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)

<u>Prerequisites in SPARK for assigning DDO</u> <u>charge (privilege)</u>

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 been issued for the DDO

Procedure for assigning DDO privilege in an office

Step 1) SPARK login $\dots \rightarrow$ Service matters \rightarrow Take charge of DDO

Using this option the employee can be assigned the charge of DDO <u>*Ref fig:* 1</u>



<u>Fig: 1</u>

Step 2) In this option three category of charge assigning is seen. a) Additional Chargeb) Take Charge in Present office

c) Take Charge in new office (transfer) <u>Ref fig: 2</u>

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

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

Charge Assum				
O Additiona	I Charge O Take Charge in Press	ent office O Take Charge i	n new office (transfer)	
Name Devi M S (129)			
Department -seleci-		v		
DistrictSelect	۷			
Enter part of office same	Search			
Office		v		

Fig: 2

Step 3) <u>DDO taking charge in present office</u>: 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*

	Service and Payroll Administrative Repository for Kerala							
- alterna	Establishment Interface							
Administration	Service Hatters	Salary Hatters	Encome Tax	#Accounts	Queries	Sign Out		
	Charge Assumpt	ion By Drawing and Disbu	rsing Officer					
		_	_					
	Vadditional Cl	Take Charge in Presen	t office Utake Charge in n	ew office (transfer)				
	Department Asia las		×					
	District -Jeint-							
	Taker part of	1 territ						
	effer same							
	Office	CART, TALIFARDAMEA	v.					
	DDO Cade III V							
	Charge Assumption details							
		rily DDO details from treasury						
	Details from Tr	wasary						
	Present 200 With effect from	Regimel 35 30/69032 2019-10-16	H)					

<u>Fig: 3</u>

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.

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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*

	Verity DDO details from treasury	
	Industries	
	DOO (Assessed) User (D)	
Privileges assigned	Enthlaner Admin Cor (E)	
	Lagra Processing (P)	
	Proced Transit and Postag (Q)	
DDO with effect from	Reading to C	
DDO for sub offices also?	766.	
List of task offices	Palot Legiel Tervices Converties. Addets PIS a Palot Legiel Services Convectes. Klahenshery Palot Legiel Services Converties. Nerry Palot Legiel Services Converties. Through a	
Administrator for salt afflices also?	No. V	
Previous 000	54269V V 408897	
Designation	Batton Officar	
As en Date	25/92/2021	
Controlling Officer for this office?	ine of	

<u>Fig: 4</u>

DDO Cede	Changes made carnot be revert	ad. Are you sure to proceed?	
Charge Assumption details			
		OK Cannel	
	Authoritation		
	DDO (Accessit) User (D)	-22	
Privileges assigned	Establishment Admin User (E)	10	
	Larve Processing (P)	12	
	Prent-Transfi and Posting (Q)	51	
DDO with effect from	3105/2010 11/ 11		
DDO for valveoffices also?	(Tes V)		
List of rab officer.	Taluk Legal Services Committee, Adocc, PR Taluk Legal Services Committee, Kothench Taluk Legal Services Committee, Tarry Taluk Legal Services Committee, Tarry	an j	
Administrator for sub offices also?	768 97		
Previous DDD	SAJERY V 618897		
Designation	Section Officer		
As on Date	25 02 2021		
Controlling Officer for this office?	100 W		
	Com	lim	

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

DDD Code	Col Data Undated successfully for			
Charge Assumption details	baca oposition sourcessionly for			
			ОК	
	Authorization			
	200 (Account) User (D)	10		
Privileges assigned	Establishment Admin User (E)	63		
	Laura Processing (P)	13		
	Pront-Transh and Posting (Q)	12		
DDO with effect from	5105/2019 IV V			
100 family dimension				
And an use differ the	Yes			
	Takik Legal Bervices Committee, Adopt PTA			

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

<u>The same module can be used for DDO having</u> <u>additional charge in an office by selecting "Take</u> <u>charge in present office</u>



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)"

Cha	rrge Assumption By Drawing and Disbursing C	Officer
	O Additional Charge O Take Charge in Present office	Take Charge in new office (transfer)
Name	Suthan W J (100928)	
Department	-select-	*
District	Thiruvananthapuram 🗸	
Enter part of office name	Search	
Office	Select	*
DDO Code	Select 💙	
Charge Ass	umption details	
	Verify DDO details from treasury	

END

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