

A new module has been introduced in SPARK regarding the approval system of the EMPLOYEE WITH SPARK ID/ TEMPORARY EMPLOYEE by the HOD login (as per Circular No: 46/2023/fin Dated 20-05-2023)

HOD has been assigned as the APPROVING authority for SPARK ID registration

- ***As per the circulars referred above, directions have been issued to register all temporary employees (on daily wages, contract, casual sweepers, employees on deputation from Universities, Boards, PSUs etc) including recruitment through employment exchange in SPARK for SPARK ID generation, so as to generate their remuneration/allowance related claims through SPARK.***
- ***The existing practice of verification of the details of such employees in SPARK, being done by Finance Department is withdrawn and now a new provision has been enabled in SPARK by which the Head of the Department or the other officer registered with the Head of the Department privilege in SPARK as per GO(P)No.94/2022/Fin dated 24/08/2022 can process such verification/approval, using their digital signature (DSC), in respect of all the offices under their control, with effect from 01/06/2023..***

Modified Data at a glance:

Through HOD login a verifier privilege can be assigned to designated employee for verification purpose

Menu: *Accounts >> Employee with SPARK ID >> Add/Remove verification privilege*

In the verifier login, the same can be verified and can be forwarded to the HOD for approval

Menu: *Accounts >> Verify /Approve*

The verified application will be listed in the APPROVING AUTHORITY/ HOD

Menu: *Accounts >> Employee with SPARK ID>> Approve*

ASSIGNING VERIFIER PRIVILEGE THROUGH HOD LOGIN

Step 1) Through HOD login a verifier privilege can be assigned to designated employee for verification purpose

Accounts >> Employee with SPARK ID >> Add/Remove verification privilege Ref fig:1



Fig: 1

HOD can enter the PEN of the verifier and the details related to the employee will be fetched, the verifier privilege will be assigned upon clicking on the **ADD VERIFICATION PRIVILEGE** button. Also in order to remove the same **REMOVE VERIFICATION BUTTON** is also available Ref fig:2

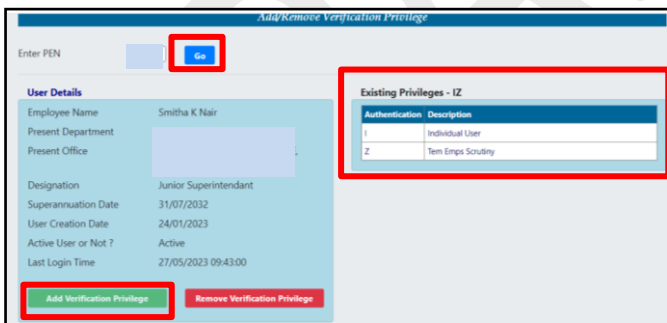


Fig: 2

SCRUTINIZE EMPLOYEES WITH SPARK ID/VERIFIER LOGIN

Step 1) In the verifier login, the application can be verified and the submitted applications can be either **FORWARDED** (if found correct) or can be **REJECTED**. Also in the verifier login the applications that are been **PENDING FOR APPROVAL** can also be viewed **Accounts >> Employee with SPARK ID >> verify/approve Ref fig: 3**

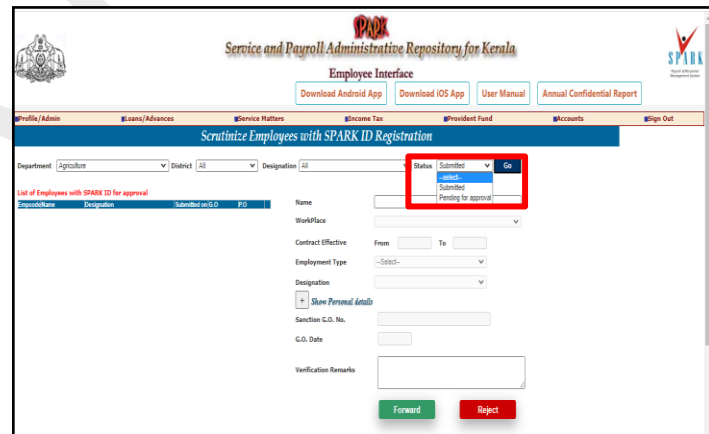
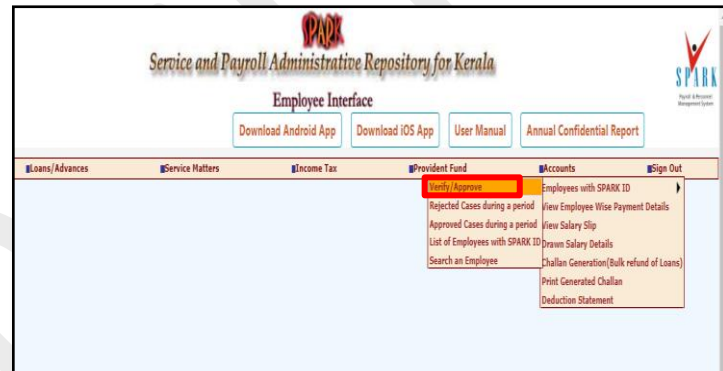


Fig: 3

In the **SUBMITTED** application the **LIST OF EMPLOYEE WITH SPARK ID FOR APPROVAL** will be listed, It includes **Empcode, Name, Designation, Submitted, Provision to view the G.O, Posting order**, forwarded by PEN and details. Ref fig: 4

APPROVE EMPLOYEE WITH SPARK ID REGISTRATION

Step 1) the verified application will be listed in the HOD login for approval Accounts >> **Employee with SPARK ID >> Approve** Ref fig: 6

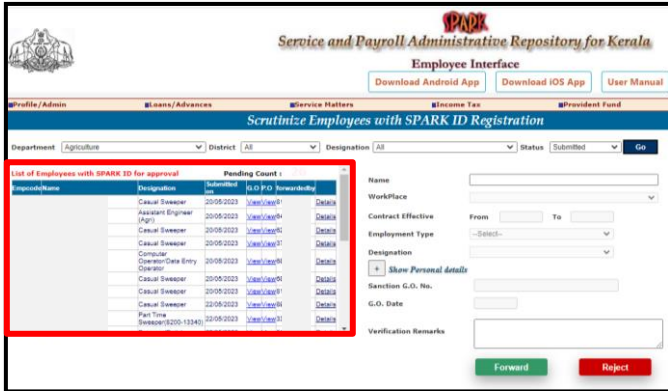


Fig: 6

Pending Applications will be listed in the approval page, In the SUBMITTED application the LIST OF EMPLOYEE WITH SPARK ID FOR APPROVAL will be listed, It includes Empcode, Name, Designation, Submitted, Provision to view the G.O, Posting order, forwarded by PEN and details.



Fig: 4

After clicking on the FORWARD button, a pop up message will be displayed i.e REQUEST HAS BEEN FORWARDED FOR APPROVAL and the application will be forwarded to the approving authority. Ref fig:5

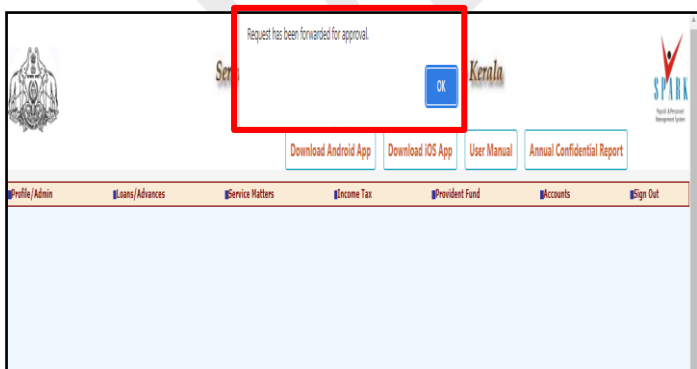
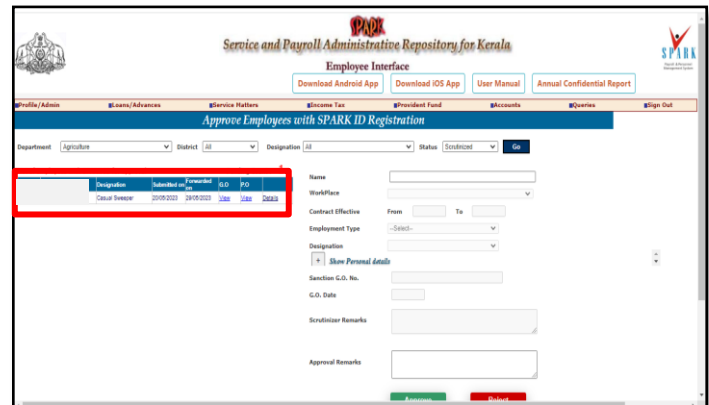


Fig: 5

Applications that are to be approved can be only be selected individually i.e multiple approval not allowed

Step 2) Select the desired application and click on the **approve button**, **Concerned authority need to ensure that the DSC has been connected in order for approval.** Upon clicking, the DSC token password is needed to be entered. **Ref fig: 7**

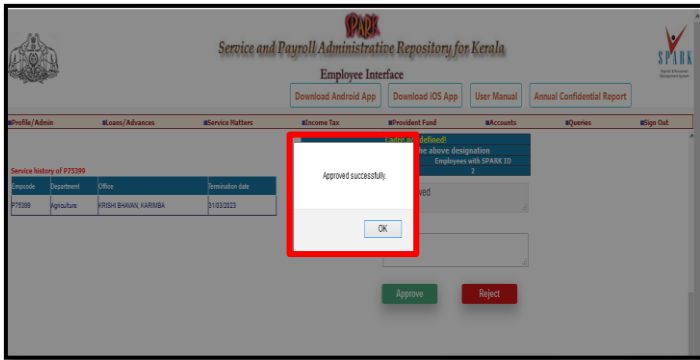


Fig: 7

After approval, the PENDING STATUS in the DDO login will be updated as " APPROVED " and in case if the application has been rejected the status will be updated as REJECTED.

*******END*******