

SPARK

**To register complaints with DDOs
from Employee .**


Employee Level



Service and Payroll Administrative Repository for Kerala



Version 3.0

 NEED HELP?



Notice Board

1) [Tutorial For Pay revision 2014](#) [Download Now](#)

2) [Tutorial For One Office One DDO](#) [Download Now](#)

Service and Payroll Administrative Repository for Kerala is an **Integrated Personnel, Payroll and Accounts information system** for all the Employees in Government of Kerala. The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments. Every employee is allotted with a unique Permanent Employee Number (PEN) through the system. This Centralized system helps the departments to get details of any employee immediately, achieve highest level of transparency in dealing with the employees, more consistent application of rules etc. In the payroll side, accurate and automatic payroll processing is facilitated. It also ensures that the rules and regulations are uniformly applied to all employees there by avoiding complaints and achieving better employee relations...

Employee can Use this link

LOGIN



User code

Password

Enter the characters as shown below.

b a 8 e 4



[Forgot password ?](#)

[Submit complaints/grievances](#)

[Sign In](#)

[Application For General Transfer\(Health Services/Indian System of Medicines\)](#)

[Online Leave Management System](#)

Employee Level

Submit Complaints/Grievances

PEN	<input type="text" value="100604"/>
DOB	<input type="text" value="20/05/1973"/>
Mobile	+91 <input type="text" value="9446088532"/>
	<input type="button" value="Submit"/>

Please Fill and
Submit

[Back to spark login](#)

Employee Level

Submit Complaints/Grievances

Status: F- Filed, A-Action taken

Empcd	Compl.No	Subject	Status
>> 100604	2	Please enter Subject	F
>> 100604	1	Testing	F

Complaint No

Subject

Addressed to

Complaint

Please mention Your Complaints/Grievances

Filed by

[Back to spark login](#)

On submission,
employee will get
the complaint
registration no.

Menu :- Administration → View Complaints/Grievances



SPARK
Service and Payroll Administrative Repository for Kerala
Establishment Interface



[User Manual](#)

- Administration
- Service Matters
- Salary Matters
- Income Tax
- Accounts
- Queries
- Sign Out

- Authorisation
- Register Co-op Societies
- Code Masters
- Slabs and Rates
- Special TSB account of DDO
- View grievances from employees**
- Submit issues/complaints to SPARK PMU
- New Employee Record
- Lock employee record
- Unlock employee record
- Change Password

View Complaints/Grievances

Status

Complaint No

Subject

Addressed to

Complaint

Filed by

Action taken

**DDO Can View the
Complaints/Grievances
from employees here.**

SPARK

**To escalate the complaints from DDOs to
SPARK Help Desk in District Treasuries.**

DDO Level:- Administration → Submit Issues/Complaints to SPARK Help Desk



Service and Payroll Administrative Repository for Kerala

Establishment Interface



[User Manual](#)

■ Administration ■ Service Matters ■ Salary Matters ■ Income Tax ■ Accounts ■ Queries ■ Sign Out

- Authorisation
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Please enter the complaint details by clicking this menu.

DDO Level:- Administration → Submit Issues/Complaints to SPARK Help Desk



Service and Payroll Administrative Repository for Kerala
Establishment Interface



[User Manual](#)

- Administration
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Submit Complaints/Grievances

Status: F- Filed, A-Action taken

Empcd	Compl.No	Subject	Status
>>586446	2	password problem	F

Subject

Addressed to

Complaint

Mobile no

Filed by

Please click here to submit the complaints to the Help desk in District Treasury concerned.

SPARK

To escalate complaints from SPARK Help Desk to SPARK PMU and to get appointment to visit PMU.

Menu:- Administration → Get Appointment to SPARK PMU

[User Manual](#)

■ Administration ■ Service Matters ■ Salary Matters ■ Income Tax ■ Accounts ■ Queries ■ Sign Out

Appointments in SPARK PMU, Thiruvananthapuram

Enter Pen and press TAB 100604 Mobile 9446088532

Problem description
Please mention the Issue

	10 AM	11 AM	12 PM	2 PM	3 PM	4 PM	5 PM	
23/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Vacant
25/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/05/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This can be done by the help desk users only, if the issues could not be addressed by them.

On confirmation of appointment, the visitor will receive an SMS in the registered mobile in SPARK with proposed visiting details.

Thank You !!!