

## Tutorial Regarding “Implementation of countersigning procedure(digitally) for monthly salary bills in SPARK SOFTWARE for aided institutions”

***A modification has been enabled in the spark regarding the digital countersigning of all bills (including monthly salary bills) in SPARK that has been prepared by DDOs through a forward and approve system for aided institutions***

- ***In the existing system, the digital countersigning procedure has already been implemented in the AIDED sector ( all bills except salary bills)***
- ***A new software modification is enabled such that the prepared monthly salary bill in SPARK is needed to be forwarded to the concerned countersigning / approving authority for digital approval in the AIDED sector.***
- ***Once the bill has been digitally countersigned then only the same will be listed in the DDO login for e-submission.***

### Modified module at a glance:



***The countersigning process for aided institutions ( as per ref: G.O.P nos: 163/2020/FIN dated: 22/12/2020 ) has been implemented for all types of bills, such as salary arrears, multiple month, PF claims, and manual bills. Once approved by the concerned approving authority, these bills will be listed for e-submission via the DDO login.***

***As per G.O.(P)No.85/2024/Fin dated: 30-09-2024 ([click here for G.O](#)) a similar countersigning process will be implemented for all monthly salary bills. After digital countersigning by the appropriate authority, the DDO can proceed with e-submission of the bills.***

## COUNTERSIGNING PROCEDURE FOR SALARY BILLS IN SPARK

Step 1) The monthly Salary bill will be prepared by the user/DDO. The prepared bill will be listed in the MAKE BILL via menu **ACCOUNTS>> BILLS>> MAKE BILL FROM PAY ROLL** Ref fig:1

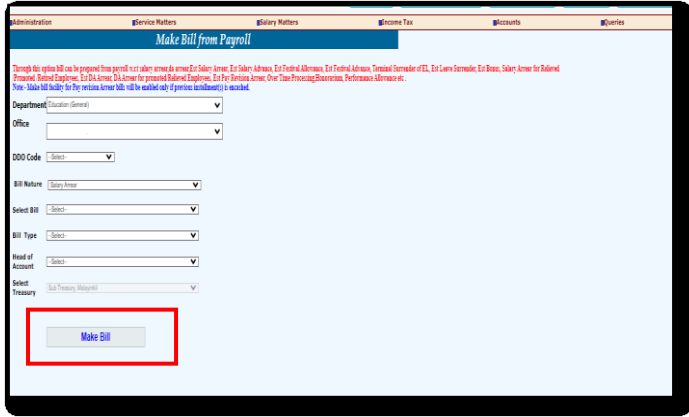


Fig: 1

Step 2) In the DDO login may Connect the DSC and click on the MAKE BILL button, then click on the **FORWARD FOR APPROVAL** button Ref fig: 2

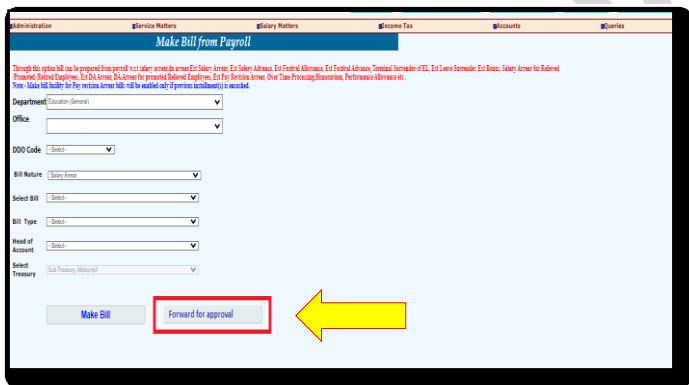


Fig: 2

Step 3) The salary bill will be forwarded to the concerned VERIFIER LOGIN and APPROVING AUTHORITY respectively, once the bill has been approved then only the same will be listed in E-submission page in the DDO login.

## BILLS APPROVAL PROCEDURE

Step 1) The digitally forwarded bill will be listed in the verifier login (employee located in the approving/countersigning authority office, related tutorials available in link [click here for tutorials](#)), the bill can be verified using the menu **ACCOUNTS>> BILLS>> VERIFY BILL** Ref fig: 1

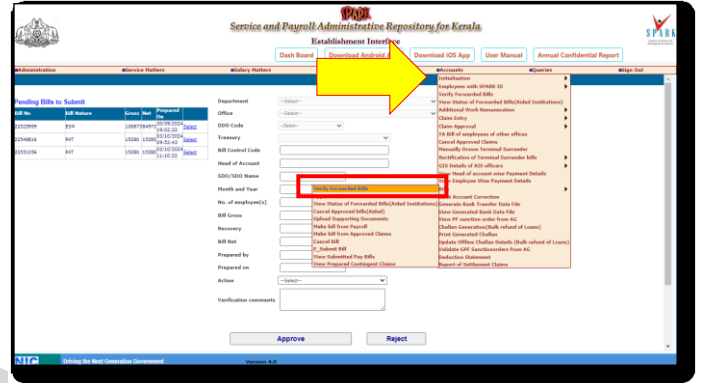


Fig: 1

Step 2) The verified salary bill will be forwarded to the APPROVING AUTHORITY upon clicking on the **FORWARD FOR APPROVAL** button Ref fig: 2

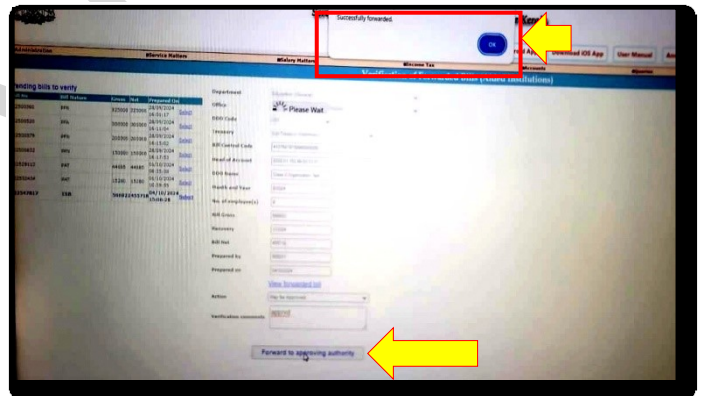
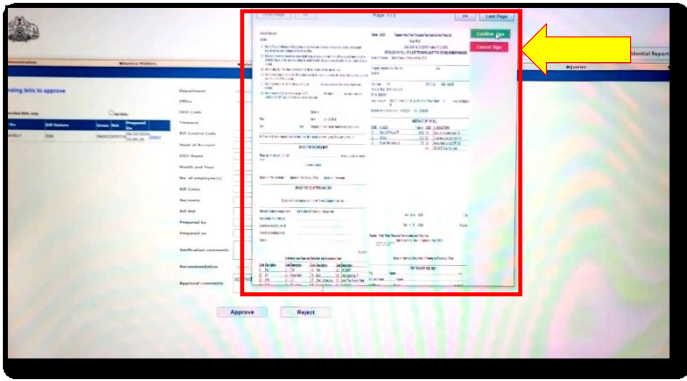


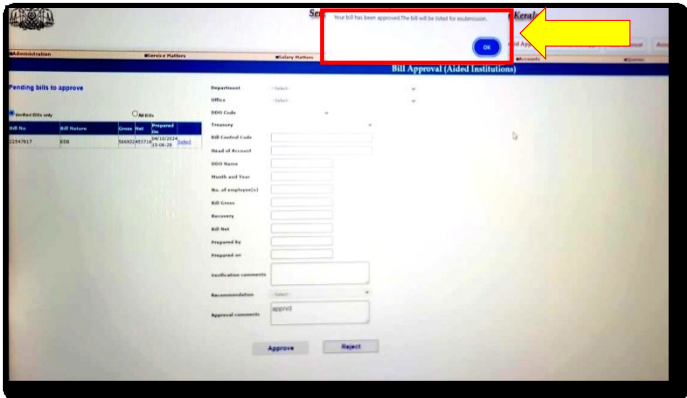
Fig: 2

Step 3) The Verified salary bill will be listed in the APPROVING AUTHORITY login under menu **ACCOUNTS>> BILLS>> APPROVE BILL**. The authority may select the salary bill and click on the **APPROVE** button Ref fig: 3



**Fig: 3**

Step 4) Once the salary bill has been approved successfully by the APPROVING AUTHORITY, bill will be listed in the DDO login for E-submission. Ref fig: 4



**Fig: 4**

**\*\*\*END\*\*\***