employee from current office or duties.
- Subsequently the DDO concerned could approve it through DSC and forward it to Ag for generating the CTC.

JOIN ON PROMOTION (Gazetted)

The employee could apply for a joining request online, before physically joining in the office. After actual joining, the reporting officer verified the details and forwards the CTC request to the DDO. DDo must digitally sign the request and forward it to AG.

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In some occasions when the employee could not apply his/her joining request DDo in the new office itself could enter the joining details of employee and could submit the request for joining CTC.

Menu: Service matters->Promotion/grade/Reversion->Joining CTC->Submit joining request. Ref fig:19



FIG 18

Employee processed their promotion relieving thorough the above mentioned workflow will be available in the menu.

Service Matters->Promotion/Grade/reversion->join on promotion (Gazetted).

Promoted employee details can be selected from the available grid and DDO can enter the Joining details including the basic pay, Service category, Bill type etc. *Ref Fig*19.

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PEN	EmpName	Relieving		Relieving Details		
	Mangola .	Data		Employee Name	ASHA M/S	
33763	ASHA M S	02/95/2022	Select	from Department	Feance Depart	triest
				Relieve from Office	Secretariat Fin	arce Department, Thirusananthe
				Designation	Section Office	e (HLC)
				Relieve Date	02/05/2022	FN
				Joining Time in days	1	
				Probation Period (In months)		
				Enter Joining Details		
				Do you want to post the employee t suboffice ?	to CYes	€No
				Post To Suboffice	Secretariat Per	ance Department, Thiny available
				Date of Joining in New Office	00000000	Pi -
				Date till salary to be drawn as per ta of previous office	des.	
				Mana Paris Das		

After completing the details which need to be filled DDo could forward the joining

<u>Page no: 10</u>

CTC by clicking <u>'Forward CTC AG'</u> button. Ref fig: 20



FIG: 21

After updating token password corresponding XML will be displayed in the dialogue box and after it's confirmation the PDF signing can done. *Ref Fig:21&Fig:22.*

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Cencel Sgn
Description: 481132 Caucal Sgn Description: CHITRAM Doe Description: 2012/1990 00:00 00 Barrules Uses Description: 2012/1990 00:00 00 Description: 2012/1990 00:00 00 APICode
Description: 241132 Description: CHITRAM Description: 20121990.00.00.00 Description: 20121990.00.00.00 Description: 2 Description: 01 APROve Description: 01 APROve Description: Transfer Releving
Description: CHITRAM Doscription: 20/12/1980 00:00:00 Description: 20/12/1980 00:00:00 Description: 2 Description: 2 APICesc APICesc Description: 01 APICesc Description: Transfer Relieving
Dosovietori 2012/1900 00:00 00 Descrigetori 2012/1900 00:00 00 Descrigetori 2012/1900 00:00 00 Descrigetori 2012/1900 00:00 00 Descrigetori 1 APIDesc Descrigetori 101 APIDesc
Description: 201211980.00:00 Description: 201211980.00:00 Description: 2 Description: 01 APDesc Description: 11 Description: Transfer Relieving
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Description 01/04/2022 00/00 00
Description: N
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Description : 210
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Description Excise
Postedki Code
PostedAsName
Consolitation Consolitation
Description 1097
C DesignationName
Description : Confidential Assistant Sel Gr
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FIG: 22
<u>Page no: 11</u>

Corresponding CTC will be forwarded based on this event and able to generate corresponding joining CTC for further reference.

Joining CTC is mandatory for the Promotion types such as 'Regular', 'Provisional'.

Basic pay and designation change is to be reflected in Spark based the mentioned workflow.

Relieving Details		
1. PEN		101235
2. Name	1	Nizar H
3. Designation		Special Secretary(46640-59840)
4. Department		General Administration Department
5. Office	:	General Administration Accounts Department, Secretariat
6. Relieve Date	:	31/12/2021 FN
7. Joining Time (in days)		2
8. Transfer Order No.	:	Test/22032022
9. Transfer Order Date	-	23/12/2021
Joining Details		
10. Do you want to post the employee to suboffice ?	2	NO
Post To Office	1	Kerala State Innovation Council
 Date of Joining in New Office 	2	03/01/2022 FN
11. Probation period (In months)	:	24
Place: Thiruvananthapuram		
Date : 22/03/2022		

FIG: 23

Ag will issue pay slip and updated it electronically by using the corresponding workflow.

<u>Time Bound Higher Grade</u> <u>Promotion</u>

According to AG the TBHG Promotions orders are usually issued to the Teaching staffs are not to forward to Head of the Dept like DCE/Dy.DCE/RDD etc.

In spark all other promotion except TBHG can approve by HOD. But in the case of TBHG the DDO could upload the orders and able to forward it to AG. Promotion Order can be entered through the Establishment login/DDO login.

Menu: service matters->Promotion /Grade/Reversion->Promotion order (gazetted)->Enter Promotion order details for TBHG/ratio based.



When the Promotion order approved by the DDO the employee could submit relieving request to the reporting officer for verification as mentioned in the normal workflow.



According to AG there is no need to forward the CTC. Instead of this they will issue payslip based on the orders approved and forwarded by DDO.

Key points to remember for TBHG:

- DDO could approve the promotion order and will receive in AG.
- Employee must submit relieving request
- Reporting officer should verify
- Confirm the joining By DDO.
- Ag will issue relevant slip based on the promotion order.

----End----

<u> Page no: 13</u>

"TRANSFER ORDER (GAZETTED) WORKFLOW"

A new provision has been enabled in SPARK for gazetted employees to generate the promotion order and forward Relieving and Joining CTC to AG

A new work flow has been enabled in the SPARK software for integrating promotion and Transfer based CTC with AG. A detailed workflow has been introduced in this manual for illustrating the complete workflow of the process. Here the workflow contains majorly two parts as below,

- Uploading transfer Order for approval by Head of Department/DDO.
- CTC approval and subsequent payslip generation by AG.

Authorities involving in the workflow

- DDO (Accounts) User, Establishment Admin User
- Head of the department
- Individual User
- Reporting officer

Work flow:

- 1) Enter Transfer Order Details (By establishment user/DDO interface.
- 2) Approve Transfer order by Head of the Department (HOD) interface.
- 3) Forwarding of Relieving request to Reporting officer.

<u>Page no: 01</u>

- 4) Approval of Relieving request by Reporting officer concern DDO.
- 5) Forwarding of approved request to DDO.
- 6) CTC Generation and forwarding it to AG.
- 7) After validation of CTC AG pay slip updations from AG.

ESTABLISHMENT USER

<u>Menu:</u> Service matters->Transfer -Transfer>>Transfer order (Gazetted)->Enter Transfer order details . **Ref fig: 01**

Insertion of Transfer Order

Concern establishment User can enter the Transfer order details (for Gazetted employee) and able to forward the application to the login provided for Head of the Department.



<u> Page no: 02</u>

All the applicable columns are to be entered i.e. From Department, from office, Designation, Type of transfer, to department, New Designation, Remarks etc. *Ref fig: 03*

Following are the Nature of Transfer in the given in the drop down list.

Transfer Interdepartmental transfer (cadre post in other Department) Inter Departmental transfer (Deputation)

If all the entered details are validated, the concern Transfer order can be successfully forward to concern HOD for approval "A POP UP MESSAGE WILL BE DISPLAYED CONFIRMING THE SAME" *Ref fig: 03*.

HEAD OF THE DEPARTMENT

Transfer Order forwarded for approval will be displayed in the concern approving authority (HOD) login.





Fig 04

Approving authority can select concern order details and able to approve the same (if found correct) .Once the "APPROVE BUTTON" is clicked "TRANSFER ORDER APPROVED SUCCESFULLY" message will be displayed and a copy of that transfer order will be forward simultaneously to AG. <u>Ref fig: 0</u>5

			Approve T	enerfet Order (for Gerett	el Offices)		
partment			Transfer Cinder approved successfully: Preventities page from creating additional dialogs				
ite me	Senetarial Finance Departme	at, Thirussettrapura	n v		OK		
nster Orde Order No.	er Requests for Approval						
5450.En	0/9/22	Séat					
				Fig 05			

After the approval of transfer order each employee included in the order should forward their relieving requests to their own reporting officer in charge and make it as approved.

<u>Page no: 03</u>

<u> Page no: 04</u>

In concern employee login details related to the transfer will be displayed. An employee can submit the request for RELIEVING to Reporting officer via concern DDO (for approval).

<u>Menu</u>: Service matters->Transfer->>Submit Relieving request. Ref fig: 06.



Fig 06

The employee can view the approved application and can enter the CTC DETAILS which include the RELIEVING OFFICER DETAILS, REPORTING OFFICER (DDO) and can forward the Application for APPROVAL *Ref fig: 0*7

Promotion Order Details		Enter CTC Details		
PEN	100545	Proposed Date of	24/09/2021	FN ¥
Employee Name	Raja Mohanan B	Releiving		
Designation	Under Secretary	Charge Handing Over (Proposed) ?	OYes CNo	
Веранияет	rnance Department	Order Details	Same as Promotion Order	Details
Office	Secretariat Fixance Department, Thirovananthap			
Scale of Pay	State=45800-89000 (\$20)	Order No	22/56/fm	_
Promotion Order No.	22/56/fm	Order date	01/08/2021	
Promotion Order Date	11/09/2021	Relieving Officer Details (P		

Fig 06

Page no: 05

REPORTING OFFICER

In the Reporting authority login the application related to CTC from the concerned employee will be displayed.

<u>Menu</u>: Service matters> Transfer>> Forward Relieving request to AG. Ref fig: 08

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		1	III (Assuming Charge			
		CDH Application	-	-		
		Cutaide duty intimation	•			
		Dataset (1011/00 Processing	•			
		Attendance	1			
		a-Service Book				

Reporting officer need to verify the same, approve and forward the same to DDo *Ref*



W. cents, A.B. server.	Warren Walters		ant Faid Research	
Transfer Order Details		Enter CTC Details		
PEN	300941	Proposed Date of	26/06/2021	499 W
Employee Name	Meenanibka K B	Releiving		
Designation	Under Secretary	Charge Handing Over (Proposed) *	•Yes ONO	
Department	(Finance Department	Order Details	Mame as Transfer Order (Secola .
Office	Secretarial Feature Department, Theoremanthia	and an		
Scale of Fay	State-43806-99000 (525)	Order No	25,64	
Transfer Onler No.	25/fm	Order date	01/09/2821	
Transfer Order Date	21(19(1)2)	Believing Officer Details (F	Yopesed)	
To Department	Arche .	Department	Finance Department	
To Office	EXCEL DIVISION OFFICE, THERUVANANTHAPUP	Designation	Deputy Secretary	
New Designation	Fearce Officer	Officer Name	SURESH KUMAR D 8 - 100604	
		Approver Kemark	Approved	
			1	
		Assert	Reject	1
		00		
	FI	g 08		
	DD() User		

The forwarded application which has been approved by the reporting officer will be listed in the DDO login.



<u>Menu</u>: Service matters->Transfer->Relieving CTC->Relieving request to AG.



Fig 09

The pending applications will be listed DDO can click on select option verify the same Ref fig: 08

Elerca Nathan	Malaty Hattees	Blacama Tan	RAccounts ROP	
10941 - Memamitika CB		81/(8/252)	24/08/2021 12:33:36	Setect
100563 · Vilaganarioe M S	58	81/09/2021	24/01/2621 16:05:38	Select.
Transfer Order Details		Enter CTC Details		
PEN	100563	Proposed Date of	28/09/2021	PN
Employee Name	Vjapapres M S	Releiving		
Designation	Joint Secretary	Charge Handing Over (Proposed) 7	*Yes No	
Department	Finance Department	Order Details	Same as Transfer Or	der Details
Office	Secretarial Finance Department, Throweverth	4		
Scale of Pay	State-118100-161400 (\$25)	Order No	56	
Transfer Order No.	56	Order date	a1/96/2021	
Transfer Order Date	01/08/2023	Relieving Officer Detail	s (Proposed)	
to Department	Culture	Department	Finance Department	
To Office	DIRECTORATE OF OULTURE THERMANANTH	A Designation	Secretary	
New Designation	Finanial Automate (FD)	Officer Name	ADDK KUMAA G- KUIAT	

DIGITAL SIGN-IN

For DIGITAL SIGNING-DSC is mandatory for forwarding a CTC details to AG and must be connected to the system. At the end of the page an option "DIGITAL SIGN CTC" option will be available.



A token password prompt message will be displayed *Ref fig:*

Transfer Order Details			Inter CTC Details		
PEN	494744		Proposed Date of	01/05/2012	(fn
Employee Name	BABU K		Relieving	_	
Designation		Con	firmation ICI		
Department	TRAILER DEPENDING			A True	(*No
Office	Securation Pinance Depart	Enter Token Panas	vent		
Scale of Pay	1444 \$1400-110000 (\$14)	1	OK .		
Transfer Order No.	1944		and and a second se		
transfer Order Date	30.03./2011			-	
To Department	Excess.				
to Office	ENDISE IN VISION OFFICE	Delluyahaki'neapulla			
New Designation	INNOV SCIENTIFIC OVERI				
Transfer Type	Inter Departmental Transfer	Carter promi in enner it			
Enter LPC Details					
Enter the Details of Link	ility if any			100	attaity Staw CTC
BI Nor Description	Array				
1 GPF iwan	5000	liefete			
Carl Linke	1000	Dereté 7	10		

XML Generation

After entering token password an XML will be generated, after clicking on the confirm sign button the PDF of the same will be generated and can be save as PDF document.

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	Designation	Descentation B		
		# III TYPE INDOVERSION		
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	Office	 CE Pasied Separtness terms Dissionanters isotes 		
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Fig 10

DSC approval for CTC Generation





CTC will be generated (as PDF document) and the same will be thus the relieving CTC will be forwarded to AG simultaneously. *Ref fig: 11&1*2.

<u> Page no: 08</u>





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	Employee Name	Pro	is load of the	Tremanufapera Spa-1566-1066-201		
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	Scale of Pay	Sate-45	Approval by	VEXTABLE N L/IRRE		
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	Promotion Order No.	100				
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	Promotion Otder	areas a	Post Technologican Day (NPC)			
	Fromosoft Order	01/99/2	(SHI 2595,001			
	Date					

Fig 11

Generating CTC as PDF

The PDF Document will be generated and can be saved for reference. . *Ref fig: 12*

For Online Join on Transfer intimation	to th	he Accountant General Through SPARK	
		Theogeness rect	
Relieving Details			
1. PEN	12	101235	
2. Name	12	Nizar H	
3. Designation		Special Secretary(46640-59840)	
4. Department	1	General Administration Department	
5. Office		General Administration Accounts Department, Secretariat	
6. Relieve Date	12	31/12/2021 FN	
7. Joining Time (in days)	1	2	
8. Transfer Order No.	2	Test/22032022	
9. Transfer Order Date	- 2	23/12/2021	
Joining Details			
10. Do you want to post the employee to suboffice ?		NO	
Post To Office	12	Kerala State Innovation Council	
11. Date of Joining in New Office	:	03/01/2022 FN	
11. Probation period (In months)	2	24	
Place: Thiruvananthapuram			
Date : 22/03/2022			
		Depictuly reprint or Direct Particle and Device 2009 001 arX arX 405 001	
Fi	q î	12	

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JOIN ON Transfer (Gazetted) & Joining CTC/RTC

Submit Relieving request by individual

The employee could apply for a joining request online, before physically joining in the office. After actual joining, the reporting officer verified the details and forwards the CTC request to the DDO. DDo must digitally sign the request and forward it to AG.

In some occasions when the employee could not apply his/her joining request DDo in the new office itself could enter the joining details of employee and could submit the request for joining CTC.

Menu: Service matters->Transfer->Joining CTC->Submit joining request.

Employee processed their Transfer through the above mentioned workflow will available in the menu service matters->Transfer->Join on Transfer.



Transfer/Promoted employee details can be selected from the available grid and DDO can enter the Joining details including the basic pay, Service category, Bill type etc. *Ref Fig14 & Fig1*5.

Page no: 10

				Elecome Tex		
		j	Join On Transfer (Gazatted)			
Eve						
CO	MMISSIONARATE OF	EXCISE, THIRUN	VANANTHAPURAM			
una la Cultar	it Inin On Transf					
		Relieving Details				
mpreame	Date		Freedowse Manua			
nil Kumar S	24/05/2017	Select				
agesh D	10/04/2017	Select	Relieve from Department			
nwar Hussain L	10/04/2017	Select	Relieve from Office			
hajahan S	06/08/2012	Select	Designation			
ivaprasad P	15/01/2010	Select	Relieve Date			
nilkumar A	11/01/2010	Select				
shakumari M P	31/07/2014	Select				
			Enter Joining Details			
1	ſ		Do you want to post the employee to suboffice ?	OYes	●No	
	-		Post To Suboffice	Select		¥
			Date of Joining in New Office			Sele 🗸
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Fig 14

If the CTC details are ready then DDo can forward it by clicking <u>'Forward CTC AG'</u> button.<u>Ref Fig:17</u>



Fig 16

After updating token password corresponding XML will be displayed in the dialogue box and after it's confirmation the PDF signing can be done. *Ref Fig:* **1**6&*Fig:* **1**7

NUCDSign XML Viewer
 Add Viewer
 Mainter
 Description: 2481132
 Description: 2481132
 Description: 249121980 00:00:00
 Description: 249121980 00:00:00
 Description: 249121980 00:00:00
 Description: 249121980 00:00:00
 Description: 249122
 Description: 74
 Description

Corresponding CTC/RTC will be forwarded based on this event.

JOIN ON TRANSFER CERTIFICATE For Online Join on Transfer intimation to the Accountant General Through SPARK		
1. PEN		101235
2. Name		Nizar H
3. Designation	\$	Special Secretary(46640-59840)
4. Department		General Administration Department
5. Office	:	General Administration Accounts Department, Secretariat
6. Relieve Date	:	31/12/2021 FN
7. Joining Time (in days)	:	2
8. Transfer Order No.		Test/22032022
9. Transfer Order Date		23/12/2021
Joining Details		
10. Do you want to post the employee to suboffice ?	1	NO
Post To Office	1	Kerala State Innovation Council
 Date of Joining in New Office 	2	03/01/2022 FN
11. Probation period (In months)	:	24
Place: Thiruvananthapuram		
Date : 22/03/2022		
		Dignity agreed by Garan Planatoon Data 2020 13 22 00 42 09 40 50

Fig 18

AG issuing pay slip and updated it electronically (basic pay and designation change to be reflected in Spark based on the Ag slip). If AG slip not issued – salary processing will be enabled as per LPC for 3 or 6 months (based on orders) if slip not issued even after 3 or 6 months the processing should be stopped automatically.

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<u>Page no: 12</u>
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<u>Page no: 11</u>

Key points to remember:

- As soon as a Transfer order issued for an employee, the employee could submit the request for relieving CTC to his Reporting officer.
- Reporting officer verifies it and accepts to relieve the employee from current office or duties.
- Subsequently the DDO concerned could approve it through DSC and forward it to Ag for generating the CTC.

**************End*****************

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