

CG & AC 10121/09

Office of the Director of
Higher Secondary Education,
Housing Board Building,
Santhi Nagar, Thiruvananthapuram.
Dated: 11.12.2012

Circular

Sub:- SPARK-Completing the data entry and limiting the authorization to competent authorities-reg

Ref: 1. Government Circular No. 62/2012/Fin dated 16.10.2012.
2. Government Circular No. 66/2012/Fin dated 15.11.2012.

Government as per reference first cited has directed to take immediate steps to complete data entry of all fields in SPARK before **31st December 2012**. Hence all the principals are directed to take immediate steps to complete data entry of all fields in SPARK of the employees included in the establishment bill.

Principals of the schools have to generate individual data sheet of each employee of the establishment bill from the SPARK and the printout has to be taken. The service details of each employee have to be verified with the printout and necessary corrections should be made in the printout and also in SPARK database. After necessary correction, the final printout has to be taken and filed in the office.

Steps for generating the individual data sheet

1. Take administration menu → Generate data sheet → Individual data sheet → Select the required field → Generate Report

Limiting the authorization to competent authorities

As per reference second cited, Government have issued detailed instructions for limiting the access of establishment related functions to establishment users and salary bill related functions to the DDO level users only in the SPARK application. Hence the present privileges given to Nodal Officers will be withdrawn by 31.12.2012 and authorization will be given to the principals. Principals can engage suitable persons for taking the establishment bills through the privilege sanctioned to him.

Hence all the principals are directed to submit the attached form for change of authorization to cpm@spark.gov.in before **31.12.2012**. The form should be attached in the mail as scanned image with signature of the principal and office seal. A hard copy of the form should be forwarded to Chief Project Manager, SPARK, PMU, Uppalam Treasury Building, Thiruvananthapuram (Fax No. 0471-2571420).

**Sd/-
DIRECTOR**

To

1. The Regional Deputy Directors- Thiruvananthapuram, Ernakulam and Kozhikkode
2. All Principals of Government and Aided Schools

DEPARTMENT OF HIGHER SECONDARY EDUCATION

Application for Authorization change

(To be furnished by the Principal)

1	Name of the School	
2	District	
3	Name of existing establishment user (Nodal Office)	
4	PEN of the existing establishment user (Nodal Officer)	
5	Name of the Principal	
6	PEN of the Principal	
8	Office phone number	
9	Mobile number	

Signature of the Principal

Place:

Date:

Seal