

Tutorial Regarding “Assigning Drawing and Disbursing Officer (DDO) charge in SPARK”

Employees those who are eligible to take the charge of Drawing and Disbursing Officer (DDO) can be assigned the DDO privileges in SPARK via the mentioned option

DDO charge assigning is categorised in three types :

- 1) DDO having Additional charge in the office
- 2) DDO Taking charge in present office
- 3) DDO Taking charge in new office (Transfer)

Prerequisites in SPARK for assigning DDO charge (privilege)

1. The DDO must have at least “Individual” (I) login in SPARK
2. Aadhaar details must be updated in *present service details* for the DDO in SPARK
3. BIMS registration must be completed prior to SPARK charge assigning.
4. Digital Signature (DSC) must be issued for the DDO

Procedure for assigning DDO privilege in an office

Step 1) SPARK login ---> Service matters-> Take charge of DDO

Using this option the employee can be assigned the charge of DDO Ref fig: 1



Fig: 1

- Step 2) In this option three category of charge assigning is seen. a) Additional Charge
b) Take Charge in Present office
c) Take Charge in new office (transfer) Ref fig: 2

⚠️ DDO can select the type of charge as per the above mentioned categories in which the DDO privilege is to be assigned.

⚠️ Individual authorisation should be necessary for an *Employee* for obtaining the facility.

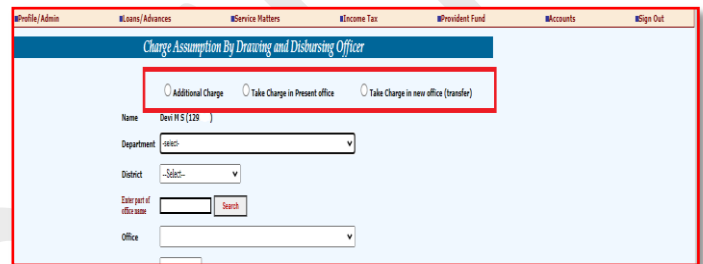


Fig: 2

Step 3) DDO taking charge in present office:
In case if DDO taking charge in present office , then the department and office name will be default only DDO code is needed to be selected then click on “*VERIFY DDO DETAILS FROM TREASURY*” option. After clicking Present DDO details will be listed Ref fig: 3

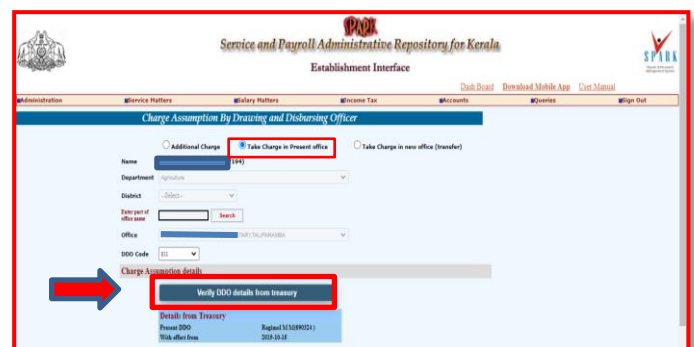


Fig: 3

⚠️ Before clicking on the “verify” option DDO should ensure whether he/she has been registered in BIMS as DDO for the current office or additional charge if any.



Step 4) Now the employee can assign the various privileges (e.g D E P Q) from the mentioned privileges as per requirement then fill the remaining field and click on the “confirm” button
 Ref fig: 4

Fig: 4

⚠ Changes once made cannot be reverted thereby each fields are needed to be entered with utmost care

⚠ Confirmation message will be shown after data has been successfully updated.

The same module can be used for DDO having additional charge in an office by selecting “Take charge in present office”

The same conditions are applicable for DDO’s those who have not joined in any office and is in TRANSIT then he/she can login using their “I (Individual privilege) and use the option “Take charge in new office (Transfer)”

END

